

Knowledge transfer checklist

- ✓ **1. Identify knowledge stakeholders:**
 - Who are the key personnel involved in the knowledge transfer process and what is their role and responsibility in the process?
- ✓ **2. Document existing knowledge:**
 - Define the current status and what are the issues that you want to resolve
 - Document the existing systems, interdependencies, processes, and data structures
 - Include system architecture diagrams, data flow charts, and process workflows
 - Include how the data is currently managed and used
- ✓ **3. Define knowledge transfer plan:**
 - Develop a plan outlining what knowledge needs to be transferred and to whom
 - Plan who needs to be involved and when
 - Conduct some scenario planning
 - Define if there are multiple scenarios that need to be considered and user cases
- ✓ **4. Knowledge transfer migration training sessions:**
 - Conduct training sessions for team members and stakeholders
 - Ensure that relevant individuals understand the existing system thoroughly
- ✓ **5. Knowledge transfer Q&A and clarifications:**
 - Provide opportunities for questions and clarifications
 - Get stakeholder buy-in and check and barriers or problems
- ✓ **6. Sharing and documentation access:**
 - Store all documentation and plans created in a central place accessible to team members

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