KM – Knowledge Management Approach

	Prepare	Train	Assess	Adjust	Approve	Transition

EDR KM Team

1. Develop KM Plan

This step includes the identification of the protégé roles needed to support EDR, the KSAs, target levels, and the strategy for executing knowledge transfer.

2. Prepare and Publish Semi-Annual Report

3. Implement Program Improvements

4. Conduct Course Evaluations and Quarterly Assessment Surveys

5. Review Assessments and Make Improvement Recommendations

6. Develop Corrective Action Plan

Describes changes to the KM Program, including processes, work products, curriculum, and IDPs

SP Managers

7. Identify Mentors

8. Develop Curriculum

Learning opportunities include formal, informal, and on the job training. Formal training can be provided by SP and third party vendors. KT is continuous until transition readiness is approved

Mentor determines and validates that Protégé has met target levels of KSAs.

SP Mentors

9. Transfer Knowledge

10. Validate KT Transition Readiness and Prepare Recommendation

This step occurs every 6 months

13. Complete Training Surveys and Quarterly Assessments

FTB Managers and Protégés should participate in the development and execution of the Transition Plan

FTB Protégés

11. Complete KSA Self Assessment

12. Review, Refine and Update IDP with Mentor

14. Develop and Execute KT Transition Plan

15. Demonstrate KT Readiness

16. Transition to EDR Role/M&O

FTB Managers

17. Identify Protégés (Leads)

18. Review and Approve Self Assessment

19. Monitor Protégé KT Progress

20. Attend KM Manager Meetings and Communicate with KM Team

FTB Directors

21. Prepare Report Card

22. Approve Protégé KT Transition Readiness

Knowledge Transfer

As of 1/07/2013

Version 0.1

EDR