

Gap Analysis

“The Root of Successful Change Efforts”

Tad Dwyer, M.Ed.

tad@taddwyer.com

303-720-8814

taddwyer.com

Gap Analysis Components

- **Desired State:** Where do we want to go?
- **Current State:** Where are we now?
- **Bridging the Gap:** How do we get from A to B?

Gap Analysis Components

- **Desired State:** Where do we want to go?
- **Current State:** Where are we now?
- **Bridging the Gap:** How do we get from A to B?

Follow-up

- *Gauging Progress:* Where do we stand?
- *Looking up:* Do we still want to go there?

Guidelines

1. Start with the end (desired future)
2. Ask compelling questions
3. Use visuals (white board, flip charts, slides, etc.)
4. We bridge gaps with what we know...So know more!
5. Break big efforts into phases

Start With The End...

“Imagine it is the end of the meeting (project, fiscal year, strategic plan horizon, training program, etc.) and it has gone amazingly well.”


How will you know it has gone amazingly well?

- What will people say to one another privately after the meeting?
- What decisions were made?
- What problems were solved?
- What dialogue took place?

Personal Example - “What to Buy?”

- **Question:** What can we do with our tax refund that would improve the value of our house?
- **Desired:** Increase our home’s value while improving quality of life
- **Current:** Unsure of what we can afford with tax refund to achieve desired state
- **Bridge:** Engaged whole family in decision making activity to choose best option

Decision Making Table

Choices  Criteria ↓	Paint the House	Pave & Install Hoop	Put up Fence
≤ \$1,500	Yes	No	Yes
Parents/House Value Win?	✓	N/A	✓
Kids Win?	✗	N/A	✓
Dogs Win?	✗	N/A	✓