


STARTER KIT OF  
KNOWLEDGE CAPABILITY  
ASSESSMENT TOOL  
(KMCAST)



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# 1

Create an account by visiting the KCONNECT platform. Enter your login credential details and log in to access the system.

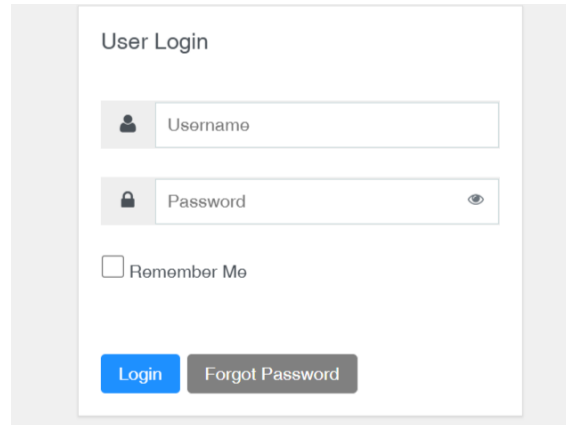


Figure 1.1: User Login

Prior login, the user will be redirected to this page: <http://kconnect.vox10.com/index.php>.

Click on the KMCAST from top menu list. The screen will display About KMCAST page.

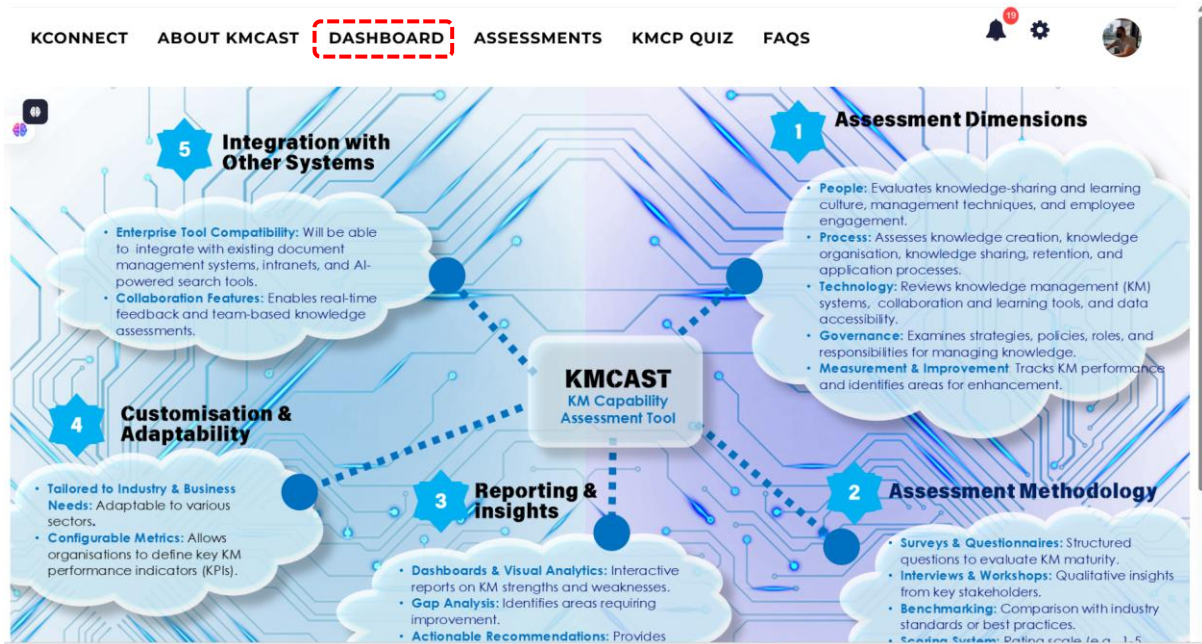


Figure 1.2: About KMCAST

# 2

Click on the 'Dashboard' to view your dashboard. The dashboard provides an overview of your capability profile, your assessment scores and capability index charts.



Figure 2.1.1: Dashboard

# 3

To view the results by each category, please select a category from dropdown field.

