

Knowledge use example planner

Choose an example pattern and turn it into a testable job.

Four patterns with information and ownership

A distinction between reported and illustrative examples

A completed meeting-brief example

A free worksheet from ailevrg.com/guides/knowledge-management-examples

Choose the pattern closest to your recurring job. Use the plan to test a small collection first.

01 Pattern

Chosen example and recurring job

User and useful result

Required records and judgement

Existing gap or delay

02 Knowledge

Current sources and owners

Shared method and client context

Origin, validity and collection rules

Access and review responsibilities

03 Use

Where the user finds the collection

Normal job to test

Missing or outdated record to test

Expected human intervention

04 Review

Starting effort and quality measures

Observed result and gaps

Correction owner

Next test and review date

An invented meeting-brief collection

Invented teaching example. No client outcome is claimed.

Question

What does the colleague need to know before the account meeting?

Collection

Current agreement, approved goals, decision log and open issues.

Review

The account owner checks an issue without a recorded decision.

Test

A colleague prepares a brief, cites the supporting records and identifies the unresolved issue.

Limit

This completed example is separate from the reported 30-minute preparation event.