

## INSTRUCTIONS

### Gap Analysis

**What is this tool?** The purpose of the gap analysis is to provide project teams with a format in which to do the following:

- Compare the best practices with the processes currently in place in your practice.
- Determine the “gaps” between your practice’s processes and the identified best practices.
- Select the best practices you will implement in your practices.

**Who are the target audiences?** The project team leader will be the primary individual to prepare this written gap analysis, but the entire project team should be engaged in performing the gap analysis.

**How can the tool help you?** Upon completion of the gap analysis, your project team will have the following:

- An understanding of the differences between current practices and best practice.
- An assessment of the barriers that need to be addressed before successful implementation of best practices.

**How does this tool relate to others?** Information from the *Baseline Assessment* about the readiness of your practice to perform quality improvement for the quality elements can be considered in the gap analysis as possible strengths or weaknesses (i.e., barriers) to be managed when implementing improvements. The best practice elements defined in the *Baseline Assessment* are prefilled in the gap analysis tool. This provides the elements for the *Implementation Plan*.

### ***Instructions***

1. List the expected evidence-based best practice in Column 1.
2. In Column 2, list all the steps associated with the best practice process.
3. In Column 3, document your practice’s processes and describe how they differ from each best practice element. Be specific and include information such as policies, protocols, guidelines, and staffing.
4. In Column 4, identify barriers that may hinder successful implementation of each best practice strategy. Consider systems, procedures, policies, people, equipment, etc.
5. In Column 5, indicate whether your practice will implement the best practice strategy. If not, explain why.
6. Repeat steps 2-4 for each best practice.

# Gap Analysis

Project:

Best Practice:

Individual Completing this Form:

Column 1

Column 2

Column 3

Column 4

Column 5

Best Practice	Best Practice Strategies	How Your Practices Differ From Best Practices	Barriers to Best Practice Implementation	Will Implement Best Practice (Yes/No; why not?)