Creating a Knowledge Sharing Plan for Better Programming

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Disclaimer

The information covered in this session is independent of any requirements set forth by the Office of Food for Peace. We cannot answer any questions or provide guidance on behalf of FFP. Questions concerning FFP's knowledge management strategy requirements can be emailed to ffp@usaid.gov

Aims of this session

i. **Help your team prioritize knowledge as an asset**

ii. **To review the tools needed to begin forming an effective Knowledge Sharing Plan**

iii. **How to determine which elements of a Knowledge Sharing Plan are most important for your organization**
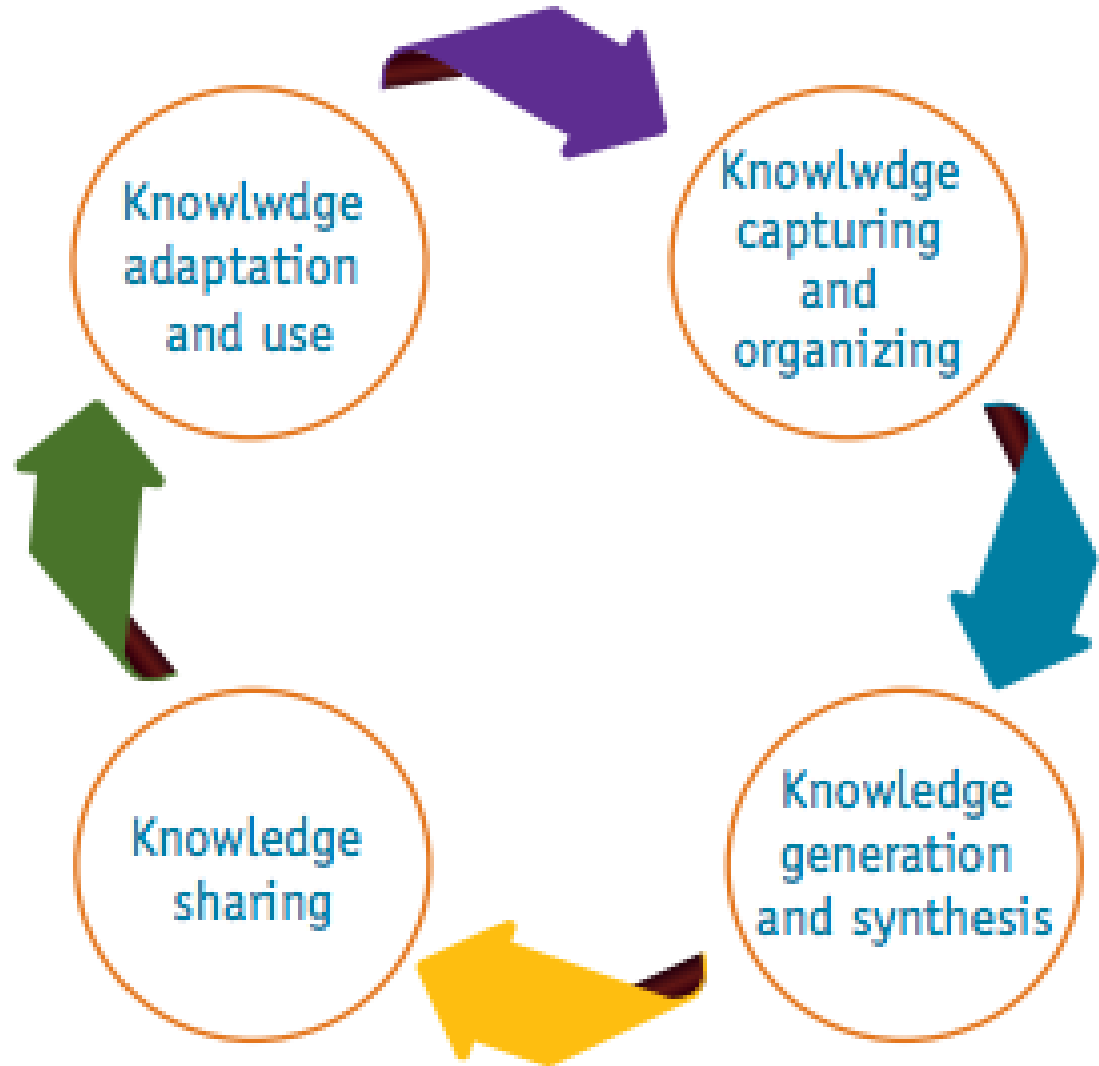
Way of Knowledge Generation

