

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