

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

