This is a template supporting How to Download a Brain with Pair Documenting by Robin Cussol (@RobinCsl), feel free to make a copy (File > Make a Copy).

Topic to document

Authors: **John Snow, Rosa Doe**

Summary

The goal of this document is to write down notes about Rosa's deep knowledge of <topic> as she is leaving the company at the end of <date>. These notes will be gathered through several 1:1's over the course of <month prior to date>, and they should be refined in between sessions to provide a good basis for documentation (to be added in a second stage to <the internal wiki>).

***<dd/mm/yyyy>**: Initial braindump*

- **How to approach this knowledge transfer**
  - Interview-like, with pointer questions allowing for free form from Rosa to cover as much grounds as possible
  - Subsequent 1:1s will go over the refinement of the notes into documentation done by John (with prior review, asynchronously, from Rosa once John notifies her)
- **What, where, when, why, who**: to gather the context
- **Past, present and future**: to gather overarching vision
- **Offboarding within the infra team**: who's the replacement? What are things they currently don't know that only Rosa knows? What tasks usually piled up when Rosa was on vacation/leave?
- **Screencast** Rosa's debugging process for real issue (if it happens) or mock issue

A section of documentation draft

This is some example prose from the raw notes we gathered.

Unprocessed Notes

<dd+7/mm/yyyy> (session 2)

- Raw notes...

<dd/mm/yyyy> (session 1)

- Raw notes...