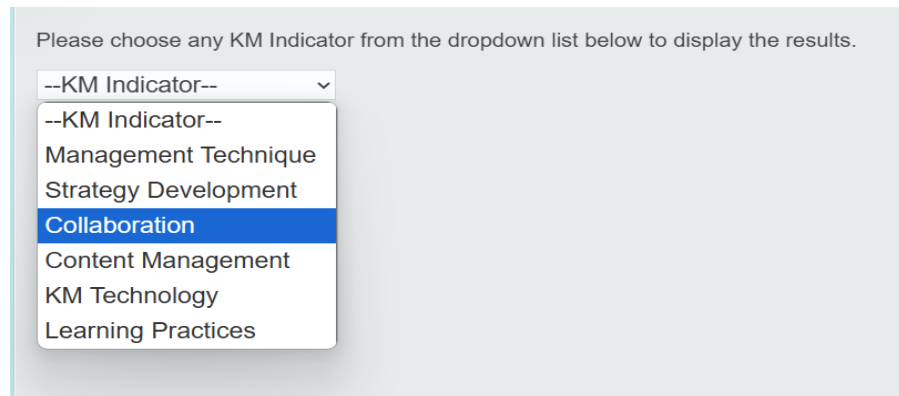


Figure 2.1.2: Select A Category

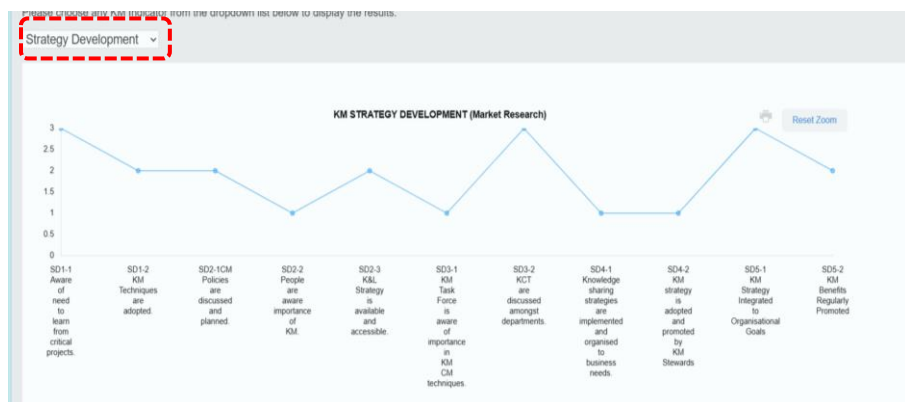


Figure 2.1.3: Results

4

Click on the 'Compare' button to compare your results with other organisation or department.

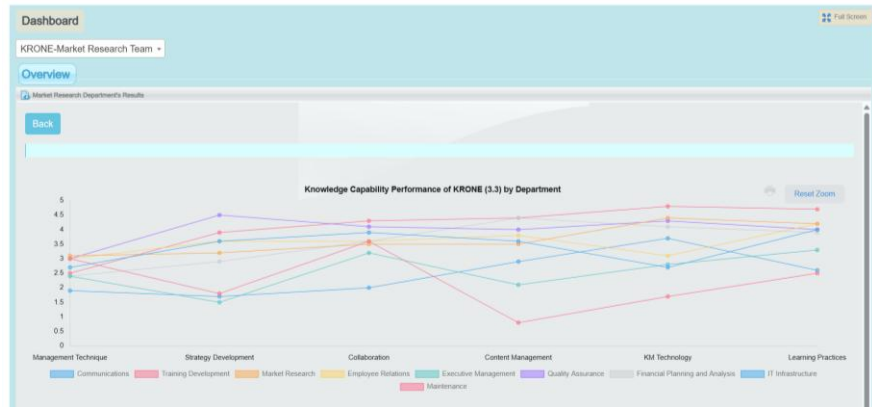


Figure 2.1.4: Comparing Results

5

To submit a new entry, user can click on the 'New Entry' button.

The form is titled 'Capability Assessment Tool to Measure Organisation's KM Maturity'. It features a progress indicator at the top with seven steps: I. Demographic Questions, II. Management Technique, III. Strategy Development, IV. Collaboration, V. Content Management, VI. KM Technology, VII. Learning Practices, and Total Scores Achieved. Below the progress bar are the following input fields:  
Name of Organisation:   
Name of Department:   
Number of Personnel in Your Organisation:   
The Year KM had Commenced Operations:   
The Number of Members in your KM Task Force:   
At the bottom, there are 'Cancel' and 'New' buttons.

Figure 2.1.5: New Entry

# 6

Go to 'Assessments' to select an assessment type and start a test. Assessments may include multiple-choice, questions, scenario-based questions, or simulations.

