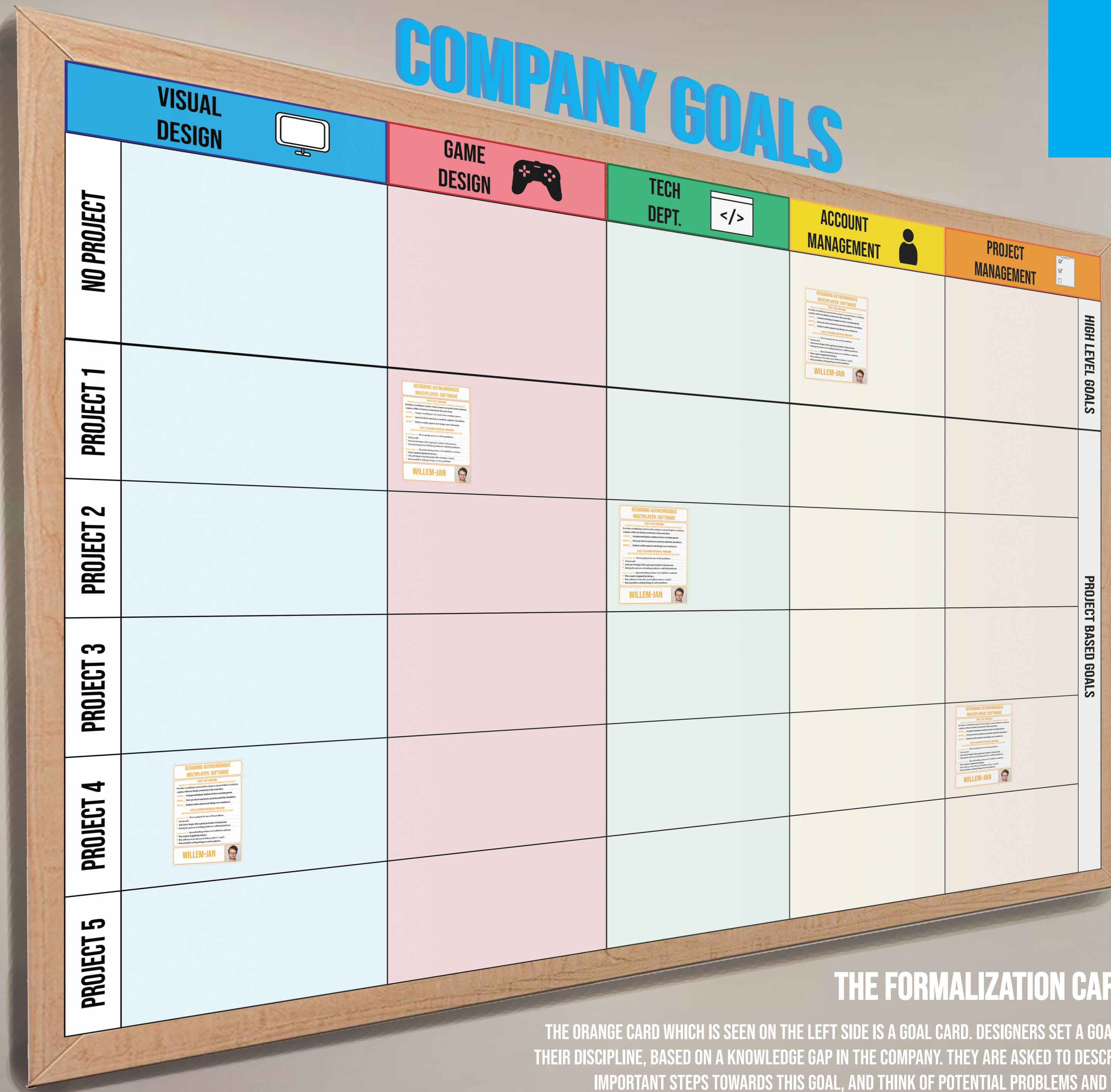


# CHECKPOINT CHARLIE BOARDS



## THE FORMALIZATION CARDS

THE ORANGE CARD WHICH IS SEEN ON THE LEFT SIDE IS A GOAL CARD. DESIGNERS SET A GOAL FOR THEIR DISCIPLINE, BASED ON A KNOWLEDGE GAP IN THE COMPANY. THEY ARE ASKED TO DESCRIBE 3 IMPORTANT STEPS TOWARDS THIS GOAL, AND THINK OF POTENTIAL PROBLEMS AND THEIR ACCORDING SOLUTIONS TO REACH THIS GOAL. THIS CARD IS PINNED ON THE GOAL BOARD, MAKING IT PUBLICLY VISIBLE IN THE OFFICE WHICH DESIGNER IS WORKING ON WHAT SPECIFIC KNOWLEDGE GAP.

