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Strengths, Weaknesses, Opportunities, and Threats Analysis				
Strengths	My Company	Competitor 1	Competitor 2	Competitor 3
What are the advantages that business has over competitors?				
What are the core skills of your business?				
What areas are the most profitable in your business?				
In what areas are you excelling?				
Weaknesses				
What areas do you find yourself weakest?				
Do you have resources in any areas? If not?				
What things are you not excelling in?				
In what areas are you losing money?				
What areas need to be improved on?				
Opportunities				
Are there any current trends you can use to your advantage?				
Are there any markets that competitors are not targeting?				

Strengths	Weaknesses	Opportunities	Threats
1. Knowledgeable & stable in Colleague computer system, new GASB (Governmental Accounting Standards Board) pronouncements, changes in tax laws and reporting, and all mandated financial data collection and reporting at the local, state and federal levels.	1. Lack space to provide optimum work areas, file storage, and a conference area to meet and work on projects. The Business Office staff is spread across the campus instead of being located together where staff members can cross train and work together. The Information Technology staff is crowded into two small rooms with limited space to repair computer hard drives. The Bookstore has outgrown its present location.	1. Information Technology: informed in latest development of equipment, applied uses of technology for instruction and communication, changes in latest governing technology usage, and the safe guarding of college data.	1. Current local funding does not provide for any landscaping needs beyond cutting the grass and collecting trash on campus. The campus needs new plantings and the ability to routinely work flower beds and trim trees and shrubs.
2. Maintenance/Novelty: Skilled in electrical, plumbing, carpentry, and facility repair. Have loyal workers who go the extra mile.	2. The collection and reporting of data for the Business Office is growing each year. The new Colleague computer system has added to this task by requiring faster the work to enter and retrieve data as the former computer system. Governmental accounting standards are becoming more and more like those of "for profit" business entities. Demands to learn new procedures, to be informed of new rules and regulations, to set up new accounts, to maintain detailed records, and to report to both state and federal agencies are harder to achieve as staff members are given less and less time to train before being required to carry out new tasks. Also, the Business Office staff has little to no time to cross train and thus be prepared in the event an employee retires or is suddenly out due to illness or a family emergency.	2. Campus Security: Security law enforcement officer on duty who serves on Safety Committee and works with the Weldon Police Department.	2. Child Care Center: A four star child care center working to receive national accreditation.
3. Bookstore: Successful retail enterprise that provides service to students and employees. Bookstore provides a share of its profits for student scholarships annually.		3. Child Care Center: A four star child care center working to receive national accreditation.	

SWOT Analysis Template				
	My Company	Competitor 1	Competitor 2	Competitor 3
Strengths				
1. What are your business advantages?				
2. What are your core competencies?				
3. Where are you making the most money?				
4. What are you doing well?				
Weaknesses				
5. What areas are you avoiding?				
6. Where do you lack resources?				
7. What are you doing poorly?				
8. Where are you losing money?				
9. What needs improvement?				
Opportunities				
10. Are beneficial trends?				
11. Niches that competitors are missing?				
12. New technologies?				
13. New needs of customers?				
Threats				
14. Obstacles to overcome?				
15. Aggressive competitors?				
16. Successful competitors?				
17. Negative economic conditions?				
18. Government regulation?				

SWOT Analysis - Administrative Services

Strengths (highlight these)

Business Office: Knowledgeable & stable in Colleague computer system, new GASB (Governmental Accounting Standards Board) pronouncements, changes in tax laws and reporting, and all mandated financial data collection and reporting at the local, state and federal levels.

Information Technology: informed in latest development of equipment, applied uses of technology for instruction and communication, changes in latest governing technology usage, and the safe guarding of college data.

Maintenance/Novelty: Skilled in electrical, plumbing, carpentry, and facility repair. Have loyal workers who go the extra mile.

Campus Security: Security law enforcement officer on duty who serves on Safety Committee and works with the Weldon Police Department.

Bookstore: Successful retail enterprise that provides service to students and employees. Bookstore provides a share of its profits for student scholarships annually.

Child Care Center: A four star child care center working to receive national accreditation.

