

Starter Kit

Knowledge Audit & Mapping (KMAP)

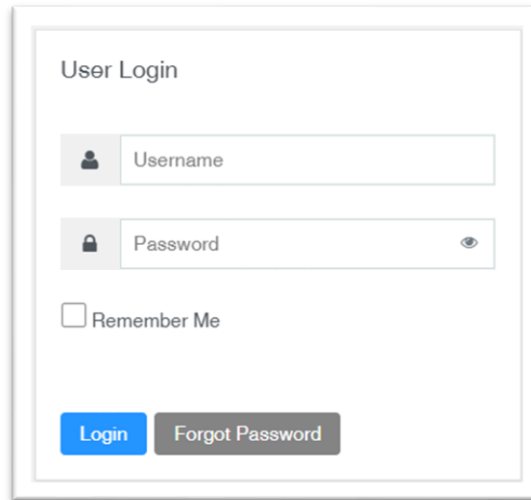
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LOGIN

1

Users can log into the system through the main login page using their credentials.



The image shows a 'User Login' form. It has a title 'User Login' at the top. Below the title are two input fields: 'Username' with a person icon and 'Password' with a lock icon and a toggle eye icon. Below these fields is a checkbox labeled 'Remember Me'. At the bottom of the form are two buttons: a blue 'Login' button and a grey 'Forgot Password' button.

Figure 1: Login Interface

After logging in, the user will be redirected to the KCONNECT landing page.

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

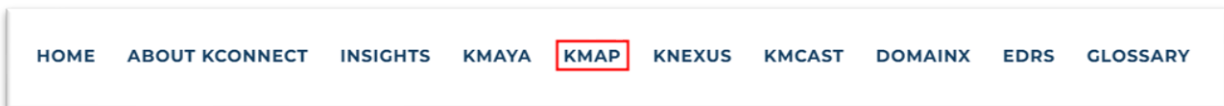


Figure 2: KCONNECT Main Menu

Click on the Dashboard to do the Knowledge Assessment Mapping.

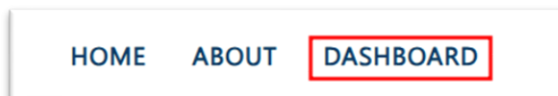


Figure 3: KMAP Menu

KMAP SETUP: BUSINESS PROJECT ENTRY

2

Click 'Business Projects Entry' to register a new business project in the system.



Figure 4: Business Project Entry

3

Key-in Business Project Code, Description and select Project Start Date.

A white form titled "Business Projects" with a blue header bar. It contains three input fields: "Project Code", "Description", and "Project Start Date". The "Project Start Date" field has a calendar icon on the right. A blue "SUBMIT" button is located at the bottom left of the form.

Figure 5: Business Project Entry form

KMAP SETUP: BUSINESS PROJECT MANAGEMENT

4

Click 'Business Project Management' to view, update, or manage existing business projects.

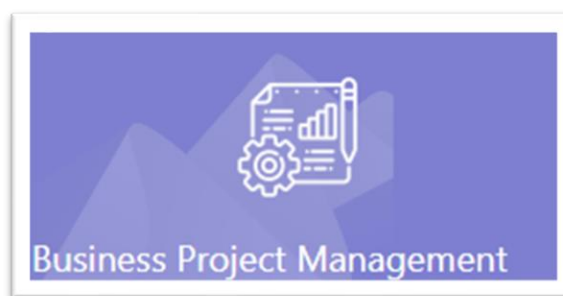


Figure 6: Business Project Management

KMAP SETUP: **BUSINESS PROCESS ENTRY**

5

Click 'Business Process Entry' to register processes associated with business projects



Figure 7: Business Process Entry

6

Select Project Code, Key-in Business Process Code and enter the Description.

A screenshot of a web form titled "Business Process Entry". It contains three input fields: "Project Code" with a dropdown menu showing "P0001 InSights Project", "Process Code" with a dropdown menu showing "P25370", and "Description" with a text area. A blue "SUBMIT" button is located at the bottom left of the form.

Figure 8: Business Process Entry Form

KMAP SETUP: **BUSINESS PROCESS MANAGEMENT**

7

Click 'Business Process Management' to view, update, or manage existing business process.

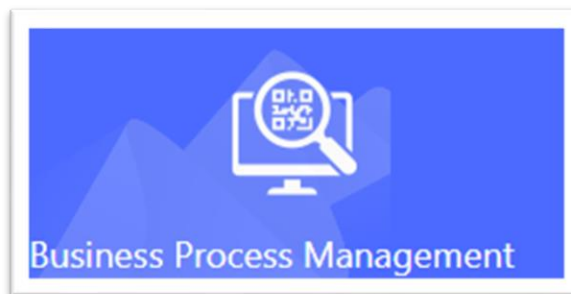


Figure 9: Business Process Management

8

Click 'Activity Entry' to add activities that fall under business processes.

