

TEAM CAPABILITY GAP ANALYSIS

Purpose

Identify missing skills, knowledge, and capabilities within your team to inform hiring, development, and resource allocation decisions.

Instructions

Complete each section, involving team members where appropriate to ensure comprehensive assessment.

Part 1: Mission-Critical Capabilities

List the capabilities essential for your team to fulfill its purpose and objectives:

Capability Area	Description	Current Importance (1-10)	Future Importance (1-10)

Part 2: Current Team Inventory

Map your team's existing capabilities and proficiency levels:

Team Member	Primary Strengths	Secondary Strengths	Development Areas	Untapped Capabilities

Part 3: Gap Identification

Based on Parts 1 and 2, identify specific capability gaps:

Capability Gap	Impact of Gap	Urgency (H/M/L)	Potential Solutions

Part 4: Emerging Capability Needs

Identify capabilities you anticipate needing in the future (1-3 years) based on:

Business Direction Changes

Technology or Industry Trends

Team Member Career Trajectories

Process or Methodology Evolution

Part 5: Capability Development Strategy

For the top 3-5 priority gaps, outline specific development approaches:

Gap 1: _____

Development approach(es):

- ☐ Internal training/mentoring
- ☐ External training/education
- ☐ New hire
- ☐ External resource/partnership
- ☐ Process/system changes
- ☐ Other: _____

Specific actions:

1. _____
2. _____
3. _____

Timeline: _____

Success metrics: _____

Gap 2: _____

Development approach(es):

- ☐ Internal training/mentoring
- ☐ External training/education
- ☐ New hire
- ☐ External resource/partnership

- ☐ Process/system changes
- ☐ Other: _____

Specific actions:

1. _____
2. _____
3. _____

Timeline: _____

Success metrics: _____

Gap 3: _____

Development approach(es):

- ☐ Internal training/mentoring
- ☐ External training/education
- ☐ New hire
- ☐ External resource/partnership
- ☐ Process/system changes
- ☐ Other: _____

Specific actions:

1. _____
2. _____
3. _____

Timeline: _____

Success metrics: _____

Part 6: Knowledge Risk Assessment

Identify vulnerable knowledge areas where expertise is concentrated in few team members:

Knowledge Area	Current Experts	Risk Level (H/M/L)	Knowledge Transfer Plan
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Additional Context:

When conducting this analysis, remember:

- **Involve the team** - They often have the best understanding of capability gaps and risks
- **Look beyond technical skills** - Consider process knowledge, institutional memory, and relationship capabilities
- **Balance specialization and redundancy** - Some capabilities need deep specialists, others need broader distribution
- **Consider hidden capabilities** - Team members may have valuable skills from previous roles or personal interests not currently being utilized
- **Reassess regularly** - Capability needs evolve as business conditions and team composition change

This analysis should inform not just hiring, but internal mobility, project assignments, and development investments.

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