

Operations Efficiency Gap Analysis Example

Overview

This sample gap analysis illustrates the comparison between current operations and desired targets to identify areas for improvement in organizational efficiency.

Gap Analysis Table

Process Area	Current State	Desired State	Gap	Recommendations
Order Processing Time	48 hours	24 hours	24 hours slower	Automate manual steps; streamline approvals
Inventory Accuracy	90%	99%	9% below target	Implement real-time tracking; regular audits
Employee Utilization	65%	85%	20% underutilized	Train on cross-functional skills; optimize schedules
Machine Downtime	10 hrs/month	2 hrs/month	8 hrs above target	Introduce preventive maintenance program

Key Findings

- Order processing steps contain manual bottlenecks, leading to extended lead times.
- Inventory record discrepancies cause delays and lost sales opportunities.
- Employee capacity is not fully leveraged due to lack of cross-training.
- Significant machine downtime impacts production schedules.

Action Plan & Next Steps

- Map current process workflows and identify automation opportunities.
- Adopt inventory management software with real-time monitoring.
- Launch employee skills development and cross-training initiative.
- Establish a preventive maintenance schedule for all critical equipment.
- Re-evaluate gaps quarterly and adjust strategies as needed.

This analysis provides a foundation for improving operations efficiency by highlighting critical gaps and actionable recommendations.