GAP ANALYSIS





Objectives

After this discussion, you should be able to:

- Describe the purpose of a gap analysis
- Ask the right questions in conducting a gap analysis
- Identify performance "gaps"
- Close the "gaps"



Overview

- Definition
- Purpose of a gap analysis
- Steps in a gap analysis





Definition

A gap analysis is a process used to assess your current/present state to that of your desired future state.

an internal evaluation to identify performance deficiencies; and

targeted towards fine tuning one process.





Purpose of a Gap Analysis

- Identify gaps between your current delivery of police services and the desired standard (PNP P.A.T.R.O.L. PLAN – highly capable, effective and credible police service)
- Collect policies, procedures, programs, metrics, and personnel that support the current systems
- Establish a list of actions to achieve conformance with the standard (PNP P.A.T.R.O.L. PLAN)



Conducting a Gap Analysis

- Analysts must be familiar with current/present organizational structure, management systems, processes and procedures in the delivery of police services
- complete data collection
- Prepare a summary report with recommendations to close the identified gaps



Methodologies

- Facility walk-through
- Document review
- Staff interviews
- Identify and document gaps





Facility Walk Through

- Identify Activities, Deliverables, and Services
 - Main reason for unit s/office s existence
 - Support activities
- Develop Comprehensive Picture of Unit/Office
 - Maps
 - Pictures
 - Lists of buildings and organizations



Document Review

- Policy Review/ LOI Reviews
- Other policy statements
- Mission statements
- SOPs
- Position and Job descriptions
- Existing Plans
- Training materials





Staff Interviews

- Identify organizational structure
- Identify requirements to fulfill mission
- Determine awareness of staff of PNP PATROL PLAN
- Awareness of existing/current programs and goals





Identify and Document Gaps

 Compare your present plans with that of the PNP P.A.T.R.O.L. PLAN requirements

Make a list of specific actions to close gaps





Application

- Gap analysis is a good way to "jump start" the operationalization/implementation of PNP P.A.T.R.O.L. PLAN
- Gap analysis helps create a list of actions for the BCPO team



GAPANALYSIS FRAMEWORK

PRESENT STAGE

Traditional Method of

Police Education and Training

Insufficient training/lack of competence

GAPS

- Limited budget allocation for training;
- Limited access to training facilities;
- Time and financial constraints faced by police;
- Displacement of officers holding sensitive/key positions;
- •Lack of standard Program of Instructions (POIs); and
- Limited number of qualified instructors.

DESIRED STAGE

Sustainability of the PNP P.A.T.R.O.L. PLAN

Develop Highly Competent PNP Personnel

Contributory to the PNP's vision of highly capable, effective and credible police

service





GAPANALYSIS FRAMEWORK

PRESENT STAGE

Traditional Method of

Police Education and Training

Insufficient training/lack of competence

GAPS

- Limited budget allocation;
- Limited access to training facilities;
- Time and financial constraints;
- · Displacement of officers;
- Lack of standard Program of Instructions (POs);
 and
- Limited number of qualified instructors.

DESIRED STAGE

Sustainability of the PNP
P.A.T.R.O.L. PLAN
Develop Highly
Competent PNP
Personnel
Contributory to the PNP's
visionof highly capable,
effective and
credible police service

(STRATEGY) CLOSING THE GAP BY ADOPTING

INITIATIVES (PPAs)

"ONLINE TRAINING"

- **Training Needs Analysis (TNA)**
- Inventory of Training Courses
- ☐ Training Competencies Review
- ☐ Institutional Mechanism including Policy Formulation
 Implementation Plan /Timeframe

PNP STRATEGIC FOCUS

CODE-P:2013 and Beyond

5 YEAR ONLINE TRAINING PROGRAM												
	TITLE OF COURSE	DURATION IN DAYS	PERIOD OF IMPLEME NTATION	NO. OF PAX/ CLAS S	NO. OF CLASS/ YEAR	PER CAPITA PER DAY	TRAINING COST					
							2010	2011	2012	2013	2014	2015
1	Intelligence	10	1st	50	1	150.00	75,000	75,000	75,000	75,000	75,000	75,000

150.00

150.00

150.00

150.00

150.00

150.00

150.00

150.00

150.00

75,000

187,500

75,000

187,500

187,500

225,000

75,000

262,500

225,000

1,575,00

0

75,000

187,500

75,000

187,500

187,500

225,000

75,000

262,500

225,000

1,575,00

0

75,000

187,500

75,000

187,500

187,500

225,000

75,000

262,500

225,000

1,575,00

0

75,000

187,500

75,000

187,500

187,500

225,000

75,000

262,500

225,000

1,575,00

0

75,000

187,500

75,000

187,500

187,500

225,000

75,000

262,500

225,000

1,575,00

0

75,000

187,500

75,000

187,500

187,500

225,000

75,000

262,500

225,000

1,575,000

Orientation Course

Police Investigator's

Refresher Course

Police Community

Police Responders

Human Resource

Comptrollership

Officers Course

Management Course

Specialized Planning

Development Course

Management Course

Finance Officers

Course

Course

Course

Instructors

Logistics

Course

Relations Specialists 25

10

10

25

25

30

10

35

30

50

50

50

50

50

50

50

50

50

500

1st

2nd

2nd

3rd

3rd

3rd

4th

4th

4th

1

1

1

1

1

1

1

1

1