**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** |  |
| **SUCCESSES** |  |
| **BARRIERS** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SWOT ANALYSIS | | **INTERNAL** | **FACTORS** |
| **STRENGTHS (+)** | **WEAKNESSES (–)** |
|  | |  |  |
|  | **OPPORTUNITIES (+)** | **STRENGTHS (+) / OPPORTUNITIES (+) STRATEGY** | **WEAKNESSES (–) / OPPORTUNITIES (+) STRATEGY** |
| **EXTERNAL**  **FACTORS** |  |  |  |
|  | **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.

|  |
| --- |
|  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |