

KNOWLEDGE TRANSFER PROCESS



IDENTIFY

- Understanding the knowledge required to do the work
- Identifying knowledge of value that should be transferred



PRIORITIZE

- Assessing the risk of losing knowledge
- Prioritizing knowledge to be captured and transferred



CAPTURE AND TRANSFER

- Determining the best approach(es) to capture and transfer the knowledge
- Capturing and transferring the knowledge
- Following information security and privacy guidelines



SHARE AND STORE

- Keeping information up-to-date
- Organizing information so it is easily found and readily available
- Sharing information broadly while ensuring information security and privacy

