



### Knowledge Transfer Template

You have valuable knowledge and access to substantial information that is essential to the university's business operations and clientele. For business continuity, and to ensure an orderly transition of responsibilities for which you have been mainly accountable, please complete this template at least one week before departing.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Manager: \_\_\_\_\_

Last Day with Department: \_\_\_\_\_

1. Attach a status report providing a list of all projects, ongoing tasks, tips, information, and other open items on which you are currently working.
2. Are there key people (internal/external contacts) other than those identified in the status report to whom we should be introduced before you leave the organization? If yes, please list and indicate when we might plan for such introductions?

3. Identify external agencies and regulatory groups (i.e., City/State/Federal) with whom it is necessary for us to interact in order to fulfill duties of your position.