



General Gap Analysis Template

conducted for

James Truema

Date and Time of Review

31 Oct 2018 10:28 AM

Department

Warehouse Team

Employee Number

AB-12345

Job Post

Staff

HR Manager / Supervisor

Francis Coopee

Completed on

31 Oct 2018 02:07 PM

Score

0/0.0 - 0.00%

Actions



#1. - Set a daily cut-off time of receiving dispatch forms - Limit the review time to maximum of 30 mins. only


Assignee: James.Truema@black.com
Priority: HIGH
Due Date: 08 Nov 2018 12:00 PM
Audit: Warehouse Team / James Truema / 31 Oct 2018 / Francis Coopee
Linked to item: Identified Gaps and Risks • Areas for improvement • After you have identified gaps and risks click ■ then click "Action" to create your action plan/s
Status: To Do

#2. - Conduct daily inventory inspection before and after dispatch of supplies.

Assignee: James.Truema@black.com
Priority: HIGH
Due Date: 08 Nov 2018 01:35 PM
Audit: Warehouse Team / James Truema / 31 Oct 2018 / Francis Coopee
Linked to item: Identified Gaps and Risks • Areas for improvement • After you have identified gaps and risks click ■ then click "Action" to create your action plan/s
Status: To Do

Audit

Question	Response	Details
Gap Analysis		
Factors to Analyze: Click "Add" button		
Factors 1		
Description of work	Dispatch of food supply orders	
Current State • Performance status at the moment	Orders are dispatched late 20% of the time	
Desired/Target State • The goal that you want to achieve	100% on-time delivery	
Identified Gaps and Risks • Areas for improvement • After you have identified gaps and risks click  then click "Action" to create your action plan/s	- Unable to dispatch order request on time	
Factors 2		
Description of work	Inventory of supplies	
Current State • Performance status at the moment	Discrepancies on inventory report of supplies	
Desired/Target State • The goal that you want to achieve	100% accurate inventory report of supplies	
Identified Gaps and Risks • Areas for improvement • After you have identified gaps and risks click  then click "Action" to create your action plan/s	- Failed to check items thoroughly - Inaccurate dispatch of items	
Completion		
Recommendations	Send me the daily progress report	

Question		Response	Details
Employee (Full Name and Signature)	James Truema	31 Oct 2018 02:05 PM	
Manager / Supervisor (Full Name and Signature)	Francis Coopee	31 Oct 2018 02:05 PM	