Weaknesses (mitigate these)

Lack space to provide optimum work areas, file storage, and a conference area to meet and work on projects. The Business Office staff is spread across the campus instead of being located together where staff members can cross train and work together. The Information Technology staff is crowded into two small rooms with limited space to repair computer hard drives. The Bookstore has outgrown its present location.

Current local funding does not provide for any landscaping needs beyond cutting the grass and collecting trash on campus. The campus needs new plantings and the ability to routinely work flower beds and trim trees and shrubs.

Threats (defend against these)

The collection and reporting of data for the Business Office is growing each year. The new Colleague computer system has added to this task by requiring faster the work to enter and retrieve data as the former computer system. Governmental accounting standards are becoming more and more like those of "for profit" business entities. Demands to learn new procedures, to be informed of new rules and regulations, to set up new accounts, to maintain detailed records, and to report to both state and federal agencies are harder to achieve as staff members are given less and less time to train before being required to carry out new tasks. Also, the Business Office staff has little to no time to cross train and thus be prepared in the event an employee retires or is suddenly out due to illness or a family emergency.

Opportunities (exploit these)

Each department continues to train to stay abreast of changes within its area of expertise and to be knowledgeable of all rules and regulations governing its area. By so doing, each department helps to keep the College in compliance of all legal and mandated requirements.

Strengths	Weaknesses	Opportunities	Threats
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SWOT Analysis of McDonalds (Click on image to modify online) When you usually make a big decision, like changing your career path from being a software engineer to a marketer, you always think it through by weighing the pros and cons. A SWOT analysis like the one below will help you arrive at a well-thought-through decision by helping you see all the pros (strengths and opportunities) and cons (weaknesses and threats) of your big career change decision. SWOT Analysis Template for a Career Change (click on image to modify online) Not so familiar with SWOT diagrams? Here's a SWOT diagram with some actual data in it. Check how they are listed and create your own SWOT diagram. If you want to use this template as the starting point, click on the image. A SWOT analysis template of an NGO (click to use as a template) A very simple template arranged as a 2 x 2 matrix. Most SWOT analysis templates come in this form. This one has added guidance to get started with the SWOT diagram. 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The templates are already done so you only have to fill in the details. Different color patterns, headings, etc available in these template makes it very easy to come up with very professional SWOT diagrams in minutes. Mentioned below are some SWOT analysis examples available to you at Creately. This is an ongoing effort to educate our users about the thousands of diagram templates available in the Creately diagramming community. All the SWOT diagram templates shown below can be easily reused as a template. Just click on the image and we'll provide you with everything else you need. More Diagramming Templates SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. SWOT analysis is a management tool used to identify strategies for success. It may be used to guide individual thinking, group discussion, or a large, formal planning process. It is widely utilized by companies as part of their strategic planning process, but it can be used by any group or individual seeking improvement. Strengths and weaknesses tend to be internal characteristics of the company, such as location, price, or brand awareness. Opportunities and threats tend to be external characteristics, coming from competitors or customers. SWOT analysis begins by focusing on each topic to identify and analyze all ideas related to it. For example, employees might spend 30 to 60 minutes brainstorming and discussing their company's strengths. They would repeat this process to discuss the weaknesses, opportunities, and threats for the company as well. After the analytical phase, they begin a creative discussion of these topics. In this part of SWOT analysis, they brainstorm new ideas to take greater advantage of strengths and opportunities, and to minimize weaknesses and threats. Management might then use these ideas to help build a strategic plan for growth over the next year. The key to using this process successfully is to foster an open and honest atmosphere for self-analysis. This can include a group brainstorming session or a personal self-assessment. Before you start a project, it is smarter to gauge its challenges and prospects beforehand so that you can avoid the possible negative outcomes in future. This is where a SWOT analysis comes in that will offer you a structured idea on 4 areas - Strength, Weaknesses, Opportunities & Threats. If you have to make a SWOT analysis presentation, you can opt for a free swot analysis template. s104+ FREE & Premium Swot Analysis Templates - Download NOW Beautifully Designed, Easily Editable Templates to Get your Work Done Faster & Smarter. 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