

# Departmental Communication Gap Analysis Form

Department:

Date:

Prepared by:

## 1. Current Communication Methods

List the main communication channels used (e.g., email, meetings, chat):

## 2. Communication Challenges

Describe any communication challenges faced within the department:

## 3. Impact of Communication Gaps

How do these gaps affect departmental operations and outcomes?

## 4. Root Cause Analysis

Identify possible reasons for these communication gaps:

## 5. Suggestions for Improvement

Provide suggestions to bridge the communication gaps:

**6. Additional Comments**