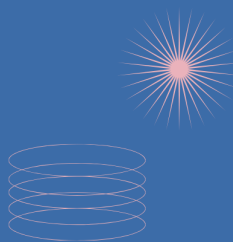


KTE



PLAN

Project Name: **Project Name**

Date: **Insert Date**

Introduction	Purpose of the Plan: Briefly describe the purpose of this KTE plan and its importance to the project or research. Background: Provide context or background information that supports the need for this KTE initiative.
Problem and Desired Outcome	Overall Goal: Define the broad, long-term goal of the KTE activities. In other words, what is the problem? Specific Objectives: List the specific desired outcomes you aim to achieve through your KTE efforts, making sure they are SMART (Specific, Measurable, Achievable, Relevant, Time-bound).
Target Audience (Knowledge Users)	Primary Audience: Identify the main group(s) your KTE efforts will target. Secondary Audience: List any additional groups who might benefit from the knowledge. Stakeholder Analysis: Provide insights into the needs, preferences, and challenges of each audience group.

Key Messages	Main Messages: Outline the core messages that need to be communicated to each target audience. Supporting Information: Detail any secondary information that will help reinforce your main messages.
Methods and Tools	Dissemination Methods: Specify the channels and methods you will use to disseminate knowledge (e.g., workshops, webinars, publications, posters). Engagement Tools: Describe tools and tactics for engaging with your audience (e.g., interactive sessions, forums, social media interactions).
Teams /Spokesperson	Team Structure: Outline the team responsible for executing the KTE plan. Individual Responsibilities: Assign specific roles and responsibilities to team members, detailing who is responsible for what tasks.
Timeline /Sequence	Phases of Implementation: Break down the timeline into phases, each with key milestones. Important Dates: Highlight deadlines, event dates, and evaluation periods
Budget	Estimated Costs: Itemize the budget required for each aspect of the KTE plan, including personnel, materials, media, etc. Funding Sources: Identify potential funding sources or allocated budgets.
	Impact Assessment: Describe how you will measure the impact of the KTE activities on the audience.

Evaluation Measures	Performance Metrics: Define quantitative and qualitative metrics to evaluate the success of the dissemination and engagement methods
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