# Gap analysis worksheet

*Use this worksheet to help you identify quality improvement efforts for your practice. Discuss gaps and identify solutions that you can test with a PDSA cycle.*

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| Date: | | | |
| **Names of meeting participants:** | | | |
| **CURRENT STATE** | | **FUTURE STATE** | |
| What aspects of our practice would we like to improve? *(These can be wide or narrow, qualitative or quantitative, but should be specific.)*  1.  2.  3.  4. | | What will these aspects look like after we improve? *(These can be highly specific or generic.)*  1.  2.  3.  4. | |
| What is/are the gap(s) between your current state and ideal future state? *(This should be described in detail and may be qualitative or quantitative.)*  1.  2.  3.  4. | | | |
| What are some factors that are responsible for the gap(s)? *(Be specific, objective and include only relevant factors.)*  1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | | | |
| What can your practice do to remedy the factors listed above that are contributing to the gap(s)? *(These remedies should be action-oriented and specific.)*  1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | | | |
| What resources are available to address the gap(s)?  1.  2.  3.  4.  5. | | | |
| What resources are needed to address the gap(s)?  1.  2.  3.  4.  5. | | | |
| Next steps | Person responsible | | Deadline |
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*Adapted from* [*https://blog.udemy.com/gap-analysis-template/*](https://blog.udemy.com/gap-analysis-template/)*. Accessed January 12, 2016.*

Source: AMA. *Practice transformation series: plan-do-study-act*. 2016.