**📘 HitForge Knowledge Management System (KMS) – Usage Guide for Project Managers**

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**Audience**: All Project Managers  
**Prepared by**: Knowledge Management Lead – HitForge

**🎯 Purpose of This Guide**

This document outlines the company-wide standard for using HitForge’s **Knowledge Management System (KMS)**. All project managers are expected to follow these practices to ensure our workflows, assets, and insights are reusable, findable, and aligned with our creative and operational goals.

**🚀 Why This Matters**

HitForge produces high-impact multimedia content at scale. Without a centralized system for knowledge, we risk:

* Repeating work
* Losing critical workflows
* Inconsistent outputs
* Onboarding inefficiencies

The KMS is designed to solve these problems by **capturing, organizing, and applying knowledge** across all teams and tools.

**🧩 What Is the KMS?**

The HitForge KMS is a structured folder and documentation system located at:

mathematica

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C:\Users\[YourName]\OneDrive\250 Project Hitforge\HitForge-KMS

It includes:

* Tool configurations (OBS, FL Studio, AI tools)
* Project templates
* Workflow guides
* Logs and lessons learned
* Role-specific documentation
* Training and onboarding materials

**📂 Folder Structure Overview**

pgsql

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HitForge-KMS/

├── Tools/ → OBS, FL Studio, HitFilm, AI tools

├── Workflows/ → Setup guides, checklists

├── Templates/ → Reusable formats and starting points

├── Assets Index/ → File naming rules, tagging systems

├── Roles/ → Guides by function: creator, editor, archivist

├── Training/ → Bootcamps, flashcards, infographics

├── Logs & Reflections/ → Experience logs, lessons learned

**📝 Responsibilities for Project Managers**

**✅ 1. Use the Naming Convention**

All documents and media files must follow the **approved naming format**:

css

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[ProjectCode]\_[Creator/Role]\_[Type]\_[BriefDescription]\_[YYYYMMDD][\_vX]

**Examples**:

* HF\_VJ\_vid\_lofi-chorus\_20250719\_v2.mp4
* HF\_JD\_log\_vocal-session-notes\_20250719.md
* EDU\_bot\_tmpl\_obs-karaoke-config\_20250715\_final.json

Refer to the file in Assets Index/Naming Conventions/ for more examples.

**✅ 2. Log Key Learnings and Issues**

After every project, stream, or session:

* Create a file in Logs & Reflections/Session Logs/
* Use the **Experience Log Template** found in Templates/

💬 This helps future teams avoid problems and build on what works.

**✅ 3. Contribute to Templates and Workflows**

If your team creates a new setup, checklist, or config that works:

* Save it under Templates/
* Add a README.txt explaining its use
* Notify the Knowledge Manager

This makes your work reusable company-wide.

**✅ 4. Use Training Materials for Onboarding**

All new collaborators should be directed to:

* Training/Bootcamp Agendas/
* Training/Infographics/
* Roles/ folders relevant to their function

You are responsible for ensuring your team members know where to find this material.

**✅ 5. Collaborate on Continuous Improvement**

You don’t have to build everything. If something is missing or confusing:

* Use the Lessons Learned format to document it
* Suggest a change or request support from the Knowledge Manager

**🔐 Permissions and Access**

Each PM is granted editor access to their respective folders. If you need access to restricted materials (e.g., archived raw footage, licensed stems), contact the Archivist or your team lead.

**📣 Support and Questions**

If you need help:

* Contact the Knowledge Manager via Slack or Email
* Request a quick onboarding session
* Visit the FAQs in the KMS root folder (coming soon)

**🧠 Final Reminder**

The KMS is not extra work—it saves time, prevents loss, and helps everyone produce better results, faster.

Let’s build and reuse knowledge like the creative pros we are.  
— **HitForge Knowledge Management Team**