Knowledge Transfer Action Plan (KTAP)
2024 MCI Institute

Introduction

The Knowledge Transfer Action Plan (KTAP) is a learning tool commonly used by business organizations. It is a systematic, structured document that outlines the steps and activities necessary to transfer knowledge from one individual or group to another. In this context, the KTAP is your plan for transferring what you have learned from Institute to your work as a municipal clerk.

Instructions

1. Design a KTAP that specifies the following:
    a. **Goals**: What did you set out to learn or do by the end of Institute? What goals do you now have for your work as a municipal clerk?
    b. **Knowledge inventory**: What concepts, skills, or other useful information did you learn from Institute?
    c. **Methods**: How do you plan to utilize what you have learned from Institute in your work as a municipal clerk?
    d. **Timelin**e: Establish a timeline for accomplishing your new goals.
    e. **Stakeholders**: Describe the individuals who will need to be involved in completion of your goals.
    f. **Resources**: Describe what resources you will need in order to accomplish your goals. This may include support from stakeholders, specific materials or tools from your workplace, professional development, etc.
    g. **Assessment**: Establish the benchmarks for your success and how you will measure your progress in working toward your goals.
    h. **Continuous improvement**: Outline your plan for learning from both your successes and mistakes.
2. Construct your KTAP as one of the following documents:
    a. An **essay** or **report** of 1,500-2,000 words in 12-point Times New Roman or Arial font
    b. A **Gantt chart** or **workflow** with a minimum of 750 words of supporting text and a minimum of 5 bars or nodes
    c. A **vision board** with minimum of 750 words of supporting text and a minimum of 5 visuals
3. Format your document as a .doc, .docx, .pdf, .jpg, .png, or .xls file.

Scoring

1. The MCI Institute Director will read and evaluate your KTAP assessment on a pass/fail basis. After your KTAP assessment is accepted, you will receive a letter from Eastern Illinois University that will verify the hours you earned at the MCI Institute. The

verification letter will be your proof of completion toward IIMC education requirements for Certified Municipal Clerks (CMC). Any Institute participant who does not submit an acceptable KTAP paper will earn no credit toward the IIMC education requirement for CMC.

How to submit

1. You must submit your KTAP to the Institute Director on or before **Friday, November 8, 2024**.
    a. Please submit your file as an email attachment to the School of Extended Learning at scelearn@eiu.edu.
2. The MCI Institute Director has no authority to grant an extension after the initial due date. However, an extension of time may be granted on or before the initial due date if the excuse involves life-threatening illness or death to your immediate family member (spouse, children, or parents). If an extension is granted, then you must submit your KTAP by email on or before the extended due date.
3. It is your responsibility to keep an electronic version of your KTAP and to keep it in a safe place.