



CWU Knowledge Transfer Template

As a member of the Central Washington University community, you were given access to information regarding the University's business operations and clientele. Your knowledge and experience is of immense value to us as we make decisions regarding the direction and needs of our organization.

To ensure an orderly transition of responsibilities for which you have been primarily accountable, please provide the following information.

Name:	
Job Title:	
Manager:	
Last Day with Department:	

1. Please list any internal or external contacts other than those identified on page 4.

2. Are there specific files/records related to current or past projects that should be retained over a defined period of time? If yes, please list, identify the location of each, and include the retention period.

3. If we have additional questions may we contact you? If yes, please provide a telephone number and email address where we can reach you.

4. Is there any other information not requested on this form that you feel it would be helpful for us to know? If yes, please provide.

5. Using the attached sheet (page 4), please provide a list of all projects, ongoing tasks, tips, information and other open items on which you are currently working.

Project/Task/Responsibility	External/Internal Contact Information	Status	Timeline	Special concerns (client, budget, safety, etc.)	Location of working files	Comments