

ORGANIZATIONAL ANALYSIS TEMPLATE



ANALYSIS OVERVIEW

GOALS AND OBJECTIVES OF ANALYSIS			
DESIRED OUTCOME			
TIMELINE		BUDGET	
CONDUCTED BY		DATE	

ORGANIZATION OVERVIEW

ORGANIZATION GOALS AND REQUIREMENTS	
COMPETITIVE ADVANTAGE	
SUCCESES	
BARRIERS	

SWOT ANALYSIS

		INTERNAL FACTORS	
		STRENGTHS (+)	WEAKNESSES (-)
EXTERNAL FACTORS	OPPORTUNITIES (+)	STRENGTHS (+) / OPPORTUNITIES (+) STRATEGY	WEAKNESSES (-) / OPPORTUNITIES (+) STRATEGY
	THREATS (-)	STRENGTHS (+) / THREATS (-) STRATEGY	WEAKNESSES (-) / THREATS (-) STRATEGY

ESSENTIAL SKILLS ASSESSMENT

STAFF POSITION / MAJOR TASKS	KSA SCALE 1 - 10	TASK SPECIFIC AREAS OF TRAINING	TRAINING METHODS	ACCEPTABLE TIMELINE

STAFF COMMENTS REGARDING THEIR FUTURE AND TRAINING DESIRES

METHOD / STRATEGY

OUTCOMES

ASSESSMENT OF FINDINGS

INTERPRETATION

Include or provide links to any pertinent data, charts, or tables.

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