G0007-01

ISO 14001:2026 Gap Analysis Plan

User Guide | Weekly Gantt Tracker | 52-Week Programme

Document reference	G0007-01
Version	V1.0
Standard	ISO 14001:2026 — all clauses
File format	Microsoft Excel (.xlsx)
Sheet count	Structured register with guidance, scoring criteria, and worked examples
Data rows	Scalable register with dropdown validations and scoring formulas

Endeavour Technical Limited © 2026. All rights reserved

Contents

1. Purpose and Scope 3
2. What's New in This Version 3
3. How It Relates to the Implementation Plan 4
4. Workbook Structure 4
5. The Header Block — Programme Metadata (Rows 4–6) 5
6. Gap Action Log — Column Reference (A–M) 5
7. The Weekly Gantt Columns (N–BM) 7
8. The Automated Status Formula 8
9. Five Status States and Bar Colours 8
10. Milestone Flag and Its Use 9
11. The Legend Row and Programme Totals (Row 57) 9
12. How to Add a Gap Closure Action 10
13. How to Update Progress — Weekly Cadence 11
14. Common Errors and Tips 11

Endeavour Technical Limited © 2026. All rights reserved

1. Purpose and Scope

An ISO 14001:2026 implementation programme never survives first contact with reality. The Implementation Plan sequences the 29 activities needed to stand up a Clause 4-to-10 compliant EMS, but three things invariably happen as the programme runs: gaps uncovered during the Step 7 gap analysis need actioning; internal and external audit findings surface issues the original plan did not anticipate; and day-to-day operations throw up environmental issues (incidents, near-misses, regulatory changes) that require a planned response. These all need tracking somewhere.

The Gap Analysis Plan is that tracker. It is a single-sheet weekly-Gantt register where every identified gap, finding, and issue is recorded as a gap closure action with its own clause reference, owner, start and end dates, progress percentage, and auto-calculated status. It holds up to 41 rows of findings (rows 15–55) and is designed to operate in parallel with the Implementation Plan — the plan drives the 29 structured implementation activities; this plan captures the specific gap closure actions that sit outside or overlay those activities.

The workbook is a template: it arrives with 41 empty numbered rows (1-41) ready to be populated with gaps as they are identified. The default progress is 0, the default milestone flag is N, and all status values, bar colours, and programme totals derive automatically from the data you enter in columns B through H.

When to use this vs. the Implementation Plan. Use the Implementation Plan for the fixed 29-step programme and its phase-level reporting. Use this Gap Analysis Plan for (a) specific gaps identified in the gap analysis against ISO 14001:2026 (Step 7 of the Implementation Plan), (b) internal audit findings from Step 25 and subsequent audit cycles, (c) external audit findings from Steps 28 and 29, and (d) any operational EMS issues that arise during implementation or ongoing operation and require planned remediation. Both workbooks are presented together at each management review as Clause 9.3.2(a) input (status of actions from previous reviews).

2. What's New in This Version

Version 3.0 of the Gap Analysis Plan is a comprehensive re-architecture that aligns the workbook's design with the Implementation Plan's conventions. If you are familiar with a previous version, the following are the material changes:

Dimension	Previous version	Workbook
Sheet name	Gap Analysis Action Plan	ISO 14001 Gap Analysis Plan
Date anchor	O14 (within the Gantt header row)	C4 (dedicated Start Date cell in the header block, matching the Implementation Plan)
Gantt granularity	Daily (≈740-day columns)	Weekly (52-week columns in N–BM)
Status model	Manual Open/Closed dropdown	Auto-calculated 5-state formula: Not Started / In Progress / At Risk / Complete / Overdue
Columns	14 columns (A–N) with Activity number and Actual Date Completed	13 columns (A–M) with Gap Ref., Milestone flag (new), and Notes (replacing Actual Date)
Pre-population	29 rows copied from the Implementation Plan	41 empty numbered template rows (user populates from their gap analysis)

Endeavour Technical Limited © 2026. All rights reserved

Dimension	Previous version	Workbook
Programme metadata	None	Overall Progress (C6), Target Finish (E6), Status Date (E4) — rolled-up from the data
Legend	Plain list at bottom	Five-colour legend in row 57 plus Programme Totals (duration sum and weighted average progress)

3. How It Relates to the Implementation Plan

The Implementation Plan and the Gap Analysis Plan are deliberately separate workbooks with complementary roles. Understanding the division prevents either workbook becoming a dumping ground for the other's content.

