

# Knowledge Management Pilot

## Recommendation Points

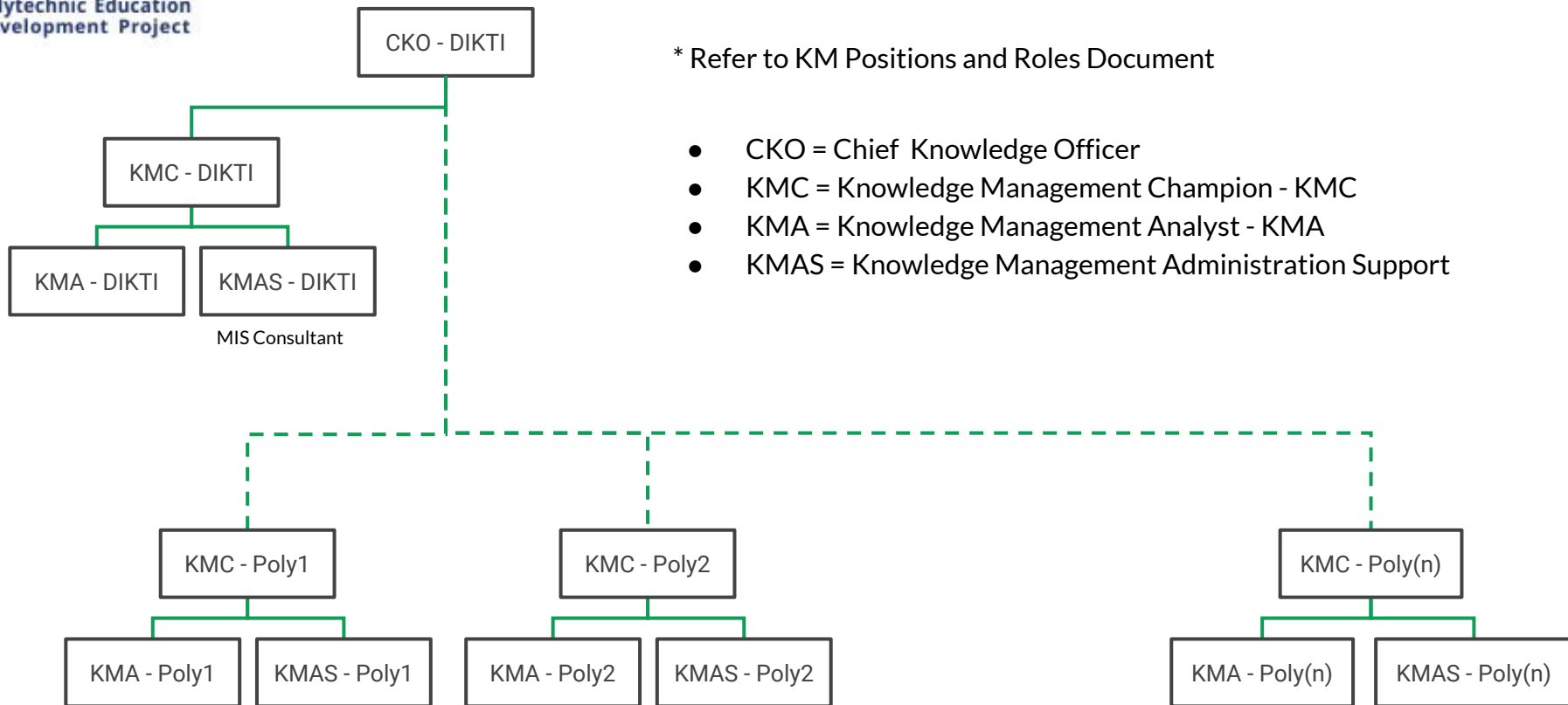
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Since this is just a pilot of Knowledge Management (KM) Implementation for PEDP, following are some recommendations to keep the KM Processes in place:

1. Need to have at least 4 structural positions under KEMENRISTEK DIKTI to take the role as:
    - “Chief Knowledge Officer - CKO” (can be combined with “Chief Information Officer - CIO”)
    - Knowledge Management Champion - KMC (can be combined with IT Manager)
    - Knowledge Management Analyst - KMA (can be combined with IT Analyst)
    - Knowledge Management Administration Support - KMAS (can be combined with IT Administration Support)
  
  2. Need to have at least 3 structural positions in each Polytechnic to take the role as:
    - Knowledge Management Champion - KMC (can be combined with IT Manager)
    - Knowledge Management Analyst - KMA (can be combined with IT Analyst)
    - Knowledge Management Administration Support - KMAS (can be combined with IT Administration Support)
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3. KM Processes Cycles need to be followed (refer to KM Lifecycle Document)
    - Upload and download KBP is done through KMAS - DIKTI (\*MIS Consultant)
  4. Setup virtual KM Training (monthly), face-to-face KM Training (yearly)
  5. Setup virtual KM Forum (monthly), face-to-face KM Forum (yearly)
  6. Set a target for each Poly to publish KBP (Knowledge Brief Publication) per year
  7. Setup rewards regulation (e.g. Best KBP, Highest KBP Contributor, etc.)
  8. KM Repository:
    - Support must be done by IT team (DIKTI MIS Consultant?)
    - Add more features of KM System (browse and search for certain phrase of Knowledge, by Author, by Poly, by Date, etc)
    - Enhance Document Management feature
    - Enhance Discussion Forum feature
    - etc.
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# Thank you

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