PA Adult Education Resources logo **Agency Data Action Plan**Identify at least **two areas** where your agency would like to improve your data flow using the gap analysis process below:

* **Area of Focus:** What is the item/process you want to change?
* **Current State:** Describe the current state (what is happening) in relation to the area of focus.
* **Desired State:** Describe the desired state (what should happen) in relation to the area of focus.
* **Evidence to Validate Gap:** List the evidence of the *current state* (invalid student demographic data, errors in assessment, errors in attendance, inefficient process, etc.).
* **Gap Identified**: Based on the evidence in column 4, list the underlying or root cause(s) of not achieving the *desired state*.

**Agency:**

| **Area of Focus**  Input data flow, tools, output data flow | **Current State** What is happening? | **Desired State** What should be happening? | **Evidence to Validate Gap** What evidence do you have to validate the *current state*? | **Gap Identified** What is the underlying or root cause of not achieving the *desired state* of your area of focus? |
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