

# GAP Analysis

## Worksheet Weaknesses

Individual steps:

1. List the **weaknesses** that you ascertained for your company.
2. Describe both the desired state and the actual state of your company.
3. For each of the identified weaknesses, think about whether the reasons for the deviations you detected are operational and / or strategic.
4. For both reasons, analyse how you should proceed in order to be able to reduce the impact of the operational or strategic weaknesses.
5. Then assess the relevance of the operational or strategic portion in terms of its significance for the development of your company. Use a scale from 1 to 5 for this (1 point = not very relevant, 5 points = very relevant).

Identified weaknesses	Desired value / description of desired state	Actual value / description of actual state	Description / quantification of the operational portion	What must be improved operationally? How can we proceed?	Relevance of the operational portion (1-5)	Description / quantification of the strategic portion	What must be improved strategically? How can we proceed?	Relevance of the strategic portion (1-5)
					Choose an option			Choose an option