

3 GAP ANALYSIS

WHAT DOES THE GAP LOOK LIKE BETWEEN WHERE YOU ARE NOW AND WHERE YOU WANT TO BE?

This section analyses the size of the gap between where you are now and where you want to be. This section will provide you with an indication of the scale of the change and what key areas need to be addressed in the project action plan. In this section, based on the organisational analysis and environmental analysis you can now:

- Identify what you need to achieve and what are the key barriers to achieving the aims of the project.
- Identify what is already in place to achieve the aim of the project.
- Identify what you doing that already exceeds the level of performance needed to achieve the aims of the project.

	QUICK GUIDE
NEGATIVE GAPS	<p>Note where actual performance is less than required performance</p> <p>Questions to consider:</p> <ul style="list-style-type: none"> • In terms of 'people' what are the gaps in performance? • In terms of 'process' what will hinder the project? • Is the change large or small scale and will that make project success more difficult?
NEUTRAL GAPS	<p>Where actual performance is the same as required performance</p> <p>Questions to consider:</p> <ul style="list-style-type: none"> • In terms of 'people' what is already in place to address the needs of the project? • In terms of 'process' what is already in place to address the needs of the project?
POSITIVE GAPS / STRETCH GOALS	<p>In this section note where actual performance exceeds the required performance</p> <p>Questions to consider:</p> <ul style="list-style-type: none"> • What elements of the project exceed your expectations? • Could those elements that exceed expectations be used to develop 'stretch goals' so that the project delivers on more than original expectations?