**Developing Your Plan for Knowledge Transfer**

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| **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?**