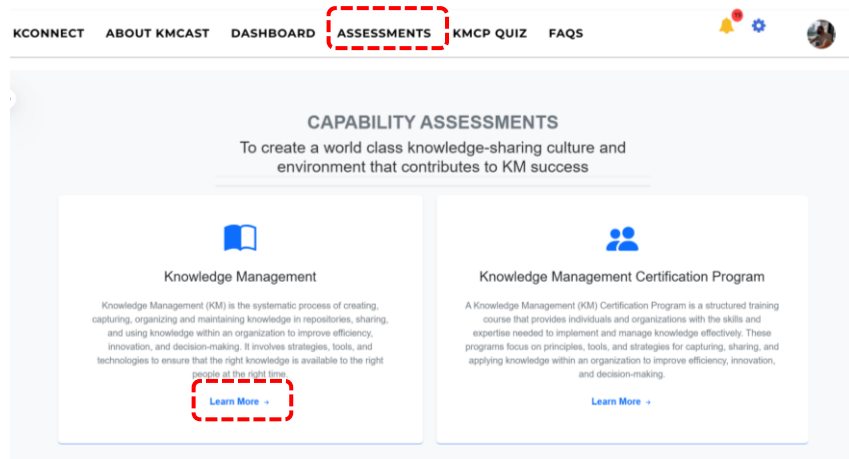


Figure 2.2.1: Assessments

# 7

Click on 'Start Assessment' button to start your assessment.

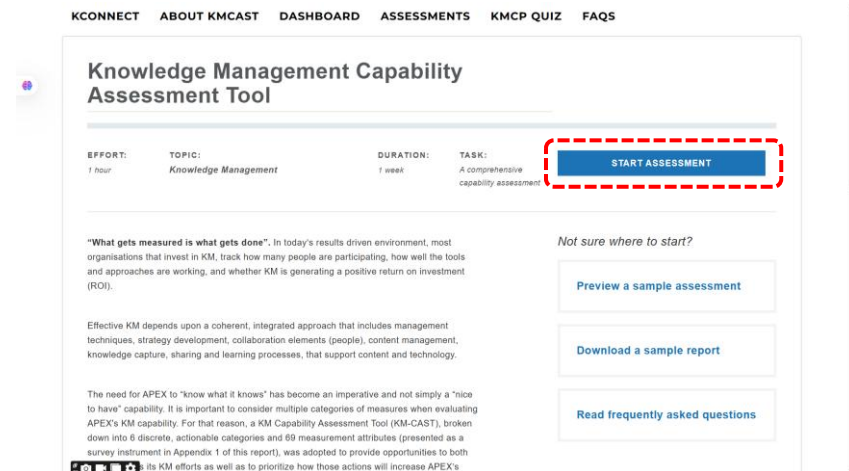


Figure 2.2.2: Start Assessment

# 8

Decide whether the assessment will cover the entire enterprise, a specific business unit, or another scope. Identify key stakeholders such as KM leaders, advocates, and decision-makers to provide input.

The screenshot displays a web-based assessment tool titled "Capability Assessment Tool to Measure Organisation's KM Maturity". At the top, a progress bar shows seven stages: I. Demographic Questions, II. Management Technique, III. Strategy Development, IV. Collaboration, V. Content Management, VI. KM Technology, and VII. Learning Practices, followed by a final point for Total Scores Achieved. The first stage, "I. Demographic Questions", is currently active. Below the progress bar, the form contains the following fields:

- Name of Organisation: KRONE
- Name of Department: Executive Management
- Number of Personnel in Your Organisation: 40
- The Year KM had Commenced Operations: 2024
- The Number of Members in your KM Task Force: 5

At the bottom of the form, there are two buttons: "Cancel" and "Next".

Figure 2.3.1: Demographic Questions

# 9

For each capability statement, indicate whether your organisation or department has achieved it by checking the checkbox. To achieve a specific level of maturity, all statements within that level must be checked.

