

Template “Know-how Map” (for the explicit tasks)

References: [Roadmap](#), step 4 (part II: Preparation)

How to use this template? (MAKE A COPY FOR YOU)

- Start with a mind map — with this as [a guide](#) or self drawn: what are the tasks of the job? What is explicit?
- What is [implicit](#)? — and reflect on which details are needed to start
- Cluster them into work packages and transfer them into *your copy of this template* (first two columns)
- Use the third column for further explanation (e.g. links) and also for formulating together the next steps that should happen (and when)

#	Work Package	Description of Task or Activity	Status of the task, proposed next steps or stakeholders involved. Link relevant documents
1	(name)	describe in a few words the package	
		Task 1:	
		Task 2:	
2	(name)	describe in a few words the package	
3	etc.		
4			

#	Work Package	Description of Task or Activity	Status of the task, proposed next steps or stakeholders involved. Link relevant documents
5			
6			

Notes for implicit issues, like daily routines, (unconscious) small/daily decisions etc.

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