

Here's a simple Gap Analysis Chart:

| Objective | Current State | Future State | Gap Identification | Gap Description | Factors | Remedial Action |
|-----------------------------------|--------------------------------------|--------------------------------------|---------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| To increase annual revenue | 10 million/annum | 25 million/annum by next three years | Yes | 15 million/annum is the difference | <ul style="list-style-type: none"> Sales personnel are not proficient with latest tools Flawed processing of orders at Sales Office | <ul style="list-style-type: none"> Review & Training based on the same Update the order processing software |
| Profitability to be @ 8% on sales | Average 8% on sales | Average 8% on sales | No | N/A | N/A | N/A |
| Employee morale | Lack of employee morale at workplace | Employee morale to be enhanced | Yes | Lack of clarity in HR policy | Outdated HR Manual | Update the HR Manual in sync with current environs |
| Product feature & functionalities | Limited features & functionalities | To improve the same by next year | Yes | Does not have uniqueness | Product just launched so it has limited features & functionalities | Conduct review among existing customers & improve the product based on the same |