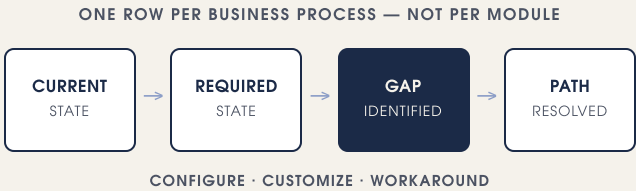


FIT-GAP ANALYSIS TEMPLATE · WORKING DOCUMENT

Fit-gap analysis — for the process, not the module.

Work process-by-process, not module-by-module. A “fit” module can still have a gap at the specific step your business actually depends on — and that step is where go-live breaks.



PREPARED BY ORPINGTON ADVISORY FORMAT PRINTABLE
WORKSHEET

01 Fit-Gap Worksheet

ONE ROW PER BUSINESS PROCESS

BUSINESS PROCESS	CURRENT STATE	DESIRED / REQUIRED STATE	GAP IDENTIFIED	RESOLUTION PATH	OWNER
Three-way PO match	Manual match in spreadsheet	Automated match with tolerance rules	Standard module supports 2-way, not 3-way, out of the box	Configure	Procurement lead

Configure — solvable with existing module settings, no code. **Customize** — requires custom development or scripting. **Workaround** — accepted manual process outside the system.

Reading this back later — every row marked *Customize* is a future upgrade cost and a future regression-test obligation. Count them before you sign, not after.

Gaps documented. Now verify they actually got closed.

A fit-gap log tells you what was supposed to be resolved. The Confidence Score checks whether the resolution was actually built, tested, and signed off before go-live.

VERIFY THE BUILD

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