

**Knowledge Management Template**

As a member of the College community, you are given access to substantial information regarding the College’s business operations. Your knowledge and experience is extremely valued and important to the College. Knowledge management is a practice used to find, create, and distribute knowledge for reuse, awareness, and learning across the organization.

We expand our knowledge when others share their knowledge with us. We create new knowledge when we pool our knowledge together. This document assists the College in identifying the collective knowledge and abilities of the entire workforce and provides a starting point for sharing knowledge and experience among coworkers leading to shared intelligence, improved performance, and higher levels of innovation. Capturing and sharing critical knowledge and expertise aids assessing the needs of the College and making more informed decisions.

To ensure completeness of the responsibilities for which you are accountable, please review and respond to the following questions:

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| **Name:** |  | **Supervisor:** |  |
| **Job Title:** |  | **Date:** |  |

1. Using the **Project Reporting Chart** below, provide a list of all projects, ongoing tasks, tips, information, and other open items on which you are currently working.

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| **Task or Project** | **Importance (low, medium, high)** | **Key NMC Contacts with Knowledge of the Project** | **Status** | **Timeline for Delivery** | **Special Concerns (client, budget, safety, etc.)** | **Location of working files and resources** | **Strategy & Comments** |
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1. Are there key people or organizations (internal/external contacts) other than those identified in the Project Reporting Chart to whom you are in contact regarding College business? If yes, please list names, title, and organization.

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1. Identify internal/external groups or external agencies and regulatory groups (i.e., City/State/Federal) with whom it is necessary for you to interact in order to fulfill duties of your position.

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1. Are there specific files/records or historical/reference documents related to current or past projects that should be retained over a defined period of time? If yes, please list, identify the location of each, and include the retention period.

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1. Technology & Equipment: List all technologies used by your position aside from MS Office programs (i.e. software, applications, database, etc.). List all equipment assigned to you and/or used by your position (i.e. computer hardware, printer, keys, etc.) Complete the description and purpose of information and its source location (i.e. file path, intranet/internet site, etc.)

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| **Technology & Equipment** | **Description & Purpose** | **Information Source/Storage Location** | **Comments** |
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1. Processes: List all documented processes used by your position (i.e. contracting manual, policies, procedures, standards, etc.)

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| **Process** | **Description & Purpose** | **Information Source/Storage Location** | **Comments** |
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1. Performance Enhancement Medium: List all performance enhancement medium (i.e. industry newsletters/articles, networking venues, webcasts/webinars, list serves, professional associations, etc.) you use in your position.

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| **Process** | **Description & Purpose** | **Information Source/Storage Location** | **Comments** |
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1. Committees: List all committees you participate on whether as a part of your position or as a volunteer.

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| **Committee** | **Description & Purpose** | **Comments** |
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1. Financials: List all financial responsibilities you hold as a part of your position or as a committee volunteer (i.e. budgeting, ordering supplies, credit card, checking account, etc.)

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| **Financial** | **Description & Purpose** | **Comments** |
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1. What are you known for? What are you the “go to” person for?

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1. If you were unable to work, what wouldn’t get done because no one else knows how to do it or what to do?

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1. Is there other information not requested on this form that you feel it would be helpful for us to know? If yes, please provide.

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