

# Strategic Alignment Gap Assessment Document

## 1. Document Information

Project/Initiative Name

Enter project or initiative name

Date

YYYY-MM-DD

Prepared by

Name/Role

## 2. Overview

Purpose of Assessment

Describe the purpose of this gap assessment

Scope

Define the assessment scope

## 3. Strategic Objectives

#	Strategic Objective	Current State	Desired State
1			
2			

## 4. Gap Assessment Matrix

#	Area	Current Alignment	Gaps Identified	Potential Impact
1				
2				

## 5. Recommendations

Summary of Recommendations

List key recommendations to close identified gaps

## 6. Next Steps / Action Items

Action Item	Owner	Due Date	Status

## 7. Appendix (Optional)

Add any supporting information, data, or references

Document Version: 1.0