

# Checklist For Building a Knowledge Network

Every organization and every group is unique, so there are no right or wrong answers here. Use this checklist in combination with our book to make the most effective use of your online and human knowledge resources.

## Readiness

Describe the culture of your organization in terms of its fostering collaboration and knowledge sharing.

Find examples of knowledge sharing activities that are already going on within your organization.

Identify leaders of these activities and those with experience in online group discussion.

Which technologies are being used to support these activities?

What incentives does your organization provide for people to openly share what they know with one another?

Find evidence in company policies and statements made by company leaders that promote open knowledge sharing.

## Purpose

Describe the specific problems you want this network to solve.

Describe the timeframe over which this network needs to operate to achieve its purpose.

To what extent are the potential members of your knowledge network able to meet in person?

Who, besides the immediate members of this network, stand to benefit from the knowledge it shares and generates?

How will that knowledge be put into action by your organization?

## Preparation

If there are already functioning knowledge networks in your organization, can their experience be tapped and documented?

If there are already leaders of knowledge networks and people experienced in online group discussion, can their skills be put to use in your new activities?

Are any currently available technologies in your organization adaptable to supporting group discussion?

Does your IT department have any experience in implementing group discussion technologies on your intranet or on the Internet?