Dimension	Implementation Plan	Gap Analysis Plan
Scope	The fixed 29-step programme needed to establish the EMS from scratch.	Specific gaps, findings, and issues — each uniquely identified, added ad-hoc as discovered.
Structure	29 pre-defined activities in a fixed sequence with explicit predecessors.	41 flexible action rows, populated by the user as findings emerge.
Date model	Project Start Date (C4) with formula-offset dates per task.	Same — C4 is the anchor; Start and Finish dates in G and H can be hard-coded or formula-driven.
Gantt granularity	Daily (or weekly, depending on programme view).	Weekly — one column per week of the 52-week programme.
Status model	5 auto-calculated states (matches Gantt bar colour).	Same 5-state auto-calculated model — consistent behaviour across both workbooks.
Typical lifespan	12 months — the initial ISO 14001:2026 implementation.	Indefinite — continues to capture findings long after certification.
Governance	Updated at weekly EMS Team meeting.	Updated as findings arise; presented at management review.

Consistent mental model. The V3.0 design means both workbooks now share the same conventions: Monday-anchored Start Date in C4; =TODAY() Status Date nearby; duration-weighted Overall Progress; 5-state auto-status; and the same colour legend. A user fluent in one is immediately fluent in the other — the difference is purely the content (structured 29-step programme vs. ad-hoc gap findings).

4. Workbook Structure

The workbook contains a single sheet — ISO 14001 Gap Analysis Plan — laid out as five stacked blocks down the page and extending right with the weekly Gantt columns:

Block	Rows	Purpose
Title & Intro	1–2	Sheet title and subtitle ("Programme for implementing gap closure actions..."). Read-only.
Header Block	4–6	Programme metadata: C4 Start Date (Monday), E4 Status Date (=TODAY()), C6 Overall Progress (weighted), E6 Target Finish (=MAX of Finish Dates). The single point of control for the whole programme's schedule.

Endeavour Technical Limited © 2026. All rights reserved

Block	Rows	Purpose
Instructions	8–12	Four numbered instructions summarising the operating procedure. Read once; refer back when unsure.
Header Row	14	Column headers (A–M) plus the weekly Gantt date formulas in N14 onwards (=$C$4+N*7, where N is the week number from 0 to 51).
Gap Action Log	15–55	41 action rows. Columns A–M carry the action data; columns N onwards are the Gantt cells (one per week) that auto-colour to form the bar.
Legend & Totals	57	Five-colour status legend and programme totals: total duration (I57) and weighted Overall Progress (J57).

5. The Header Block — Programme Metadata (Rows 4–6)

The Header Block at the top of the sheet is the single point of control for the entire programme's schedule. Only one cell — C4 — is edited by the user; everything else is formula-driven and updates automatically.

Cell	Label	Input Type	Purpose & Guidance
C4	Start Date (Monday)	Date — user input	The anchor for the entire programme. Must be a Monday. Every week-column date in row 14 uses =$C$4+N*7 (where N is the week number 0–51), so changing C4 re-dates the entire 52-week Gantt in one step. Default value: 2026-05-04 to align with the Implementation Plan.
E4	Status Date	Formula =TODAY()	Always today's date. Used by the Status formula (column K) to determine whether an action is At Risk (not started past its Start Date) or Overdue (past Finish Date with incomplete progress).
C6	Overall Progress	Formula — duration-weighted average	The programme's overall completion percentage, weighted by action duration. A 10-week action at 50% contributes twice as much as a 5-week action at 50%. Read this as the single headline KPI of the gap-closure programme.
E6	Target Finish	Formula =MAX(H15:H55)	Latest finish date across all 41 actions — i.e., the programme end date. Answers the question "when will all current gaps be closed?" at a glance.

Why C4 must be a Monday. Every column in the weekly Gantt (N onwards) uses =$C$4+N*7 — i.e., N weeks after C4. If C4 is a Wednesday, every week-column date is also a Wednesday, and the weekly periods don't align with calendar weeks. The convention across both the Implementation Plan and this workbook is Monday-anchored weeks. Setting C4 to a non-Monday is not a fatal error but it makes the Gantt harder to read and breaks visual parity with the Implementation Plan.

6. Gap Action Log — Column Reference (A–M)

Data entry begins at row 15. Row 14 holds the column headers. The 13 columns A–M capture everything needed for one gap closure action:

Endeavour Technical Limited © 2026. All rights reserved