Startup Roadmap

Team Skills Gap Assessment Workbook

Step 1: Identify the Skills Required to Build the Product

Introduction:

In this step, you will identify your product's key features and functionalities and the skills required to develop each. This will help you understand what expertise is necessary for your team to build and launch your product successfully.

By clearly defining these skills, you can better assess your current team's capabilities and identify any gaps that need to be addressed.

Instructions:

1. List the main features or functionalities of your product in the table below.
2. For each feature, identify the specific skills required to develop it.
3. Assign a priority level (High, Medium, Low) based on the importance of each feature to your product's success.

Product Development Skills Inventory

Feature/Functionality	Required Skills	Priority Level
Ex: User Authentication	*UX Design*	*High*

Step 2: Identify Current Team Skills and Gaps

Introduction:

Identify your team member's current and compare them to the skills required to develop your product in Step 1. This comparison will help you pinpoint any gaps in expertise you need to address.

By understanding where your team stands, you can make informed decisions about training, hiring, or modifying your product requirements.

Instructions:

1. List each team member and their current skills in the table below.
2. Compare these skills with the required skills identified in the previous worksheet.
3. Highlight any existing skill gaps between your team's current capabilities and what is needed for product development.

Team Skills Matrix

Team Member	Current Skills	Required Skills	Skills Gap
Ex: Jane Doe	*Backend Development*	*UX Design*	*UX Design*

Step 3: Evaluate Options to Address Skills Gaps

Introduction:

In this step, you will evaluate the best options to address the identified skills gaps in your team. For each skill gap, consider the costs and time required for training existing team members, hiring new employees, or eliminating the requirement from the product specification.

This analysis will help you make informed decisions about how to best allocate resources to fill these gaps.

Instructions:

1. List each skill gap identified in the previous worksheet.
2. Evaluate the costs and time required for training existing team members.
3. Evaluate the costs and time required to hire new employees with the required skills.
4. Consider the impact of eliminating the requirement from the product specification.
5. Based on your analysis, recommend the best course of action for each skill gap.

Skills Gap Solutions Matrix

Skill Gap	Training Cost	Training Time	Hiring / Outsourcing Cost	Hiring/ Outsourcing Time	Elimination Impact	Action Decision
Ex: UX Design	*N/A - Training isn't feasible.*	*N/A*	*$125,000*	*3 months to hire. Prefer not to outsource due to future requirements*	*Reduces user engagement and usability*	*Hire*

Step 4: Document Your Decisions

Introduction:

In this step, you will use the decisions made in Step 3 to document your final decisions and the implementation plan. By comparing each option's cost, time, and impact, you can prioritize actions that align with your startup's goals and resources. This structured approach ensures that your decisions are backed by data and focused on achieving the best outcomes.

Instructions:

1. List each skill gap and the options you evaluated in the previous worksheet.
2. Record the option chosen for each skill gap.
3. Provide a rationale for the decision based on the data.
4. Outline an implementation plan to address the skill gap.

Final Decision and Implementation Plan

Skill Gap	Option Chosen	Rationale	Implementation Plan	Owner
Ex: UX Design	*Hiring*	*Immediate and ongoing need for expertise to improve user experience and product usability.*	*Start hiring process, prepare job description, conduct interviews*	*John Doe*