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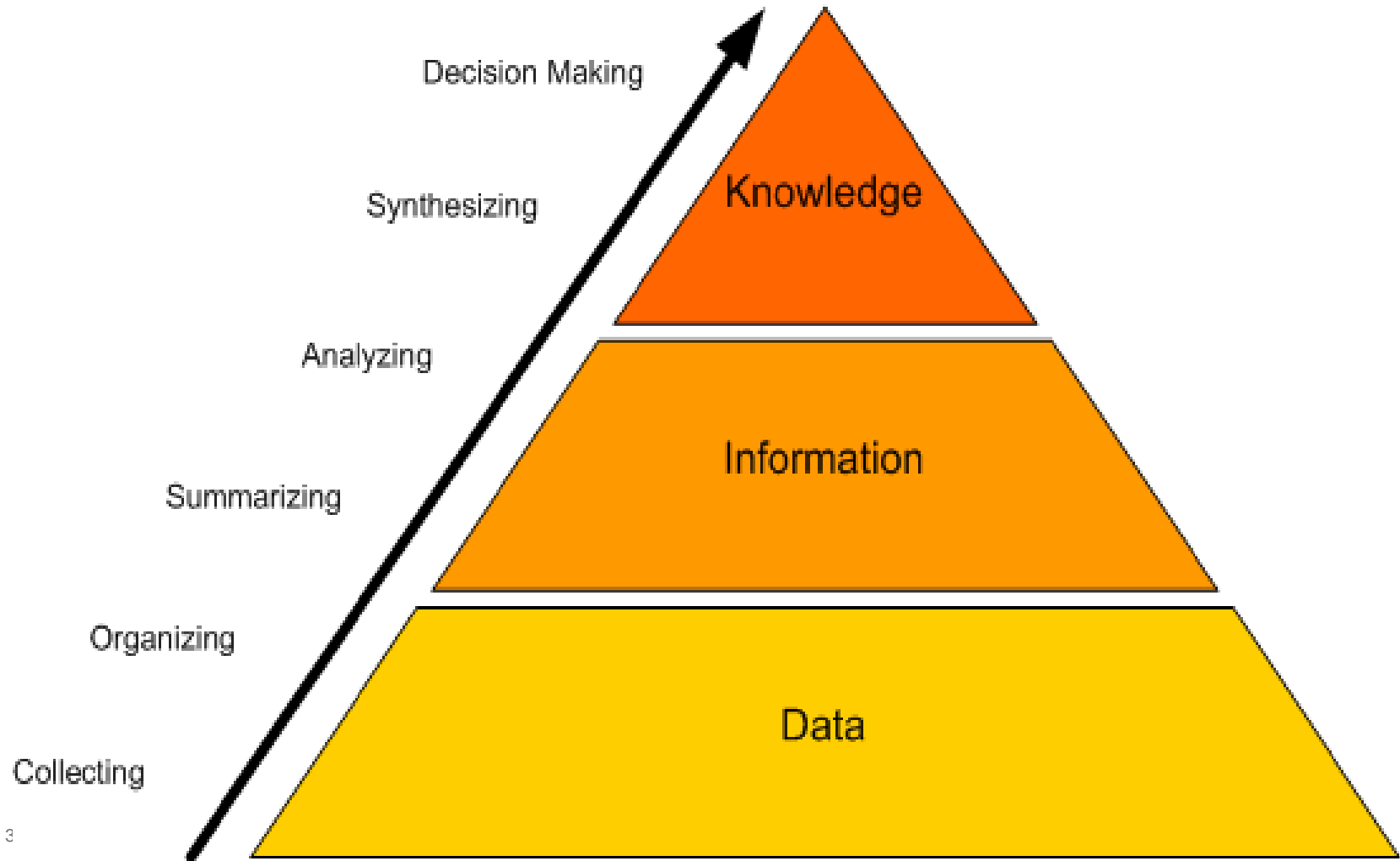
How does Knowledge sharing fit into KM?

Why Knowledge Management?

