CV 360
Sample Gap Analysis Report

Candidate	Job Title
Sarah Johnson	**Senior Project Manager**

5	**2**	**2**	**1**
Total Gaps	High Impact	Medium Impact	Low Impact

♀ Final Recommendation

Sarah demonstrates strong foundational project coordination skills but requires development in agile methodologies and stakeholder management. Recommend hiring with a structured 3-month onboarding focused on Scrum Master certification and shadowing senior PMs during stakeholder engagements. The candidate shows excellent organizational abilities and would thrive with proper mentorship and agile training.

#	Summary	Impact on Organization	Interview Questions	Gap Bridging Ideas
1	**Limited Agile Project Management Experience** Candidate has managed projects but lacks formal agile methodology training and sprint-based delivery experience. **HIGH**	**MANAGER IMPACT** Manager must provide extensive guidance on sprint planning and agile ceremonies implementation. **ORGANIZATION IMPACT** Team velocity may be impacted during transition period and potential delays in project delivery.	⊙ Your CV shows limited experience with agile methodology training and sprint-based delivery experience. How would you transfer your existing skills to quickly adapt in this area?	♀ Enroll in Certified Scrum Master (CSM) or PMI-ACP certification course ♀ Shadow experienced Scrum Master for 2-3 sprints to learn facilitation techniques ♀ Start with managing smaller pilot project before taking full team responsibility
2	**No Experience with Stakeholder Management** Candidate has not led stakeholder meetings or managed executive-level communications in previous roles. **HIGH**	**MANAGER IMPACT** Manager needs to attend critical stakeholder meetings initially and coach on communication strategies. **ORGANIZATION IMPACT** Risk of miscommunication with key stakeholders and misaligned project expectations.	⊙ This role requires stakeholder meetings and executive-level communications, which isn't strongly reflected in your CV. Walk me through how you'd approach learning this if you joined us.	♀ Pair with senior PM on stakeholder presentations and executive briefings ♀ Complete workshop on executive communication and influence without authority ♀ Start managing internal stakeholders before engaging with external clients

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3	**Limited Budget Management Experience** Experience shows project coordination but minimal financial forecasting, budget tracking, or vendor negotiation responsibilities. **MEDIUM**	**MANAGER IMPACT** Manager must review budget forecasts and provide guidance on cost control strategies regularly. **ORGANIZATION IMPACT** Potential budget overruns if financial tracking and vendor negotiations are not closely monitored.	⌑ I notice your background doesn't heavily feature financial forecasting and budget tracking. Tell me about a time you successfully picked up a similar skill outside your comfort zone.	♀ Complete finance for non-financial managers course to understand P&L fundamentals ♀ Work with finance team to understand budgeting processes and approval workflows ♀ Manage smaller departmental budget before handling full project financial responsibility
4	**No Experience Leading Remote Teams** All previous roles involved co-located teams with no virtual collaboration or distributed leadership experience. **MEDIUM**	**MANAGER IMPACT** Manager needs to provide coaching on remote team engagement and distributed collaboration practices. **ORGANIZATION IMPACT** Team cohesion and productivity may suffer without effective remote leadership strategies.	⌑ Your experience seems light on virtual collaboration and distributed leadership, but this role demands it. How do you typically handle learning something entirely new?	♀ Attend training on leading distributed teams and virtual collaboration best practices ♀ Learn from experienced remote team leaders through mentorship and observation ♀ Implement structured check-ins and use collaboration tools to maintain team connection
5	**Limited Change Management Knowledge** No formal change management training or experience implementing organizational change initiatives at scale. **LOW**	**MANAGER IMPACT** Manager provides guidance on change management frameworks and resistance mitigation strategies. **ORGANIZATION IMPACT** User adoption of new processes may be slower without structured change management approach.	⌑ This position needs implementing organizational change initiatives at scale. What's your strategy for closing gaps like this quickly?	♀ Complete change management certification (e.g., Prosci ADKAR methodology) ♀ Study internal case studies of successful organizational changes ♀ Collaborate with organizational development team on change initiatives