

KNOWLEDGE MANAGEMENT PERFORMANCE CONTRACT INDICATOR QUARTERLY REPORTING TEMPLATE

PUBLIC SECTOR KNOWLEDGE MANAGEMENT MAINSTREAMING REPORTING TOOL (FY 2025/26)

REPORTING PERIOD: FROMTO.....

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NAME OF MINISTRY/DEPARTMENT/AGENCY:

A. ENABLING ENVIRONMENT FOR KM MAINSTREAMING

Activity	Yes	No
1. The Knowledge Management Committee (KMC) has been fully Constituted		
2. A Focal Person/Champion has been appointed		
3. The KMC has been sensitized on Knowledge Management		
4. Top Leadership and Staff have been sensitized on Knowledge Management		
4. Knowledge Management Capability Assessment Has been Conducted		

Targets/Key Activities	Output	Performance Indicator	Achievements	Comments
1. Train the KM Committee and Focal Person	KM Committees and Focal Person Trained	No. Committees and Focal Person Trained		
2. Develop and Implement an Institutional Knowledge Management Policy (IKMP)	IKMP developed	Level of completion of the IKMP (%)		
3. Establish and utilize Knowledge Sharing Forums	Knowledge Sharing forums held	No. of Knowledge Sharing forums held		
4. Submit Quarterly KM Mainstreaming Performance Reports	Quarterly Reports Submitted	No. of Reports Submitted		