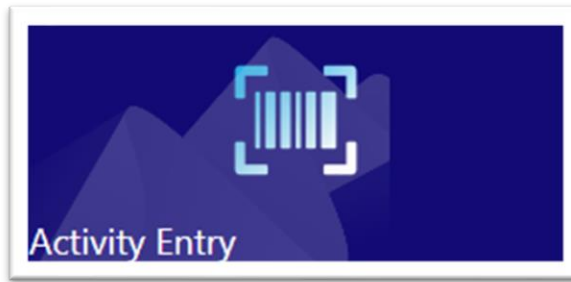


Figure 10: Activity Entry

9

Select Process Code, Key-in Activity Code and enter the Description.

A white rectangular form with a light gray border. At the top left, it is titled 'Activity Entry'. Below the title are three input fields: 'Process Code' (a dropdown menu), 'Activity Code' (a text field containing 'A90749'), and 'Description' (a text field). At the bottom left of the form is a blue button with the word 'SUBMIT' in white capital letters.

Figure 11: Activity Entry Form

10

Click 'Activity Management' to view, update, or delete existing activities.

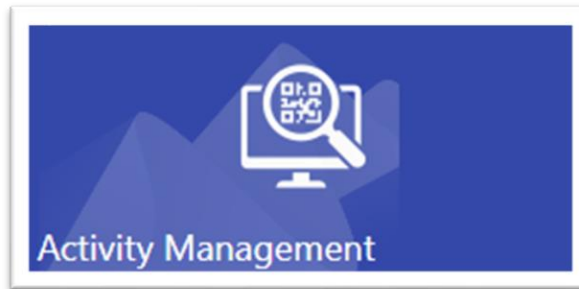


Figure 12: Activity Management

11

Click 'Barrier Issue Entry' to log any issues or barriers encountered.

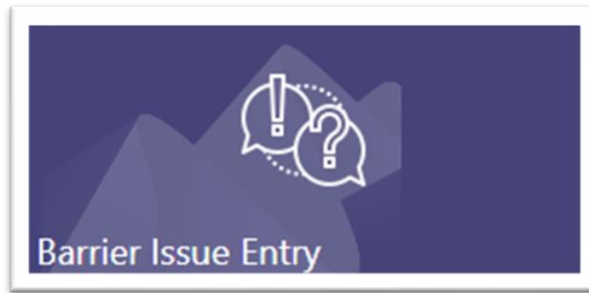


Figure 13: Barrier Issue Entry

12

Select Barrier Category, Key-in Barrier Code, enter the Description and key-in multiple Keywords.

Barrier Issue Form

Coordination	Code	Memory	Code	Learning	Code
Mistakes	CM	External	RE	External	LE
Decisions	CD	Silos	RS	New Hires	LN
Conflict	CC	Loss	RL	Skills	LS
External	CE	Records	RR	Change	LC
Silos	CS	Progress	RP	Agility	LA

Barrier Category

Barrier Code

Description

Keywords

Figure 14: Barrier Issue Entry Form

13

Click 'Barrier Issue Management' to update and manage all logged barriers.

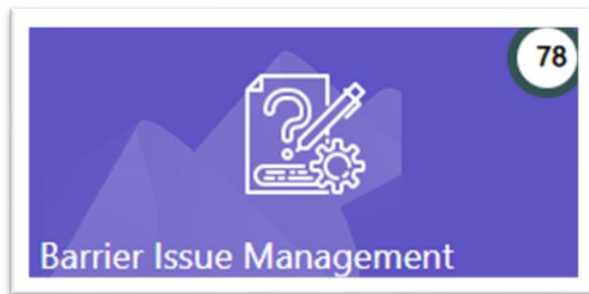


Figure 15: Barrier Issue Management

14

Click 'Knowledge Asset Entry' to input knowledge assets related to each business activity.

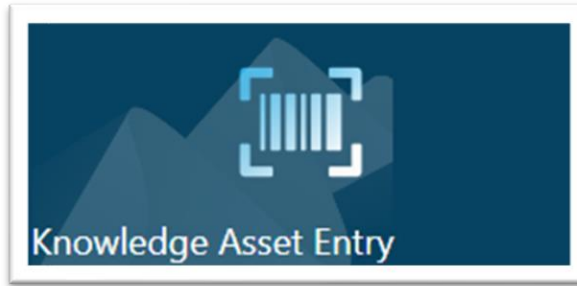


Figure 16: Knowledge Asset Entry

15

Enter Knowledge Asset Code and Description, select Asset Category, enter multiple Keywords and select Subject Matter Expert.

