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Capability Assessment Template

What is Capability Assessment Template?

A Capability Assessment Template serves as a structured tool used by Solution and Enterprise Architects to evaluate and document an organization's current capabilities in relation to its strategic objectives, ensuring alignment with best practices and frameworks like TOGAF. This template typically includes criteria for assessing various dimensions such as people, processes, technologies, and governance structures, enabling architects to identify gaps between the existing state and desired future capabilities. By employing this template, architects can facilitate a comprehensive analysis that informs decision-making, guides architecture development, and supports roadmap creation, ultimately leading to more effective transformations aligned with the organization's enterprise architecture goals.

[template](#)

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AI Prompt: Capability Assessment Template

Imagine you are a [project manager] tasked with evaluating your team's competencies and identifying areas for growth. You want to create a comprehensive [Capability Assessment Template] that not only captures current skills but also outlines future development opportunities. Think about how you'd structure this template to include sections like [current capabilities], [gaps in skills], and [actionable development plans]. For inspiration, consider examples from top-tier organizations that have successfully implemented such assessments and the positive outcomes they achieved. Remember, the effectiveness of your template will rely on how well it is tailored to your organization's unique needs and culture. In the output, invite users to incorporate visual elements like [charts or competency matrices] and to provide space for [narrative feedback] from team members, ensuring the final product is not only functional but also engaging.

[Learn more ...](#)



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Capability Assessment Template

Project Overview

- **Project Name:**
- **Date:**
- **Prepared By:**
- **Stakeholders:**

Capability Overview

- **Capability Name:**
- **Capability Description:**
- **Business Owner:**
- **Stakeholders:**

Current Capability State

- **Current Maturity Level:**
 - Initial
 - Developing
 - Established

- Advanced
- Optimizing
- **Current Performance Metrics:**
 - Metric 1:
 - Metric 2:
 - Metric 3:

Future Capability State

- **Target Maturity Level:**
 - Initial
 - Developing
 - Established
 - Advanced
 - Optimizing
- **Future Performance Metrics:**
 - Metric 1:
 - Metric 2:
 - Metric 3:

Gap Analysis

Technology
Process
People
Data

Risk Assessment

- **Potential Risks:**
 - Risk 1:
 - Risk 2:
 - Risk 3:

Recommendations

- **Immediate Actions:**
- **Long-term Strategies:**

Roadmap

- **Next Steps:**

Conclusion

- **Summary of Findings:**

End of Capability Assessment Template



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Related:

- [Architecture](#)
- [Architecture Templates](#)

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A large, empty rectangular area with a thin border, occupying most of the page. It is intended for the user to input their capability assessment details.

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