

GAP ANALYSIS REPORT FROM A DOMAIN SUBCOMMITTEE

Note: This is in Excel spreadsheet format

Basic Information

Meeting Date and Time:

Domain Team:

Team Leader:

Members attending the meeting

Instructions

Column A	Planning Category	attempt to group similar gap items that could be incorporated in the same (future) plan
Column B	Gap Description	brief description of the gap item (or a label)
Column C	Priority	relative priority within the domain for resolving the gap item; ranked from A highest to C lowest
Column D	Cross Reference	list of other gap items that are related or linked to this gap item, based on the gaps identified in the domain architecture document
Column E	Short List	gap items to be acted upon first (low hanging fruit, most impact, etc.)
Column F	Order	used to order the short list and remaining gaps as part of the planning process
Column G	Domain Principles Supported	list of domain principles supported by resolving the gap
Column H	Comment/Action Item	indicate how the gap will be resolved, and any other comments that are relevant; this cell can include historical actions
Column I	Skills	skills required as an aide to resource planning and assignment of team members to activities or research

Sample Template

This example is based on a Gap Analysis Report from the Application Development Domain.

Planning Category	GAP	Prio.	xref	Short List?	Order	Domain Principles Supported	Comment/Action Item (from May meeting)	Skills Required
Merge as single GAP.	Web-based enterprise reporting tools	A	5	<u>X</u>		Anytime/Anywhere Access	Select tool based on SCEA principles and standards. Style Report and Crystal Reports in use.	Reporting and web development experience.
	Reporting Tool Standard for legacy systems	A	6				Agency Suggestion. Roll into Web-based reporting - recommend Web for legacy reporting.	
Move to eGov.	GUI front-end tools for legacy systems	<u>X</u>	8				Agency Suggestion. Recommend moving to "Web enable legacy systems" in eGOV domain.	
Document Update	Evaluation of 2nd tier baseline technologies (e.g. Oracle tools)	<u>A</u>		<u>X</u>		Reduce Integration Complexity	Gap in original assessment (Include disposition of all "research" items)	Development experience/research.
Document Update	Consider OO Cobol as a strategic language	<u>C</u>	9			Reduce Integration Complexity	Agency Suggestion.	
skills required as an aide to resource planning	Research VA Generator, VA Business Rules	c				Reduce Integration Complexity	Re-evaluate as part of document review.	Advanced developer, research.