

Knowledge Transfer Information Request

Thank you for your service to the Georgia Tech community. Please help the Institute manage the impact of your departure by providing detailed descriptions in the categories listed below. Please attach supplemental documentation, as needed.

Transition Timeline

Share anticipated dates of the transition of key duties and responsibilities of the job. Please include start and finish dates for the completion the transition.

Role Objectives

Describe the objectives of your current role

Role Responsibilities

Describe in detail your current responsibilities.

Reporting and Communication Activities

Provide a detailed description for all reports and communication you are responsible for, along with their due dates.

Deliverables

Provide a list of work in progress and deliverables not yet started.

Meetings

List the scheduled dates, times, and attendees of regular meetings.

Business Contacts

Provide a complete business contact list. Include details of each working relationship.

Departmental and Administrative Documents

Provide a list and storage location of all of essential documentation.

Activities

Provide a list of actions or tasks you complete consistently, some of which may not be planned

Projects

Please list all projects and actions assigned to you.

Issues

Describe any issues you are currently assigned ownership of and please provide details of the progress and the next steps to resolution.

Risk Mitigation

Describe any risks you are currently managing, provide details of the progress and the next steps on the path to resolution.

Additional Details

Please add any additional information you think may be useful.