



# KNOWLEDGE MANAGEMENT

ORGANISATIONAL DEVELOPMENT  
INSTRUMENTS

## COLLECTING INFORMATION

*Please look at the following table and fill it in with information from your organisation. This can serve as a simple template to collect data at organisational level*

Project/ programme	Dates (when was it done)	Outcomes/ Results	Beneficiaries (target groups)	Responsible person (who)	Specific experts (who, what field of expertise)	Cost of the project (amount)	Sponsor/ donor (contact)



