Software Finder

GENERAL GAP ANALYSIS TEMPLATE

REFERENCE NO.	ITEM	CURRENT STATE	DESIRED STATE	START DATE	DUE DATE	ASSIGNED TO	ACTION ITEMS	PRIORITY	RISKS	COMPLETE	NOTES	COMPLETE
1	Breakroom Refrigerator	Food left in breakroom refrigerator rots	Regular cleaning by staff to prevent rotten food			J. Smith	Create cleaning schedule Post schedule Send reminder for the first few weeks	High	Lack of buy in People missing on their scheduled day	NO	Example text	YES
2	Delivery of Supplies	Deliveries are late 5% of the time due to late requests	100% on-time delivery			J. Smith	Work with ordering teams to submit requests earlier	Medium	Teams unable to submit requests sooner	YES	Example text	NO

DOCUMENT HISTORY

DOCUMENT VERSION	DATE	MARY OF CHAN	MADE BY	NOTES
0	*12/12/2012*	*First Draft*	*J. Smith*	*Example Row*