

Capability Gap Summary

Employee Role: Senior Data & AI Consultant **Department:** Data & AI Advisory — Applied AI Sub-Team **Organisation:** Northbridge Advisory Partners
Review Period: Current performance review cycle **Prepared By:** Practice Head, Data & AI Advisory (with GenAI drafting assistance) **Date:** Current review-cycle close

Summary: Four capability gaps were identified across the review period, drawn from goals rated Partially Meets or Below. The overall development priority level is **Moderate** — none of the gaps represent a critical performance risk, but targeted action is needed in business development and stakeholder communication before the next review cycle.

Gap ID	Related Goal(s)	Capability Area	Evidence of Gap	Development Action Type	Priority
GAP-1	G2	Executive Communication	Steering committee presentation ran 8 minutes over time; data residency question deferred to engagement lead (Evidence Log, Entry 5). VP of Technology feedback: "Steering presentations could be tighter."	Coaching	High
GAP-2	G3	Proposal & Commercial Writing	Sole proposal contribution required two revision rounds to meet Northbridge standards — timeline restructuring and risk mitigation language were the primary issues (Evidence Log, Entry 7). No second proposal contribution in the review period.	Stretch Assignment	High
GAP-3	G4	Sustained Knowledge Sharing	One formal session delivered in the first half of the review period; none in the second half. Follow-up session deprioritised during delivery peak (Self-Assessment, Section 4). Informal mentoring not formalised.	Self-Directed Learning	Medium
GAP-4	G2	Cross-Practice Relationship Building	Relationships limited to Applied AI sub-team. Self-assessment notes systematic cross-practice networking has not been pursued (Self-Assessment, Section 2).	Mentoring	Low

Development Action Context

GAP-1 — Executive Communication: The consultant has already adopted pre-read documents as a mitigation. Coaching from a senior engagement lead who regularly presents to C-suite clients would build structured presentation skills. Target: confidently deliver a 15-minute steering update with 5 minutes of Q&A by the next review cycle.

GAP-2 — Proposal & Commercial Writing: Assign the consultant as a named contributor on two upcoming proposals in the next planning window, paired with a senior consultant who is experienced in Northbridge proposal standards. The Practice Head should review first drafts before the final submission round.

GAP-3 — Sustained Knowledge Sharing: The consultant should schedule knowledge-sharing sessions at the start of each quarter rather than reactively. Written formats (case study write-ups, internal wiki contributions) count toward the target and can be maintained during delivery peaks.

GAP-4 — Cross-Practice Relationship Building: Pair with a consultant from another sub-team (e.g., Data Engineering or Strategy & Analytics) for a monthly cross-practice check-in. The L&D Manager can facilitate an introduction.