

# Organizational Capability Gap Analysis Outline

## 1. Executive Summary

- Brief overview of objectives
- Summary of key capability gaps
- High-level recommendations

## 2. Introduction

- Purpose of the gap analysis
- Scope and methodology
- Definitions of key terms

## 3. Current State Assessment

- Overview of current organizational capabilities
- Existing strengths
- Areas for improvement

## 4. Desired Future State

- Strategic goals and objectives
- Required capabilities to achieve goals
- Benchmarking against best practices/industry standards

## 5. Gap Analysis

- Comparison of current vs. required capabilities
- Identification of specific capability gaps
- Root cause analysis

## 6. Action Plans & Recommendations

- Prioritization of gaps
- Recommended actions to address gaps
- Resource and capability requirements
- Timeline for closing gaps

## 7. Monitoring & Evaluation

- Key performance indicators (KPIs)
- Progress tracking methods
- Review and adjustment process

## 8. Appendices

- Supporting data and analysis
- Definitions and glossary
- References and sources

