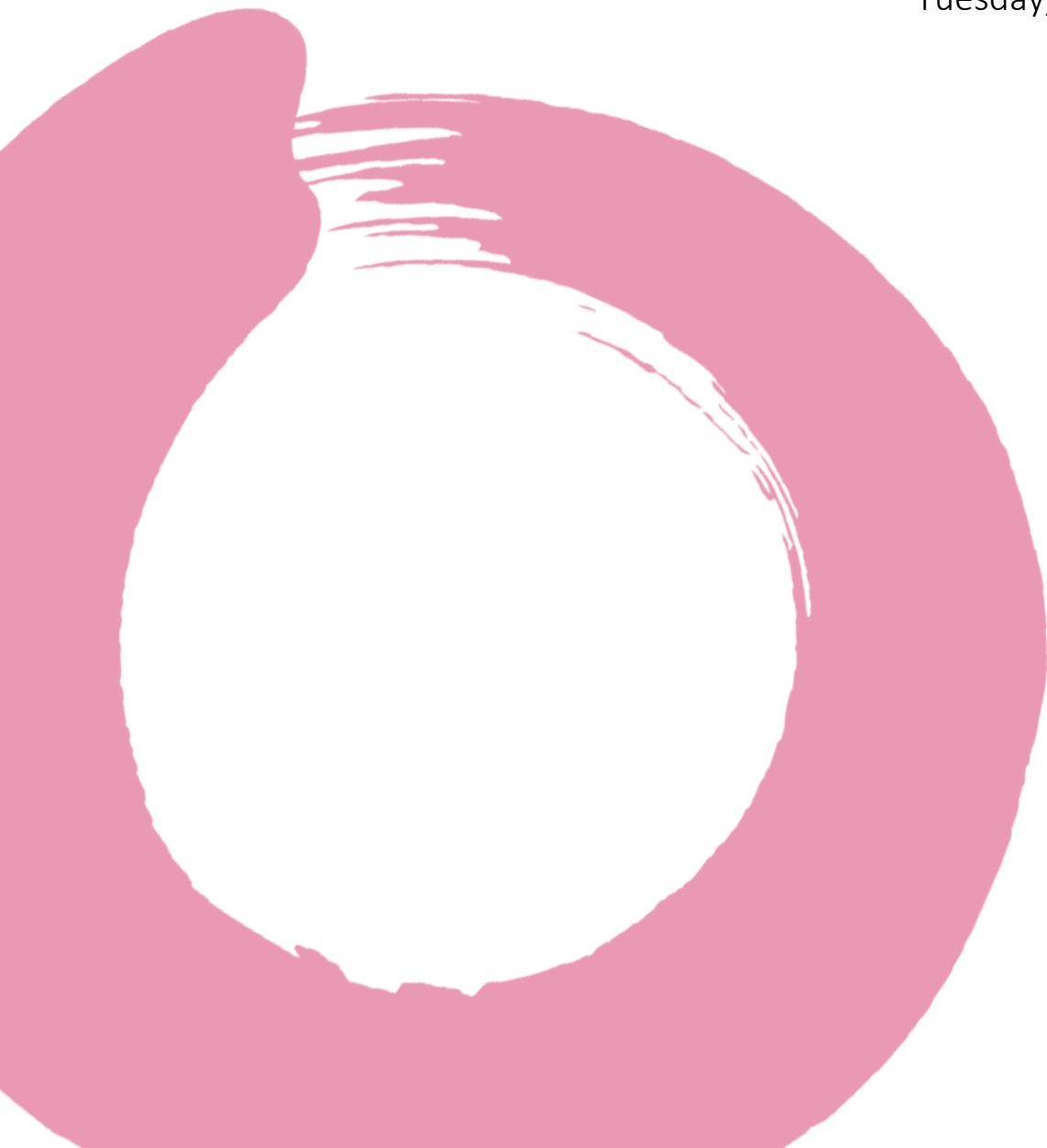




# Knowledge Management Policy One Woman Project 2022-2025

**Last updated by:** Scarlett Do, National Co-Director  
Tuesday, 1 February 2022



# 1. Knowledge Management Policy

## *Introduction*

Knowledge management enables appropriate knowledge-based-and-influenced decisions to be made, and actions to be taken, within the framework of the One Woman Project's objectives, charitable purpose and goals. This policy will focus on identifying, accessing, capturing, sharing, describing, integrating and preserving the One Woman Project's knowledge assets, in order to turn it into a knowledge-based organisation.

The One Woman Project recognises that an environment of free and open knowledge sharing is critical to the success of the organisation. In order to help foster an open and enabling forum for the communication of thoughts, ideas, concepts, and information throughout the organisation, this policy has been developed.

## *Purpose*

The purposes of this policy are:

1. To foster a culture of openness by sharing and innovation across the organisation;
2. To encourage team members to use and utilise the knowledge access platforms in force; and
3. To preserve critical knowledge at risk of being lost.

## *Scope*

The policy applies to all team members of the organisation, including the Board of Directors.

The knowledge management activities and processes shall comply with and support the One Woman Project's organisational stated objectives, purpose and values. Further, knowledge management practices shall comply with the relevant laws and regulations.

## *Policy*

Nurturing knowledge management customs, particularly identification, acquisition, sharing and preserving knowledge should be everyone's responsibility in the One Woman Project.

## *Role of Individual Team Members*

All individual team members shall be:

- Responsible for gathering, organising and sharing their own explicit and tacit knowledge;
- Responsible for regularly uploading any key documents into the relevant *Sharepoint* site;
- Shall continuously update their own profile in the *Contacts Masterlist* on *Airtable*;
- Shall contribute to the relevant monitoring and evaluation processes in their portfolio;

- Shall provide updates where necessary on lessons learned in their role to retain organisational knowledge; and
- Shall provide a comprehensive handover document upon completion of their role.

### *Knowledge Management Department*

The responsibility for the overarching management of knowledge in the organisation will sit with the National Co-Directors, and the National Directors of portfolios at the direction of the National Co-Directors.

They are responsible for:

- Improving the retention and circulation of knowledge throughout the organisation;
- Ensuring that information is updated and communicated in line with this policy;
- Applying new knowledge, including the associated tacit elements, to improve behaviours;
- Building new intellectual capital required for future success;
- Creating awareness of the requirements and responsibilities of individual staff in the knowledge management processes;
- Ensuring all reports and documents are archived in the knowledge portal (*Sharepoint*);
- Ensuring all documents shared via *Airtable* and *Slack* are archived in *Sharepoint*; and
- Ensuring that this policy is operationalised within their respective portfolios.