



## General Gap Analysis Template

Warehouse Team / James Truema / 24  
Oct 2023 / Francis Coopee

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	2
Date and Time of Review				24.10.2023 13:46 PST	
Department				Warehouse Team	
Name of Employee				James Truema	
Employee Number				AB-12345	
Job Post				Staff	
HR Manager / Supervisor				Francis Coopee	

## Actions

2 actions

Audit / Gap Analysis / Factors / Factors 1

Identified Gaps and Risks

- Areas for improvement
- After you have identified gaps and risks click "Action" to create your action plan/s

- Unable to dispatch order request on time

**To do** | Assignee **SafetyCulture Staff** | Priority **Low** | Due **31.10.2023 13:47 PST** | Created by **SafetyCulture Staff**

**Identify other external factors contributing to the employee's inability to deliver on time.**

Audit / Gap Analysis / Factors / Factors 2

Identified Gaps and Risks

- Areas for improvement
- After you have identified gaps and risks click "Action" to create your action plan/s

- Failed to check items thoroughly
- Inaccurate dispatch of items

**To do** | Assignee **SafetyCulture Staff** | Priority **Low** | Due **31.10.2023 13:51 PST** | Created by **SafetyCulture Staff**

**Set up and schedule refresher training sessions on best practices and SOPs.**

<b>Audit</b>	2 actions
Gap Analysis	2 actions

Factors to Analyze: Click "Add"

Factors	2 actions
Factors 1	1 action

Description of work	<b>Dispatch of food supply orders</b>
Current State • Performance status at the moment	<b>Orders are dispatched late 20% of the time</b>
Desired/Target State • The goal that you want to achieve	<b>100% on-time delivery</b>

Identified Gaps and Risks

- Areas for improvement
- After you have identified gaps and risks click "Action" to create your action plan/s

- Unable to dispatch order request on time

**To do** | Assignee **SafetyCulture Staff** | Priority **Low** | Due **31.10.2023 13:47 PST** | Created by **SafetyCulture Staff**

**Identify other external factors contributing to the employee's inability to deliver on time.**

Factors 2	1 action
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Description of work	<b>Inventory of supplies</b>
Current State • Performance status at the moment	<b>Discrepancies on inventory report of supplies</b>
Desired/Target State • The goal that you want to achieve	<b>100% accurate inventory report of supplies</b>

Identified Gaps and Risks

- Areas for improvement
- After you have identified gaps and risks click "Action" to create your action plan/s

- Failed to check items thoroughly
- Inaccurate dispatch of items

**To do** | Assignee **SafetyCulture Staff** | Priority **Low** | Due **31.10.2023 13:51 PST** | Created by **SafetyCulture Staff**

**Set up and schedule refresher training sessions on best practices and SOPs.**

Completion

Recommendations

**Send me the daily progress  
report**

Employee (Full Name and Signature)



**James Truema**  
**24.10.2023 13:51 PST**

Manager / Supervisor (Full Name and Signature)



**Francis Coopee**  
**24.10.2023 13:52 PST**