UniQuE

Knowledge Exchange Plan

(Engagement Name and Id)

(Client)

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Template Version Number: Group Reference v1.0

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# Overview

## Purpose of the Document

## Scope of the Document

## Control of the Document

### Capgemini

### Approval

### Maintenance

# Scope And Objectives

<<Mention the overall purpose and scope of the Knowledge Exchange. List down the in-scope and out-of-scope areas for the Knowledge Exchange. >>

# Areas And Components

## Contextual Knowledge

## Functional Knowledge

## Technical Knowledge

# Service Scope Analysis

<<In this section, results of different analysis like quality analysis, Volatility analysis, Technology portfolio analysis, EZTrans analysis, SWIFT-Sustain analysis, CAST analysis, etc. must be captured along with it’s inferences.>>

# Knowledge Exchange Approach

<<Mention the Knowledge Exchange approach to be adopted for the engagement. >>

# Knowledge Exchange Assessment Plan

<< This section will include the Knowledge Exchange assessment plan, typically to cover type of Knowledge Exchange assessment, mode, frequency, target audience, assessment analysis approach, schedule, etc. >>

# Knowledge Exchange Acceptance Criteria

<< List down the Knowledge Exchange acceptance criteria finalized for the engagement. >>

# Knowledge Repository

## Identification

## Setup And Configuration

# Knowledge Exchange Monitoring

## Tracking Progress

## Measuring Effectiveness

# Roles And Responsibilities

<<This section will include the Roles and Responsibilities Matrix for the Knowledge Exchange. Typically, this should also have the frequency of revisiting the Roles and Responsibilities Matrix. >>

# Overall Schedule

<< Mention the overall schedule of the Knowledge Exchange for the engagement. >>

# Knowledge Exchange Sessions

## Session 1

### Area

### Component

### Priority

### Facilitator

### Target Audience

### Techniques / Enablers

### Documents / Materials

### Planned Effort / Start Date / End Date

### Success Criteria

### Measure Of Effectiveness

### Required Sign-Off

## ...

## Session n

### Area

### Component

### Priority

### Facilitator

### Target Audience

### Techniques / Enablers

### Documents / Materials

### Planned Effort / Start Date / End Date

### Success Criteria

### Measure Of Effectiveness

### Required Sign-Off

# Knowledge Exchange Reporting Plan

<< Mention the Knowledge Exchange reporting plan in this section.>>