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| Focus: Day Care Outdoor Play area | | | | |
| Area | Current State | Target or Ideal State | Gap or Difference | Action to Bridge Gap |
| Grounds | 25% is cement, 50% dirt, 25% with sparge grass | 50% child friendly turf  50% soft landing ground covering | 100% of ground covering not meting target | * Visit South Hills Daycare that is rated top for their play area * Hire landscaper to update grounds |
| Equipment | * 1 Slide * 6 swings- 2 are broken * 1 merry go round but broken | * 1 slide per 10 children * Basketball and volleyball area * All equipment working | * Need 1 more slide * Lack all working equipment * Lack basketball and volleyball area | * Fix all equipment and develop a routine maintenance plan * Create basketball and volleyball area with new landscaping plans |
| Staffing | 2 members staff AM and afternoon time for 20 children | 1 staff member to 5 children | Lack 3 staff members | Review current staffing schedule to fill in gap |
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### Created date: Revised date: Created by:

**Instructions:**

Use a gap analysis to compare actual or current state with ideal state and help you determine how to reach the ideal state. Fill in table with your specific analysis.

1. Describe the focus area that will be analyzed: Is it a department’s metric performance or goal to be met, an organization’s service line, a project’s ability to meet a goal or specific process?

### Analyze current state: What is current performance, skill set, knowledge, other?

### Determine target or ideal state: What is the goal or performance to be met? What does ideal state look like?

### Determine the gap: What is the difference between current and ideal state?

### Determine the action: What action or steps need to be taken to reach target or ideal state?