ID	Topic	Completed Scenario	Score
MT1-1	Management view knowledge is key to performance.	Is Management aware that access to knowledge is key for decision making (DM) and performance in the organisation? <input type="checkbox"/> No <input type="checkbox"/> Aware and Acknowledged. <input checked="" type="checkbox"/> Aware, Acknowledge and Drive the KM Initiatives.	3
MT1-2	People feel - Management recognise and value staff knowledge.	Do people feel that their knowledge is NOT recognised and 'valued' by Management? <input type="checkbox"/> Yes, All of times knowledge is NOT recognised nor valued of all. <input type="checkbox"/> Sometimes, few Managers acknowledge their staff's knowledge is important, but this knowledge is not valued. <input checked="" type="checkbox"/> Most Managers recognise and value their staff knowledge. <input type="checkbox"/> No, All Managers recognise and valued their staff knowledge.	2
Level 1 Score			5 points
Level 1 Percentage			63.33 %
MT2-1	Managers advocate learning before doing.	Do Managers advocate: To learn before doing and program review sessions? <input type="checkbox"/> No <input checked="" type="checkbox"/> Some Managers advocate learning before and program review sessions. <input type="checkbox"/> Yes, all Managers advocate learning before and program review sessions. <input type="checkbox"/> All Managers advocate learning before and after and adopt a standard approach to manage it.	1
MT2-2	There is visible Management support.	Is there visible support from Top Management for KM? <input type="checkbox"/> No <input checked="" type="checkbox"/> Ad hoc <input type="checkbox"/> Visible support <input type="checkbox"/> Visible support adopting a standard approach or media.	1

Figure 2.4.1: Complete Assessment

# 10

Once completed, submit the assessment form by clicking the 'Submit' button.

KL5-1	Organisation learning is part of key processes.	Are prompts for learning built into key processes learning outcomes? <input type="checkbox"/> Not yet. <input checked="" type="checkbox"/> Ad-hoc Initiatives are being practised by some departments to identify key process outcomes and create easy learning channels to create awareness amongst staff. <input type="checkbox"/> On-line learning prompts via nano-learning techniques are being designed to ensure critical process outcomes are being identified and educated across all relevant employees. <input type="checkbox"/> On-line learning prompts via nano-learning techniques are being adopted to ensure critical process outcomes are being identified and educated across all relevant employees.	1
KL5-2	A culture of who knows what & ability to connect with them.	Do staff have the knowledge to find out who knows what, inside & outside the organisation, and talk with them? Is there a common language, template, and guideline to support effective sharing and learning? <input type="checkbox"/> Not yet. <input type="checkbox"/> At this moment, employees are aware of skills sets in their department. <input type="checkbox"/> Knowledge capturing techniques, KM Systems and policies are being implemented to cultivate a culture of connecting 'people to information' and 'people to people'. <input checked="" type="checkbox"/> Yes, staff have the knowledge to find out who knows what, inside & outside the organisation, and be able to talk with them; there is a common language via the online CoP, templates, and guidelines to support effective sharing and learning.	3
Level 5 Score			4 points
Level 5 Percentage			66.66 %
Total Scores Achieved			20 points
Total percentage in terms of performance			55.55 %

Cancel **SUBMIT**

Figure 2.5.1: Submit Assessment

# 11

You can view a detailed report that includes your organisation's or department's maturity rating across the 6 categories and comparisons to other organisations or departments from the dashboard.

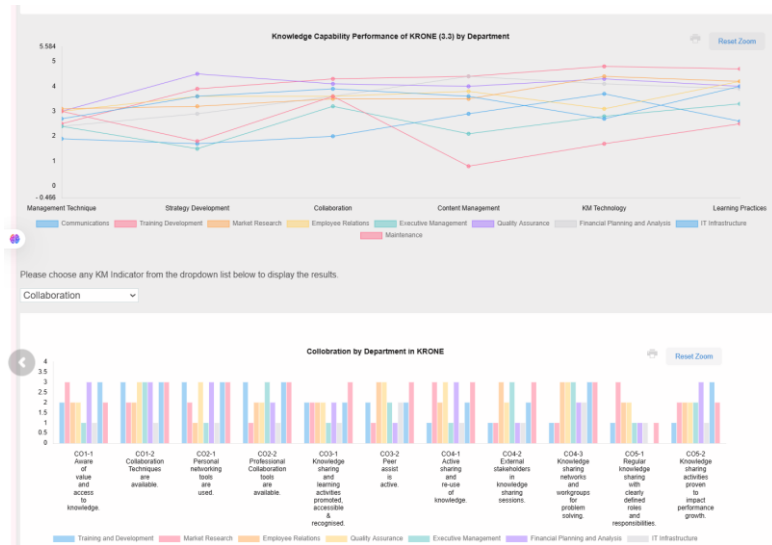


Figure 2.6.1: Review Results