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| Key Results Area | Goal | Actions | Key Results | Responsibility | Timeline | Budget | Contingency Plan |
| Strategic Plan: Digital Asset Management | Develop and implement the Digital Asset Library application to efficiently manage company assets. | * Conduct requirements gathering for the Digital Asset Library application. * Design and develop backend functionalities using Delfi. * Design and develop frontend interfaces using Vue. * Implement CRUD functionality for asset management. * Test and refine the application for usability and functionality. * Deploy the Digital Asset Library application for internal use. | * Completion of requirements documentation. * Successful implementation of backend functionalities. * Successful implementation of frontend interfaces. * CRUD functionality fully operational. * Positive user feedback on usability. - Successful deployment and adoption by internal users. | Digital Asset Library Project Manager | March - September 2024 | Internal | Regular review meetings to address any development issues and adjust timelines if necessary. |
| Knowledge Management | Implement best practices in knowledge management. | * Conduct a knowledge audit to identify existing knowledge assets, gaps, and opportunities for improvement. * Develop and implement knowledge management policies and procedures. * Invest in technology solutions to facilitate knowledge sharing and collaboration. * Establish knowledge sharing platforms and communities of practice. | * Number of knowledge assets identified and assessed. * Completion of knowledge management policy and procedure documents. * Implementation of knowledge management software. * Number of knowledge sharing sessions conducted. | Knowledge Management Team, Subject Matter Experts, Human Resources Department, IT Department, Department Heads | April 2024 - Ongoing | Internal | Regular progress meetings to address any challenges encountered and adjust plans accordingly. |
| Change Processes | Describe the change processes required to support the implementation of best practice. | * Communication: Ensure clear communication of the benefits of knowledge management and rationale behind the changes. * Training and Development: Provide training sessions to equip staff with necessary skills and knowledge. * Leadership Support: Gain support from leadership to demonstrate commitment to knowledge management initiatives. * Feedback Mechanisms: Establish feedback mechanisms to gather input from staff and address concerns. | * Clear understanding and acceptance of changes by staff. * Successful implementation of training sessions and adoption of new practices. * Support and commitment from leadership. * Establishment of effective feedback mechanisms. | Change Management Team, Human Resources Department | Throughout the implementation | Internal | Regular communication and feedback mechanisms to address any resistance or challenges encountered. |
| Resources | Identify the resources required for implementing best practices. | * Human Resources: Knowledge management team, subject matter experts, trainers. * Technological Resources: Knowledge management software, communication tools. * Financial Resources: Budget for conducting audits, purchasing software, and training staff. | * Availability of necessary human, technological, and financial resources. | Project Manager, Finance Department, IT Department | Throughout the implementation | Internal | Regular monitoring of resource allocation and adjustments as needed based on project progress and changing requirements. |
| Task Submission | Submit the plan ensuring it includes tasks, responsibilities, timescales, and performance measures. | * Clearly define tasks, responsibilities, and timelines for each action. * Identify performance measures to evaluate success of each activity. | * Clearly documented plan with assigned tasks, responsibilities, and timelines. * Identified performance measures aligned with objectives. | Project Manager, Knowledge Management Team | Before commencement of each phase | Internal | Regular reviews and updates of the plan to ensure alignment with project objectives and evolving requirements. |
| Contingency Planning | Ensure the plan includes contingencies reasonable in relation to the proposed plan. | * Identify potential risks and develop strategies to address them. | * Identified potential risks and corresponding contingency plans. | Project Manager, Risk Management Team | Throughout the implementation | Internal | Regular risk assessments and updates to the contingency plan to address emerging risks and changes in project scope. |
| Monitoring and Evaluation | Describe how the implementation of the plan will be monitored, recorded, and evaluated. | * Regular monitoring of progress against predetermined milestones. * Recording of data such as training attendance, software implementation progress, and feedback received from staff. * Evaluation of implementation effectiveness based on predefined performance measures. | * Documentation of progress against milestones. * Recorded data on key implementation metrics. * Evaluation of implementation effectiveness based on predefined performance measures. | Project Manager, Knowledge Management Team | Throughout the implementation | Internal | Regular reviews and updates of monitoring and evaluation processes to ensure alignment with project objectives and evolving requirements. |
| Promotion | Promote the operational plan within the unit and entity to encourage commitment. | * Presentations or workshops explaining the principles of knowledge management to team members. * Acting as a change agent for knowledge management by advocating its importance. * Creating an enabling environment for creation, transfer, and sharing of knowledge. * Regular communication and feedback mechanisms to address any resistance or challenges encountered. | * Increased awareness and understanding of knowledge management principles. * Enhanced commitment and participation in knowledge management initiatives. | Knowledge Management Team, Change Management Team | Throughout the implementation | Internal | Regular communication and feedback mechanisms to address any resistance or challenges encountered. |
| Supervisor Sign-off | Obtain supervisor sign-off to verify compliance and successful implementation. | * Ask supervisors to review and sign all relevant documentation. * Ensure supervisors confirm successful implementation. | * Signed documentation verifying compliance with organizational requirements and successful implementation. | Project Manager, Supervisors | Upon completion of each phase | Internal | Regular communication with supervisors to obtain feedback and address any concerns or issues. |