

Gap analysis

Gap analysis is a common procedure for determining needs and identifying problems before action planning. It can help a team identify specific problems to address, understand the situation causing the problem more clearly, and ensure that the problem being solved is the right one. In essence, gap analysis allows a team to identify the gap that exists between where they are now and where they want to be. This process is especially useful in the problem identification stage and as a way to measure ongoing progress toward a goal.

For example, a school might examine the results of the previous year's professional learning and school

improvement efforts (where the school currently is) to determine if it produced the desired results (where it wants to be).

The topic for a gap analysis could be any aspect of school improvement. The basic process is to:

- Identify where the team wants to be by asking what is our goal or target for performance (future state);
- Identify where the team is currently by asking where are we now (current state); and
- Identify the gap or the distance that needs to be covered by asking how far and how fast do we need to go to achieve our goal (gap).



Source: **Munger, L. & von Frank, V. (2010).** *Change, lead, succeed: Building capacity with school leadership teams*. Oxford, OH: NSDC.