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
- o 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

- o 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
 - n Main reason for unit s/office s existence
 - Support activities
- Develop Comprehensive Picture of Unit/Office
 - n Maps
 - Pictures
 - n 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
- o 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 PA.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 PA.TR.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

Pelice 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,
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(STRATEGY)

CLOSING THE GAP BY ADOPTING "ONLINE TRAINING"

INITIATIVES (PPAs)

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

5 YEAR ONLINE TRAINING PROGRAM

TITLE OF COURSE		DURATION IN DAYS	PERIOD OF IMPLEME NTATION		NO. OF CLASS/ YEAR	PER CAPITA PER DAY	TRAINING COST					
							2010	2011	2012	2013	2014	2015
1	Intelligence Orientation Course	10	1st	50	1	150.00	75,000	75,000	75,000	75,000	75,000	75,000
2	Police Investigator Refresher Course	' ^S 10	1st	50	1	150.00	75,000	75,000	75,000	75,000	75,000	75,000
3	Police Community Relations Special Course		2nd	50	1	150.00	187,500	187,500	187,500	187,500	187,500	187,500
4	Police Responders Course	10	2nd	50	1	150.00	75,000	75,000	75,000	75,000	75,000	75,000
5	Human Resource Management 68ur	25 se	3rd	50	1	150.00	187,500	187,500	187,500	187,500	187,500	187,500
6	Comptrollership Officers Course	25	3rd	50	1	150.00	187,500	187,500	187,500	187,500	187,500	187,500
7	Specialized Planni Course	ng 30	3rd	50	1	150.00	225,000	225,000	225,000	225,000	225,000	225,000
8	Instructors Development Cour	se 10	4th	50	1	150.00	75,000	75,000	75,000	75,000	75,000	75,000
9	Logistics Management Esur	se 35	4th	50	1	150.00	262,500	262,500	262,500	262,500	262,500	262,500
1 0	Finance Officers Course	30	4th	50	1	150.00	225,000	225,000	225,000	225,000	225,000	225,000
	3			500			1,575,00 0	1,575,00 0	1,575,00 0	1,575,00 0	1,575,00 0	1,575,000