

## Developing Your Plan for Knowledge Transfer

Questions to Ask	Explicit Knowledge (Formal Organizational Knowledge and Skills)	Implicit or Tacit Knowledge (Informal Organizational Knowledge That Lends Context)
What knowledge do you intend to share? Where will significant loss of knowledge and skills occur?		
Who needs to know— with whom will you share?		
How will it be shared? And how documented?		
Why is it essential to share this knowledge?		
What will the consequences be of not sharing it?		

**What is your most powerful next step?**