

Process Gap Analysis Report

1. Executive Summary

2. Project Overview

3. Objectives

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4. Current State Analysis

Process Reviewed:

Description:

Key Stakeholders:

5. Desired Future State

6. Gap Analysis

Process Step	Current State	Desired State	Gap	Impact

7. Recommendations

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8. Action Plan

Action Item	Owner	Timeline	Status

9. Appendices

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Prepared By:

Date: _____

