

Acme Academy Knowledge Transfer Process

Topics submitted by virtual team, business unit, or survey.

- Prioritize topics.
- Identify presenters by topic.

No

Presenters confirm they can conduct the session.

Yes

Send Save-The-Date invitation to presenters and Program Lead via Virtual Team mailbox.

Accepted

Inform presenters material is due by end of day on the Monday before the session is occurring.

Post the session information to the Acme Engineer website.

Send invitation to virtual team via Virtual Team mailbox.

- Post the material on the Acme Engineer website.
- Create the survey.

- Host the knowledge transfer.
- Follow "How to Moderate an Acme Academy Cheat Sheet."

Post the SWF and MP3 files to Oracle Web Center Portal.

Send Thank You note to presenters with survey results.

Post session links to the Acme Engineer website.