

KNOWLEDGE RETENTION & TRANSFER (KRT) MODEL

MATURITY MATRIX ACTION PLAN

KRT Action Plan for: _____

Date: _____



1. After assessing and documenting the level of maturity for each category on the Maturity Matrix summary slides, select 3 priority categories and follow the action plan below.
2. Plan for, create goals, and act on operating unit priority needs; plus allocate resources (i.e. time, budget, collective actions) and reinforce best practices.
3. Schedule reflections and update your goals, progress, and actions annually.

Planned reflection date(s): _____

Priority Categories	Areas to Mature	Actions	Timeline	Person Responsible	Resources (time and budget)
Category 1 Level: Good, Better, or Best					
Category 2 Level: Good, Better, or Best					
Category 3 Level: Good, Better, or Best					

Add Maturity Matrix Assessment in each category (level and findings), as of: **(Insert Date)**