

# 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.