Gap Analysis Process

Step 1 Identify	Step 2 Investigate	Step 3 Decide	Step 4 Implement	Step 5 Analyse	Step 6 Improve
Identify the issue, work out what it is that is causing your organisation the problems in systems processes procedures or staffing	Thoroughly investigate the issue, make sure that it is in fact the factor that will change things if it is removed or altered	Decide on a course of action and ensure all stakeholders are involved. Make sure that there is a solid plan of action in place prior to acting	Take action! Implement your change and ensure that it is executed with clear parameters for success	Analyse and review the change made. Has it been well embedded? Has it solved the issues you wanted it to? Has it met your success criteria?	Iterate! Can you improve on the change made or alter the changes to improve efficiency? Can you embed the change further?
PLAN			DO	CHECK	ACT