

## CHECKLIST KNOWLEDGE MANAGEMENT IN PROJECTS - KULTIFA

<b>Knowledge management in project orientation</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
1. Do we have the required knowledge to start the project?			
2. Do we have required knowledge of project management?			
3. Do we know all the arguments of all stakeholders to the project whether or not to start the project?			
4. Do we know all the arguments of all stakeholders to the project regarding the proposed project results and project success?			
5. Do we have the capacities and resources to manage knowledge during the project?			
6. Will we use (existing) knowledge to come to a decision to start a project or not?			
7. Are knowledge and the role of knowledge management part of the project orientation			

<b>Knowledge management in project preparation</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
1. Is there a match between project tasks, competencies and learning needs?			
2. Is recruitment of project members based on knowledge and competencies?			
3. The relevance of specific knowledge processes is identified?			
4. Do we have the acquired the important type of knowledge for this project?			
5. Have we defined objectives for knowledge management in this project??			
6. Is the relationship clear between top management support and knowledge management?			
7. Do we have a plan or list of activities for knowledge management?			

<b>Knowledge management in project definition and planning</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
1. Is it 'who knows what' of the project members mapped?			
2. Are individual and collective learning goals defined?			
3. Are the roles, accountabilities and responsibilities for functions and knowledge invested in rolls or in a PMO?			
4. Are the project results defined in terms of knowledge?			
5. Information management is furnished, including the use of best practices of similar projects undertaken previously?			
6. Are interventions for supporting specific knowledge processes devised, implemented and communicated?			
7. Is knowledge management embedded in the project?			

<b>Knowledge management in project execution and completion</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
1. Effects of the knowledge processes are discussed periodically?			
2. Do we consciously decide based on knowledge (which model for decision making)?			
3. Learning objectives are achieved?			
4. Is relevant (new) knowledge captured and transferred the forms of practice, instructions, methods, learning history, etc?			
5. We consciously directing knowledge management?			
6. Are existing practices, instructions and methods adapted based on evaluations?			
7. Is knowledge management within the project evaluated?			