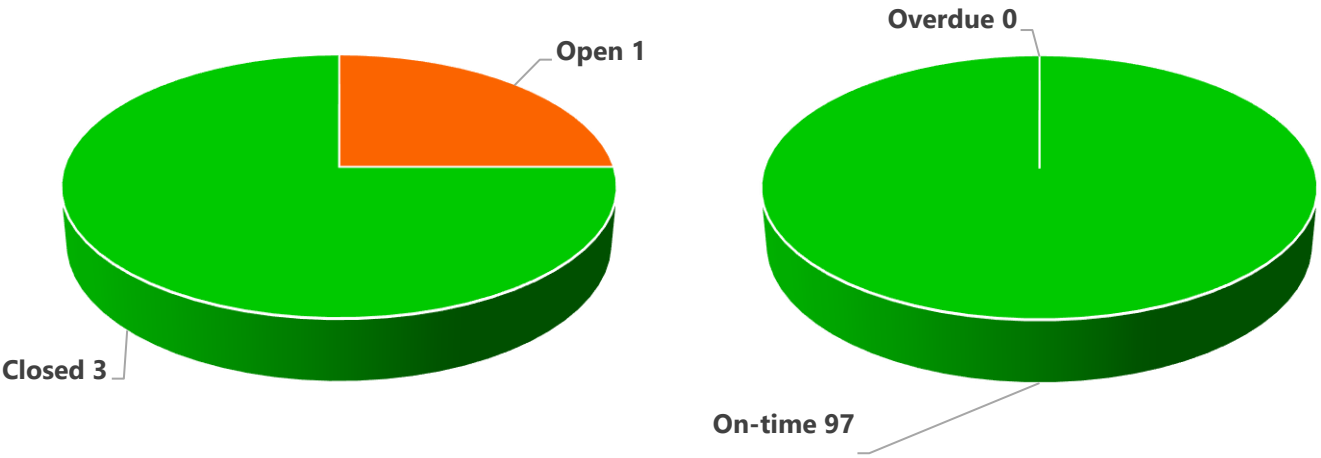


ISO 14001 Gap Analysis Action Plan

Instructions:

- 1
- Review the gap analysis findings
- 2
- Transfer the identified gaps into single rows below, from Cell C15 onwards
- 3
- Enter start date in Cell O14 - Please note: the date must be a Monday!
- 4
- Set the 1st planned start date in Cell G15
- 5
- Set the planned finish date in the adjacent Cell H15
- 6
- The duration (in days) is shown in Cell I15 and duration bars from Column O onwards are shaded based on the dates entered
- 7
- Do not enter data in Columns I, K and N onwards (except Cell O14)
- 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



Import from the Gap Analysis Findings List						Planned			Actual				
Activity	Clause Ref.	Description of Gap Identified	Proposed Remedial Action	Responsibilities & Resources	Deliverables & Outputs	Task Start	Task End	Task Duration	Task Progress	Not Complete	Status	Actual Date Completed	Days Overdue
1								0	100%	↗	Closed		0
2								0	90%	↗	Closed		0
3								0	80%	⇒	Open		0
4								0	70%	⇒	Closed		0
5								0		↓			0
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