

**知识转移计划**

文档版本号：1.0

Document Version: 1.0

日期：年-月-日

Date: <dd month, yyyy>

作者：CoE-PPM

Defined by: CoE-PPM

© 2010 SunGard

SunGuard 和SunGard的标志为 SunGuard 数据系统公司或其在美国以及世界上其他国家的SunGard 的下属公司的商标或注册商标。 其他的商标名为各自所有者的商标或者注册商标。

© 2010 SunGard

SunGard and the SunGard logo are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in

the U.S. and other countries. All other trade names are trademarks or registered trademarks of their respective holders.

目录

Table of Contents

[1.0 文档概览Overview 3](#_Toc272857417)

[1.1 文档目标Objective 3](#_Toc272857418)

[1.2 适用范围Scope 3](#_Toc272857419)

[1.3 目标读者Intended Audience 3](#_Toc272857420)

[1.4 参考文献References 3](#_Toc272857421)

[1.5 缩略词和定义Acronyms and Definitions 3](#_Toc272857422)

[2.0 知识转移计划Knowledge Transfer Planning 4](#_Toc272857423)

[2.1 知识转移范围Knowledge Transfer Scope 4](#_Toc272857424)

[2.2 知识转移进度Knowledge Transfer Schedule 4](#_Toc272857425)

[2.3 知识转移的人力资源Human Resources for Knowledge Transfer 4](#_Toc272857426)

[2.4 旅行需要（如果有）Travel Needs, if any 4](#_Toc272857427)

[2.5 风险Risks 4](#_Toc272857428)

<<>中的文档为填写章节的指南。请在填写本章节详情后，删除指南。>

<The text in <> is Guidelines for filling section. Please delete the Guideline after filling the details in the section.>

文档概览Overview

文档目标Objective

*<本章节应该说明模板的关键目标。>*

*<This section should express the key objectives of the template.>*

适用范围Scope

*<本章节应该包含模板的适用范围。>*

*<This section should contain the scope of the template.>*

*本模板适用于SGC的所有<项目类型>的项目。*

*This template is applicable to all <types of projects> projects across SunGard China.*

目标读者Intended Audience

*<本章节应该包含本模板的目标读者清单。>*

*<This section should contain the list of intended users of this template.>*

参考文献References

*<本章节应该包含可以参考的相关过程/指南/模板/工作产品的清单>*

*<This section should contain the list of the related processes/guidelines/templates/artifacts and other references that can be referred.>*

| 文档名称  Document Name | 文档类型  Document Type |
| --- | --- |
| *<过程名称>*  *<Process Name>* | *过程*  *Process* |
| *<指南名称>*  *<Guideline Name>* | *指南*  *Guidelines* |

缩写和定义Acronyms and Definitions

*<本章节应该罗列出本文档中使用的所有缩写和定义。>*

*<This section should list all the acronyms and definitions used in the template in sorted manner.>*

| 缩写或者术语Acronym/Term | 定义  Definition |
| --- | --- |
|  |  |
|  |  |

知识转移计划Knowledge Transfer Planning

知识转移范围Knowledge Transfer Scope

*<定义知识转移的适用范围>*

*<Mention the Scope of Knowledge Transfer>*

知识转移进计划Knowledge Transfer Schedule

*<本章节应该定义知识转移进度计划。如果知识转移进度计划在别处已有提及，请在此处提供参考。>*

*<This section shall mention the knowledge transfer schedule, alternatively provide the reference of knowledge transfer schedule if mentioned elsewhere>*

知识转移所需的人力资源Human Resources for Knowledge Transfer

*<本章节应该提及参与知识转移的有关资源（人员）的名字和头衔。>*

*<This section shall mention the names and designation of the resources involved in knowledge transfer>*

差旅需要（若有）Travel Needs, if any

*<本章节应该定义知识转移所需的差旅需要。>*

*<This section shall contain the travel needs required for knowledge transfer>*

风险Risks

*<本章节应该描述可以预见的风险。如果风险计划已在别处提及，请在此提供参考。>*

*<This section shall contain the foreseen risks that can prevent the occurrence of knowledge transfer activities as planned, alternatively provide the reference of the risk plan if it mentioned elsewhere>*

文档控制

Document Control

|  |  |  |  |
| --- | --- | --- | --- |
| 标题  Title | 知识转移计划 | | |
| 标识符  ID | TMP\_模板 | | |
| 版本号  Version No. |  | 有效日期  Effective Date | 2010-08-02 |

文档修订历史

Document History

<本表格含有本模板文档所做修订历史。>

<This table contains a history of the revisions made to this template document.>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 版本号Version No. | 修订日期  Date | 变更理由  Reason for change | 修订人  Author | 评审人Reviewed by | 批准人Approved by |
| 1.0 |  | 创建  Initial Draft | CoE-PPM | Vivek Kulkarni |  |
|  |  |  |  |  |  |

© 2010 SunGard

SunGuard 和SunGard的标志为 SunGuard 数据系统公司或其在美国以及世界上其他国家的SunGard 的下属公司的商标或注册商标。 其他的商标名为各自所有者的商标或者注册商标。

© SunGard

SunGard and the SunGard logo are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. All other trade names are trademarks or registered trademarks of their respective holders.

本文档包含了SunGard的机密或者自有信息。在接受本文档的同时，您已经同意了：

（A）（1）如果贵公司和SunGard之间先前存在一个合约，内涵有信息的披露和使用权限规定，那么您和贵司将更具已有合同的规定使用本信息；（2）如果不存在此类合约，您和贵司承诺保护本信息的安全，不得以任何形式复制或者披露本信息；（B）SunGard 不在本文档中直接或者间接的做保证，SunGard对使用本文档造成的损害不承担法律责任。

This document contains SunGard's confidential or proprietary information. By accepting this document, you agree that:

(A)(1) if a pre-existing contract containing disclosure and use restrictions exists between your company and SunGard, you and your company will use this information subject to the terms of the pre-existing contract; or (2) if no such pre-existing contract exists, you and your Company agree to protect this information and not reproduce or disclose the information in any way; and (B) SunGard makes no warranties, express or implied, in this document, and SunGard shall not be liable for damages of any kind arising out of use of this document.

www.sungard.com