Gap analysis

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Purpose	Use the gap analysis process for identifying the gap between the current state and the desired state.	
Recommended time	1 hour	
Materials	Tool 11.3 • Gap Analysis Template, page 6	
Steps	1. Coach, teacher leader, or facilitator explains how gap analysis follows a series of steps that can identify what is missing to bolster success of any initiative (see Hints below). A gap analysis uses the expertise of team members and thus engenders a high level of support from these members. It often gives people an "Aha" moment as they walk through the questions and examine what has actually occurred.	10 minutes
	2. Using the Gap Analysis Template, the coach begins by facilitating the team in identifying desired student outcomes or desired state of affairs. This step may be used to create a new initiative or in hindsight to assess past efforts.	20 minutes
	3. The coach facilitates the team in identifying and discussing their current state of affairs.	20 minutes
	4. They conclude with a discussion about actions to be taken and skills that are needed to move from the current to desired state.	10 minutes

Hints

When is it useful?

Gap analysis used when a team or individual:

• Wants to identify the current and desired state of affairs.

• Wants to identify what has happened with an initiative and the level of implementation of practices.

• Wants to identify specific problems that can be addressed to move an initiative forward.

• Wants to identify the necessary knowledge, skills, and support it needs to ensure a particular level of student achievement.

Gap analysis, continued

Gap analysis template

Desired student outcomes:

_____

_____

Current state of student achievement:

_____

_____

Student learning gaps	Program gaps	Educator knowledge and skills gaps	Implementation gaps	Actions to take	Knowledge and skills to gain