

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Segoe UI, 10, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimals

Styles: (0.0%), 20% - Accent...

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

# ISO 9001:2015 Gap Analysis Action Plan

- 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 9001 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	Week 1								
													F	S	S	T	F	S	S	M	T
1						05-Oct-20	10-Oct-20	5	100	↗	11-Oct-20	1	05-Oct-20								
2						06-Oct-20	11-Oct-20	4	75	→	13-Oct-20	2		06-Oct-20							
3						07-Oct-20	12-Oct-20	4	50	→	15-Oct-20	3			07-Oct-20						
4						08-Oct-20	13-Oct-20	4	25	→	17-Oct-20	4			08-Oct-20						
5						09-Oct-20	14-Oct-20	4	5	↘	19-Oct-20	5			09-Oct-20						
6								0		↘		0									
7								0		↘		0									
8								0		↘		0									
9								0		↘		0									
10								0		↘		0									
11								0		↘		0									
12								0		↘		0									

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