

Gap Analysis Process Mapping Template

1. Overview

Process Name	<div></div>
Owner	<div></div>
Date	<div></div>
Description	<div></div>

2. Process Steps Mapping

#	Current State Step	Gaps/Issues	Desired State Step	Comments
1	<div></div>	<div></div>	<div></div>	<div></div>
2	<div></div>	<div></div>	<div></div>	<div></div>
3	<div></div>	<div></div>	<div></div>	<div></div>

3. Recommendations & Action Items

Action	Responsible	Due Date	Status
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

4. Notes