

Work Management Process Gap Analysis

Consider your program and select a score that represents your current state. A process score of “0” or negative indicates a gap. Review the chart for your potential gaps and use this knowledge to develop your work management process further.

Score: Yes = 1, Unsure = 0, No = -1

Process	Item	Score Yes = 1 Unsure = 0 No = -1	Areas to Improve
Work Identification	Are equipment checks completed?		
	Are safety or environmental issues recognized?		
	Are any problems found documented on a work		
	Are formal requests filled out when issues are identified?		
Total			
Work Approval	Do area personnel control work for their equipment?		
	Is there a consistent application of priority to projects?		
	Is spending approved by the responsible person?		
	Are approvals completed in a timely manner?		
Total			
Urgent Work Preparation	Are activities documented or categorized as urgent, essential, desirable and routine maintenance activities?		
Total			
Work Planning	Are job packages always complete?		
	Is there a system in place to plan repeat jobs efficiently?		
	Does the planner ensure there are complete and accurate parts available for jobs?		
Total			
Work Scheduling	Do all necessary parties agree to the work schedule?		
	Does someone ensure the area and equipment are available when required for maintenance?		
	Are support services pre-arranged?		
	Is there positive communication between departments?		
Total			
Work Execution	Are crews provided with complete work packages?		
	Are all support, parts and materials pre-arranged?		
	Is there a clear process to return unused parts?		
	Is there a requirement to complete post-work documentation?		
Total			
Work Close-Out	Does the planner create a detailed work history of completed work orders to reference for future projects?		
	Does the planner continually make improvements to the bill of materials and job plans?		
	Are there continuous-improvement action items captured?		
Total			