

KNOWLEDGE TRANSFER PLAN

What	Who		Why		How		When	Status
Knowledge/ Task	SME	Recipient	Goal/ Reason for transfer	Priority 1 - low, 2 - moderate, 3 - high	Resources needed	Resource type	Deadline	Successful transfer metrics
<i>Knowledge of the company's L&D policies, procedures, and tools</i>	<i>Head of L&D</i>	<i>L&D team and HR team</i>	<i>Make all learning opportunities transparent and improve take up of L&D corporate tools</i>	<i>High</i>	<i>All L&D policies, including career journeys, continuous learning opportunities, and login credentials to the corporate LMS and employee engagement tool</i>	<i>Documents and tutorial videos</i>	<i>May 10, 2023 (5 months)</i>	<i>Q&A sessions, documentation, presentation decks, recorded knowledge transfer sessions, video series on how to use L&D corporate tools</i>