

The Gap Analysis Planning Tool

The “Gap Analysis Model” is a simple yet powerful visual tool to help clarify objectives, current realities, and action steps. The model has application to a wide variety of personal and organizational situations, and can easily be used with students as well. As you examine the model, be sure to follow the section numbers and start on the right side with the “ideal situation.”

2. CURRENT SITUATION

This section contains a detailed description of the situation as it presently stands.

The development of the descriptors for this section provides an opportunity for stakeholders to collectively analyze data relating to the current situation.

EXAMPLE:

A data analysis reveals that:

- Central’s 9th graders have the lowest GPA and highest dropout rate at the school.
- Transition and support programs are nonexistent.

3. CLOSING THE “GAP”

This section contains the specific strategies that are designed to close the gap between the actual and the ideal.

EXAMPLE:

To close the gap, Central High School will:

- Institute a 9th grade orientation and transition program.
- Start a targeted mentoring program for 9th graders in math and reading.

1. IDEAL SITUATION

This section contains a detailed description of the intended benchmark, result, or outcome.

The development of the descriptors for this section provides an excellent opportunity for stakeholders to work together to set a vision for the organization.

EXAMPLE:

Central High School is a place where 9th grade students are well supported in their transition to high school.

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2. CURRENT REALITY

(The way things are in this area)

3. CLOSING THE "GAP"

(Strategies we'll implement)

1. IDEAL SITUATION

(What we'd like to see at our school)