



TOPCERTIFIER

Governance, Risk & Compliance Consultants

CMMI GAP ANALYSIS TEMPLATE



INTRODUCTION:

TopCertifier a simplified CMMI Appraisal Gap Analysis Checklist to help you identify areas where your organization might need improvements to align with CMMI (Capability Maturity Model Integration) standards. This checklist provides a fundamental framework for evaluating your alignment with CMMI and serves as an initial step in assessing your compliance.

SECTION 1: PROCESS MANAGEMENT

- Is there clear leadership commitment to CMMI compliance?
- Are roles, responsibilities, and authorities defined and communicated?
- Is there active worker participation in the development, implementation, and improvement of the CMMI Principles?

SECTION 2: PLANNING

- Are hazards and risks to processes identified and assessed?
- Are process objectives measurable and consistent with the policy?
- Is there a documented process for CMMI?

SECTION 3: RESOURCE MANAGEMENT

- Are resources (human, infrastructure, and environment) available for CMMI?
- Is there an awareness program for employees regarding CMMI?
- Are documented procedures in place for competence, awareness, and communication?

SECTION 4: OPERATION

- Are processes determined, documented, and consistently followed?
- Are criteria for process performance, including legal, defined and monitored?
- Is there a process for handling non-conforming processes?

SECTION 5: PERFORMANCE EVALUATION

- Are internal audits conducted to assess process compliance and effectiveness?
- Are data and information collected and analyzed to evaluate process performance?
- Is there a process for conducting management reviews?

SECTION 6: IMPROVEMENT

- Are corrective actions taken when non-conformities are identified?
- Is there a process for continuous improvement based on performance data?
- Are preventive actions implemented to address potential issues and risks?

SECTION 7: DOCUMENTATION AND RECORDS

- Are procedures and processes documented as required by CMMI?
- Are records maintained to demonstrate conformity and effectiveness?
- Is document control in place to ensure the latest versions of documents are used?

Please note that this checklist offers a high-level overview, and it's crucial to conduct a more comprehensive analysis tailored to your organization's processes and context. Engaging with CMMI experts or consultants is highly recommended to perform a thorough CMMI appraisal gap analysis for your organization.