

DevCenter Innovation Limited

Knowledge/IP Transfer Document

Version No. 1

DVC-01_001_SD_IP

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	NAME	SIGNATURE	DATE	COMPANY	JOB TITLE
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Introduction

Objective

This document is intended to ensure that all staff of DevCenter Innovation Limited and its expressions complies with the Knowledge Transfer /IP/Vital Information obligations in conjunction with the employee NDAs executed at the point of being hired into the organization.

Executive Summary In Acceptance of the terms below:

- All staffs commit to transfer knowledge acquired within their responsibility areas to internal teams, members, HOD's or representatives of the organization.
- All staffs commit to avail themselves (physical or virtual) as at when demanded by the firm to clarify any technical and non-technical information, IP's, assets, documents and others not captured in this version.
- Should a staff member resign or disengage or be transferred to, they commit to avail their time to ensure the smooth operations of the company in absential.
- **Addendum:** All trade secrets and IP's remains the full asset of the firm at the point of being hired or disengaged as an employees.
- All handover procedures also extend to trainings.
- At the point of handover reports, processes, activities must be well documented as a pre-requisite for the firm to make all outstanding payment due to the staff.

All parties fully accepts the knowledge/IP transfer policies and hereby acknowledge by executing below;

Signature:

EMPLOYEE FULLNAME/DATE

Signature:

AUTHORIZED SIGNATURE/DATE

Addendum

1. Technology Knowledge Transfer process (Required to fill at the point of handover)

Handover of Documents – Status	Document	Available	Received	
	Business Requirements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Functional Specifications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	E-R Diagrams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High Level Design	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Low Level Design	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Data Flow Diagrams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Data Dictionary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Process Flow	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Program Specifications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Naming conventions/ Coding Standards	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Unit Test Plans/ Specifications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Integration Test Plan/ Specifications (In Test Director)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	System Test Plan/ Specifications (In Test Director)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Application Manuals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	User Manuals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Training Material	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Installation/ Deployment Manual	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Operations / Production support Guide	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Demo of application	Date Completed	Attendees

DB walk-through	Date Completed	Attendees

Design walk-through	Date Completed	Attendees

Screen – DB/Table mapping	Date Completed	Attendees

Promotion Process walk-through	Date Completed	Attendees

Security and Access Details	Name	Access Granted to the team
	Database(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Tools	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Screens / Functions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Regions (Development, Test, Production)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Only for DEV and QA region access is granted
	User-ids for the support team	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Special information	

2. Non-Technology Knowledge Transfer process (Required to fill at the point of handover)

Access Details, Documentation, Processes, Systems	Name	Access Granted to the team
	Files/Folders	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Tools and Credentials	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Devices (Laptop)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Shared Drives	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	User-IDs, Business Cards, etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Special & Other information	NA