TOP 5 things to consider during KNOWLEDGE MANAGEMENT (KM) PROJECT CLOSEOUT

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@USAID these are activities
* note these are relevant for all projects
* but especially important for KM

#1 Be CREATIVE in final reporting
see www.qedgroupllc.com/kmd

#2 Bring together STAKEHOLDERS to capture insights ie reflection moments

#3 Organize your KNOWLEDGE BASE and extract best practice

#4 Conduct a GAP ANALYSIS

what the contract and workplans say
what’s missing
what we did

action plan

#5 Prepare for TECHNOLOGY TRANSFER

* in advance consider data capture.
Think backwards about what you will need to tell your story.