A screenshot of a web form titled 'Knowledge Asset Entry'. The form contains several input fields: 'Knowledge Asset Code' with the value 'D62143', a 'Description' field, and an 'Asset Category' section with radio buttons for 'Document', 'Skills', 'Experience', 'Relationships', 'Talent', and 'Method'. Below this is a 'Keywords' section with a text input field, a '+ Add Another' button, and a red close button. At the bottom, there is an 'SME ID' dropdown menu and a blue 'SUBMIT' button.

Figure 17: Knowledge Asset Entry Form

16

Click 'Knowledge Asset Management' to review, update, or remove knowledge assets.

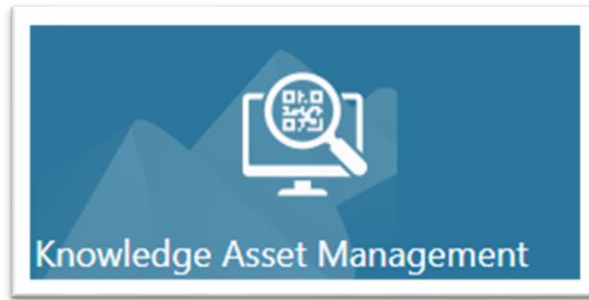


Figure 18: Knowledge Asset Management

17

Click 'Storage Entry' to register the physical or digital storage location of knowledge assets.

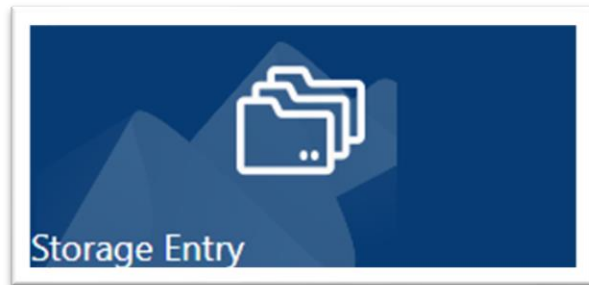


Figure 19: Storage Entry

18

Enter Storage ID and Storage Description.

Storage Entry

Storage ID

Storage Description

SUBMIT

Figure 20: Storage Entry Form

19

Click 'Storage Management' to manage all storage records for knowledge assets.

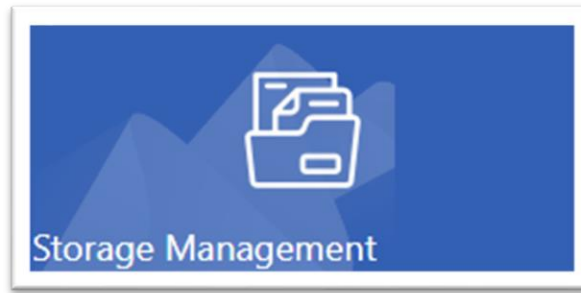


Figure 21: Storage Management

20

Click 'Build Knowledge Inventory' to compile a complete set of knowledge assets into an organized inventory.

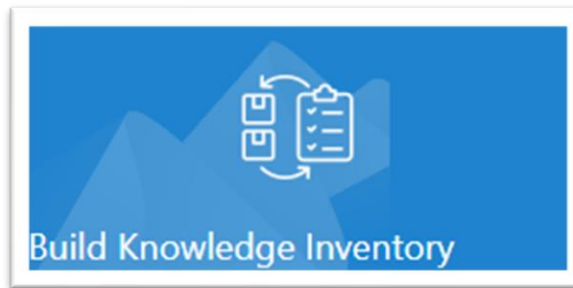


Figure 22: Build Knowledge Inventory

21

Select the related Project Code, Process Code, Activity Code, Knowledge Asset Code, Knowledge Asset Category, Internal Availability, Ease of Access, Frequency of Usage, Owner, User Department, SME, Level of Importance, Quality, Storage Area, and Barriers to build the knowledge inventory record.

 A screenshot of a web form titled "Build Knowledge Inventory". The form has a header "Knowledge Assessment & Mapping" and a table with 14 columns: Project Code, Process Code, Activity Code, Knowledge Asset Code, Knowledge Asset Category, Internally Available, Ease of Access, Frequency of Usage, Owner, User Department, SME, Level of Importance, Quality, Storage Area, and Barriers. Each column has a dropdown arrow. Below the table is a green "+ Add Row" button and a blue "SUBMIT" button.

Figure 23: Build Knowledge Inventory Form

22

Click 'Knowledge Inventory Management' to oversee and maintain the entire knowledge inventory.



Figure 24: Knowledge Inventory Management