ISO 14001:2015 Gap Analysis Action Plan - Part C

Instructions:

1 Review the gap analysis findings

2 Transfer the identified gaps into single rows below, from Row 14 onwards

3 Enter start date in Cell N13 - Please note: the date must be a Monday!

4 Set the 1st planned start date in Cell G14

5 Set the planned finish date in the adjacent Cell H14

6 The duration (in days) is shown in Cell I14 and duration bars from Column N onwards are shaded based on the dates entered

7 Do not enter data in Columns I, K and M, or N onwards (except Cell N14)

8 Record the estimated % progress of each activity in Column J, this highlights the indicator in Column K

9 Record the actual date the activity is completed in Column L, days overdue are shown in Column M

Activity	ISO 14001 Clause Ref.	Description of Gap Identified	Proposed Remedial Action	Responsibilities & Resources	Deliverables & Outputs	Planned Start Date	Planned Finish Date	Duration (Days)	Activity Progress %	Indicator	Actual Date Completed	Days Overdue
1						03-May-23	03-Jul-23	44	100	↗	04-Jul-23	1
2						11-May-23	10-Jul-23	43	75	→	09-Jul-23	-1
3						17-May-23	17-Jul-23	44	50	→	20-Jul-23	3
4						23-May-23	24-Jul-23	45	25	↘	17-Jul-23	-7
5						30-May-23	30-Jul-23	44	5	↓	05-Aug-23	6
6								0		↓		0
7								0		↓		0
8								0		↓		0
9								0		↓		0
10								0		↓		0
11								0		↓		0
12								0		↓		0
13								0		↓		0
14								0		↓		0
15								0		↓		0
16								0		↓		0
17								0		↓		0
18								0		↓		0
19								0		↓		0
20								0		↓		0
21								0		↓		0
22								0		↓		0
23								0		↓		0
24								0		↓		0
25								0		↓		0
26								0		↓		0
27								0		↓		0
28								0		↓		0
29								0		↓		0
30								0		↓		0
31								0		↓		0
32								0		↓		0
33								0		↓		0
34								0		↓		0
35								0		↓		0
36								0		↓		0
37								0		↓		0
38								0		↓		0
39								0		↓		0
40								0		↓		0
41								0		↓		0
42								0		↓		0
43								0		↓		0
44								0		↓		0
45								0		↓		0
46								0		↓		0
47								0		↓		0
48								0		↓		0
49								0		↓		0
50								0		↓		0
51								0		↓		0
52								0		↓		0
53								0		↓		0

Week 1							Week 2							Week 3							Week 4							Week 5						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
24-Apr-23	25-Apr-23	26-Apr-23	27-Apr-23	28-Apr-23	29-Apr-23	30-Apr-23	01-May-23	02-May-23	03-May-23	04-May-23	05-May-23	06-May-23	07-May-23	08-May-23	09-May-23	10-May-23	11-May-23	12-May-23	13-May-23	14-May-23	15-May-23	16-May-23	17-May-23	18-May-23	19-May-23	20-May-23	21-May-23	22-May-23	23-May-23	24-May-23	25-May-23	26-May-23	27-May-23	28-May-23