# G0001-02

## Gap Analysis Plan

*User Guide*

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|---|---|
| **Document reference** | G0001-02 Gap Analysis Plan User Guide |
| **Version** | V1.0 |
| **Standard** | ISO 9001:2026 — All clauses |
| **File format** | Microsoft Excel workbook (.xlsx) |
| **Companion file** | GA002-02 Gap Analysis Checklist |
| **Scope** | Clause-by-clause conformance baseline assessment |

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# 1. Purpose and Scope

An ISO 9001:2026 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 QMS, 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 quality 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 9001:2026 (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 QMS 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 9001 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) |
| **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 |

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| Dimension | Previous version | Workbook |
|---|---|---|
| | | 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 from 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 QMS 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 9001:2026 implementation. | Indefinite — continues to capture findings long after certification. |
| **Governance** | Updated at weekly Implementation 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 9001 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. |
| **Instructions** | 8–12 | Four numbered instructions summarizing the operating procedure. Read once; refer back when unsure. |
| **Header Row** | 14 | Column headers (A–M) plus the weekly Gantt date formulas |

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| Block | Rows | Purpose |
|---|---|---|
| | | 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:

| Col | Field Name | Input Type | Purpose & Guidance |
|---|---|---|---|
| **A** | Gap Ref. | Number — sequential | A sequential number identifying the action (1–41 by default). Used as the unique identifier throughout the QMS — cross-reference in management review minutes, audit findings, and corrective action records. Do not reuse numbers; once an action is complete, its number stays with it permanently for |

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