

# Cross-Department Communication Gap Analysis

## 1. Overview

Departments Involved:

Analysis Date:

## 2. Objectives

## 3. Communication Processes

Process/Interaction	Current Method	Frequency	Stakeholders

## 4. Identified Gaps

Issue/Gap	Departments Affected	Impact	Notes

## 5. Root Cause Analysis

## 6. Suggested Solutions

Proposed Solution	Responsible Dept.	Expected Outcome	Timeline

## 7. Follow-up & Review

