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# Gap Analysis Template

## What is Gap Analysis Template?

A Gap Analysis Template is a strategic tool used by Enterprise Solution Architects and Architecture Project Managers to assess the difference between the current state and the desired future state of an organization's capabilities, processes, or technologies. By systematically identifying gaps, strengths, and opportunities for improvement, this template aligns with best practices and frameworks such as TOGAF (The Open Group Architecture Framework). It facilitates the development of clear action plans, prioritizes initiatives based on business objectives, and ensures that architectural decisions are well-informed and aligned with the overall enterprise architecture strategy. Utilizing this template enables organizations to address deficiencies, optimize resources, and enhance their architectural frameworks effectively, driving successful outcomes in their transformation initiatives.

template

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### AI Prompt: Gap Analysis Template

Imagine you are a [seasoned enterprise architect] tasked with optimizing your organization's processes. You want to develop a Gap Analysis Template that will help teams identify the difference between their current performance and desired goals. Your request is to provide a detailed template that outlines key components such as [objectives, current state assessment, desired state definition, and actionable steps to close the gaps]. For inspiration, consider examples like assessing software deployment within ALM practices or identifying skills shortages in project management teams. To tailor the analysis, emphasize adjusting the template to fit different industries or business sizes. The desired output is a comprehensive, user-friendly Gap Analysis Template, complete with instructions and best practice tips, that can be adopted across various organizational needs. As an extra touch, include a section for stakeholders to input their insights and feedback, fostering collaboration and ensuring the template remains relevant and effective.

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# Gap Analysis Template

## 1. Overview

**Purpose:**

Describe the purpose of the gap analysis.

**Scope:**

Define the scope of the analysis, including what areas of the enterprise architecture will be assessed.

## 2. Current State Assessment

### 2.1 Business Architecture

- **Processes:**

Describe existing business processes.

- **Capabilities:**

List current capabilities and their effectiveness.

- **Stakeholders:**

Identify key stakeholders and their roles.

## 2.2 Information Architecture

- **Data Models:**  
Describe current data models and structures.
- **Information Flow:**  
Outline how information flows across the organization.

## 2.3 Application Architecture

- **Applications:**  
List current applications and their functionalities.
- **Integration:**  
Current integration points and methods.

## 2.4 Technology Architecture

- **Infrastructure:**  
Describe the current technology infrastructure.
- **Standards:**  
Outline technology standards and compliance.

# 3. Future State Vision

## 3.1 Business Architecture

- **Processes:**  
Define desired future business processes.
- **Capabilities:**  
Identify new capabilities needed.

## 3.2 Information Architecture

- **Data Models:**  
Describe desired data models.
- **Information Flow:**  
Proposed enhancements to information flow.

## 3.3 Application Architecture

- **Applications:**  
List applications needed in the future state.
- **Integration:**  
New integration methods to be utilized.

## 3.4 Technology Architecture

- **Infrastructure:**  
Desired technology infrastructure.
- **Standards:**  
Future compliance and standards requirements.

## 4. Gap Identification

### 4.1 Business Gaps

- Detail gaps in business processes, capabilities, and stakeholder engagement.

### 4.2 Information Gaps

- Identify gaps in data models and information flow.

### 4.3 Application Gaps

- Outline gaps in existing applications and necessary integrations.

### 4.4 Technology Gaps

- List gaps in infrastructure and technology standards.

## 5. Gap Analysis Summary

- **Key Findings:**  
Summarize the main insights from the analysis.
- **Prioritization of Gaps:**  
Rank the identified gaps based on impact and effort.

## 6. Recommendations

- Provide actionable recommendations to bridge each identified gap.

## 7. Roadmap

- Outline a high-level roadmap to implement the recommendations.

## 8. References

- List any documents, frameworks, or standards referenced in the analysis.

## 9. Appendix

- Include any additional information or data that supports the analysis.



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