

Gap Analysis

Gap analysis is required to identify any missing data between two EDMS'. Based on the example used - validating data on eB and BC - the following system was devised to identify these gaps.

The functions shown in Figure 1 and 3 search for matches between eB data on worksheet named eB and BC data on worksheet named BC. Figure 1 function investigates the BC report and has two possible outcomes. Figure 3 function investigates the eB report and has three possible outcomes.



```
=IFERROR ( INDEX ( BC!$B$2:$B$10000 , MATCH ( B2&C2 , INDEX ( BC!$C$2:$C$10000&
BC!$D$2:$D$10000 , 0 ) , 0 ) ) , "Not Found" )
```

BC!\$B\$2:\$B\$10000	column on BC worksheet with 'BC ID number'
B2&C2	columns on eB worksheet with 'eB Document Number' and 'eB Document Revision'
BC!\$C\$2:\$C\$10000& BC!\$D\$2:\$D\$10000	columns on BC worksheet listing 'BC Document Number' and 'BC Document Revision'

Figure 1 - Function searching for missing documents on BC

Figure 1 function exports 'BC document ID' number from the BC worksheet column B into the eB worksheet column E ('BC ID number'). It searches the two variables – 'Document Number' and 'Document Revision' in both worksheets and if there is no match, it exports 'Not Found'.

This is how to find the gaps in BC:

1. Copy function from Figure 1
2. On **eB worksheet** select cell E2 (*BC ID Number*)
3. Paste the function to **Formula bar** (Figure 2)
4. Finish calculation by pressing **Enter** on your Keyboard
5. Select the cell where the function was originally pasted
6. Copy/drag the function to the rest of the column.

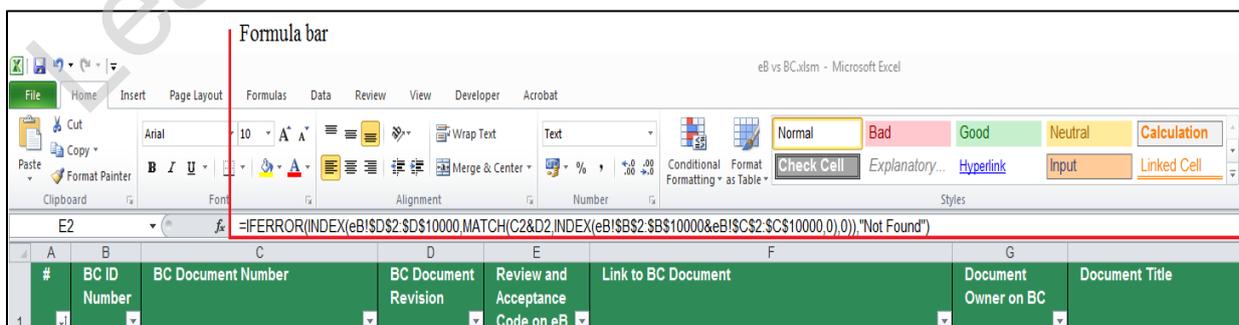


Figure 2 - Paste the function to Formula bar

Figure 3 function investigates the eB data and generates 3 possible outcomes:

- Exports eB document 'Review and Acceptance Code' from eB worksheet column E;
- "Not Found" for documents that do not exist;
- Returns value "0" for documents that exist on eB, but as yet not reviewed, and the 'Review and Acceptance Code' cell is blank.

This is how to find the gaps in eB:

7. Copy function from Figure 3
8. On **BC worksheet** select cell E2 ('Review and Acceptance Code')
9. Repeat steps 3–6 above on the **BC worksheet**



```
=IFERROR( INDEX( eB!$D$2:$D$10000 ,MATCH( C2&D2 , INDEX( eB!$B$2:$B$10000&
eB!$C$2:$C$10000 ,0),0)), "Not Found" )
```

eB!\$D\$2:\$D\$10000	column on eB worksheet with 'eB Doc Review and Acceptance Code'
C2&D2	columns on BC worksheet with 'BC Document Number' and 'BC Document Revision'
eB!\$B\$2:\$B\$10000& eB!\$C\$2:\$C\$10000	columns on eB worksheet listing 'eB Document Number' and 'eB Document Revision'

Figure 3 - Function searching for missing documents on eB

This identifies gaps between two EDMS' – shows documents and revisions that exist on eB, but not on BC and vice versa. Depending on the size of the project this can be carried out on a weekly or monthly basis as appropriate.