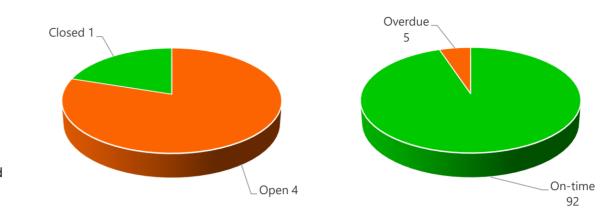
ISO 9001:2015 Gap Analysis Action Plan

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
- 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)
- 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															Week	1		W	leek 2
	Import from the Gap Analysis Findings List					Planned			Actual					M T W T F S S M T					T F
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 %		Status	Actual Date Completed	Days Overdue	05-Oct-20 06-Oct-20	07-Oct-20 08-Oct-20	09-Oct-20 10-Oct-20	11-Oct-20 12-Oct-20	13-Oct-20 14-Oct-20	15-Oct-20 16-Oct-20
1						05-Oct-20	10-Oct-20	5	100	7	Closed	11-Oct-20	1						
2						06-Oct-20	11-Oct-20	4	75	\Rightarrow	Open	13-Oct-20	2					\Box	Ш
3						07-Oct-20	12-Oct-20	4	50	\Rightarrow	Open	15-Oct-20	3						Ш
4						08-Oct-20	13-Oct-20	4	25	21	Open	17-Oct-20	4						Ш
5						09-Oct-20	14-Oct-20	4	5	V	Open	19-Oct-20	5						\sqcup
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