

Here is a practical "Current vs. Desired State" worksheet template.

The Situational Analysis Worksheet: Defining the Gap

Project / Module Name: Date: Lead Representative / Trainee: (e.g., *Sylvia, Julius, Robert, etc.*)

Instructions:

Do not rely on assumptions. Use objective data, standard scores, or observable facts to fill out this worksheet. The goal is to clearly define where we are, where we need to be, and exactly what stands in our way.

Part 1: The Current State (Point A)

Describe the exact situation as it exists today. Be brutally honest and use quantifiable metrics wherever possible.

- 1. What is the specific issue or pain point we are observing right now?
 - *[Enter details here...]*
- 2. Who is directly affected by this current state?
 - *[Enter details here...]*
- 3. What are our baseline metrics or current performance indicators?
 - *[Enter details here...]*
- 4. What is the cost (in resources, time, or performance) of leaving this unresolved?
 - *[Enter details here...]*

Part 2: The Desired State (Point B)

Describe the realistic, target outcome. How will we know we have succeeded?

- 1. What is the specific, measurable target we are aiming to hit?
 - *[Enter details here...]*
- 2. What is the exact timeline for achieving this target?

- [Enter details here...]
- 3. How does this goal align with our broader strategic or institutional objectives?
 - [Enter details here...]
- 4. What are the success metrics? (How will we prove we have arrived?)
 - [Enter details here...]

Part 3: Gap Analysis & Root Cause

Identify the obstacles preventing the transition from Point A to Point B.

Category	The Obstacles (What is stopping us?)	Is this a Symptom or a Root Cause?
Resources/Budget	[e.g., Lack of funding for new materials]	[Symptom / Root Cause]
Skills/Knowledge	[e.g., Deficiencies in specific practical applications]	[Symptom / Root Cause]
Processes/Systems	[e.g., Inefficient scheduling or data tracking]	[Symptom / Root Cause]
Environment/Culture	[e.g., Low engagement or lack of mentorship]	[Symptom / Root Cause]

Part 4: The Final Problem Statement

Synthesize the information above into a single, cohesive statement that will guide the intervention.

Formula: Currently, [State Point A with metrics], which is causing [Impact]. In order to achieve [State Point B with metrics] by [Timeline], we must address [The Core Gap/Root Cause] through [Proposed General Intervention].

Draft Your Problem Statement Here:

[Write the final synthesized statement here. Review for clarity, brevity, and accuracy. Ensure there are no repeated words and that spelling is correct before submitting.]