KM recognizes the importance of attention to our greatest asset. It is the process:

➢ **To Identify and fill where the gaps lie in our existing KM**

➢ **To recognize local context and external changes**

➢ **To increase projects responsiveness, adaptivity and improved project implementation through formal and informal learning**

➢ **To build systematic knowledge capture and sharing process**

➢ **To reinforce and refine capacities of both communities and partners**

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- **Empowerment is key to our approach: we believe it is the driving force behind people-centered development.**

- **Learning and sharing knowledge, insights and successes is the key to that empowerment process, for**
  - ➢ **Beneficiaries**
  - ➢ **Staff**
  - ➢ **Partners**
  - ➢ **Alliance members**
  - ➢ **Networks we are joined with**

A formalized strategy is an essential path to ensuring a knowledgeable and responsive staff, and the empowerment of Program participants

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Knowledge Sharing Tools & Techniques

To do this, staff might use:

- **Shared drives/intranets**
  - ➢ **Updated raw information**
  - ➢ **Collated reports and reviews**
  - ➢ **Catalogued libraries of similar information (e.g. success stories)**
- **Community Action Plans**
  - ➢ **Participatory community consultation**
  - ➢ **Vehicle for community sharing and ownership of change processes**
- **Landscape Analysis**
  - ➢ **Meetings at local level**
  - ➢ **Followed by national events**
  - ➢ **Documentation contributes to program advocacy agenda**

Knowledge Sharing Tools & Techniques

- **Gender Analysis Framework**
  - ➢ **Contributes to analyze gender relations**
  - ➢ **Establishes knowledge to overcome gender barriers**

- **Case studies**
- **Human interest stories**
- **Impact studies**
- **Evaluation and reporting**
- **Village grading (assessment)**
- **'How-to' guides for staff and partners**

Group work

- **What steps** would you take to build a formalized knowledge sharing plan in your project?

- What **tools** or methods would you use to share/disseminate knowledge in your team?

- Where are the **successes and blockages** in your Knowledge Sharing cycle?

Benefits of Knowledge Sharing

- **Promote research**

- **Innovate and build on new ideas**

- **Improve program approaches**

- **Apply consistent best practice where possible**

- **Apply and adapt ideas to different contexts**

- **Improve ease and efficacy of activities**

- **Generate ideas and evidence-base for advocacy**

- **Influence programming beyond individual projects, e.g. at the country level, and future projects etc**

Review existing KM Practices (internal and external)

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- **What documents do we produce and use?**

- **What sharing processes are in places – e.g. meetings, intranets, website?**

- **What do other similar organizations do in their KMS ? (Literature review)**

- **What existing KM strategies and guidelines can we draw on? What do we need to be guided by and coherent with? E.g. USAID strategies, CARE International strategies, other donor guidelines.**

GENERATE
Standards Workflows

CAPTURE
Communities New Media

USAID
FROM THE AMERICAN PEOPLE

Knowledge Management
People, Processes & Technology

APPLY
Collaboration Innovation

SHARE
Best Practices Networks

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Example Process: How SHOUHARDO II developed a KM Strategy

(2)

Identify knowledge within the Program

- **What kinds of knowledge exist within the Program?**
- **Who holds this knowledge and in what format does it exist?**
- **Where does the knowledge need to go to be useful?**

Identify key learning themes

- **What strategic areas of knowledge do we need to focus on?**
- **Formulating and writing up the strategy**
- **Review and triangulation with relevant organizations/structures**
  - ➢ **Sharing with CARE Country Office and CARE International**
  - ➢ **Seeking comments and feedback**
  - ➢ **Incorporating feedback and changes**

Editing and publication

- **Copyediting**
- **Printing**
- **Distribution to all staff**

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- **It is important to view this process in the context of a never-ending knowledge sharing cycle, with many cycles happening in a program simultaneously.**

- **The cycle is an essential tool for effectively understanding knowledge sharing processes**

- **Knowledge is cycling**
  - ➢ **between beneficiaries**
  - ➢ **between staff**
  - ➢ **between staff and management**
  - ➢ **between beneficiaries, the program and partner organizations and/or government structures**
- **To be effective, we need to be aware of all of these and ensure they are functioning smoothly and that communication is open, engaged and meaningful.**
- **This will ensure the continuation of successes, the recognition and evaluation of failures, the preparation for challenges, and the potential to innovate and improve.**

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Question?

Thank you for your patience