THE BLUE CARD ON THE RIGHT IS A VAULT CARD. WHEN A DESIGNER HAS REACHED THEIR GOAL FROM THE GOAL CARD, THEY ARE ASKED TO SUMMARIZE WHAT KNOWLEDGE WAS USED AND GAINED TO REACH THEIR GOAL. IN THE PROCESS OF THIS FORMALIZATION THEY ARE GUIDED TO STORE THEIR KNOWLEDGE ON A DESIGNATED PLACE ON A FILESERVER, MAKING IT ACCESSIBLE FOR THEIR COLLEAGUES ON A CENTRAL PLACE. THE VAULT CARDS ARE PINNED ON THE KNOWLEDGE VAULT BOARD, SO EMPLOYEES CAN SEE THE COMPANY WIDE PROGRESS GROW OVER TIME, AND CAN CONTEMPLATE THIS KNOWLEDGE BY LOOKING AT WHAT AVAILABLE KNOWLEDGE IS PRESENT.



## IMPROVING KNOWLEDGE TRANSFER BETWEEN DESIGNERS

DURING DESIGN PROJECTS, DESIGNERS CREATE AND GAIN A LOT OF IMPORTANT KNOWLEDGE THAT EXPLAINS HOW AND WHY CERTAIN STEPS ARE TAKEN IN THE PROCESS OF DESIGNING SOMETHING NEW. METHODS, BEST PRACTICES, PITFALLS, AND OTHER IMPORTANT INSIGHTS THAT MIGHT BE USEFUL FOR FUTURE PROJECTS ARE OFTEN LOST IN TRANSITION DUE TO A LACK OF STRUCTURAL KNOWLEDGE SHARING. THIS CONCEPT FACILITATES DESIGNERS IN SHARING VALUABLE KNOWLEDGE BY STRUCTURING AND CENTRALIZING THE WAY KNOWLEDGE IS SHARED, AND INCORPORATING THIS INTO ALREADY EXISTING MOMENTS IN THE AGILE METHOD'S PROCESS. DESIGNERS CAN SET GOALS BASED ON KNOWLEDGE GAPS WITH 'GOAL CARDS' THAT ARE PINNED ON A GOAL BOARD, AND MAKE A SUMMARY OF IMPORTANT AVAILABLE KNOWLEDGE WITH 'VAULT CARDS' THAT ARE PINNED ON THE 'KNOWLEDGE VAULT' BOARD. AT THE BEGINNING OF A NEW AGILE PROJECT, DURING SPRINT 0, A DESIGNER CAN SET UP A GOAL FOR THEIR DISCIPLINE. AT THE END OF A PROJECT DURING THE LAST RETROSPECTIVE, KNOWLEDGE RELATED TO REACHING THIS GOAL DURING THE PROJECT IS SAVED TO A DESIGNATED SPOT ON A FILESERVER, AND DESCRIBED ON A 'VAULT CARD' THAT SUMMARIZES THIS KNOWLEDGE. THIS CARD IS THEN PINNED ON THE 'KNOWLEDGE VAULT' BOARD FOR CONTEMPLATION BY OTHER DESIGNERS, TO MAKE USE OF USEFUL PREVIOUSLY GAINED KNOWLEDGE IN NEW PROJECTS.

STEP 1: GIVE YOUR GOAL A TITLE:

STEP 2: SET YOUR GOAL

DESCRIBE IN 1 SENTENCE WHAT YOUR GOAL IS, AND GIVE THE FIRST 3 IMPORTANT STEPS TO REACH IT

1ST STEP ☐

2ND STEP ☐

3RD STEP ☐

STEP 3: DESCRIBE POTENTIAL PROBLEMS

WHAT POTENTIAL PROBLEMS DO YOU SEE, AND HOW DO YOU THINK YOU CAN SOLVE THESE?

POTENTIAL PROBLEMS:

- 
- 
- 

POTENTIAL SOLUTIONS:

- 
- 
- 

WILLEM-JAN

GIVE YOUR GOAL A TITLE:

AVAILABLE KNOWLEDGE AND DOCUMENTATION

CHOOSE THE MOST RELEVANT

☐

☐

☐

GIVE A SHORT DESCRIPTION OF WHAT HAPPENED

GIVE A SHORT EVALUATION OF THE PROCESS

WILLEM-JAN

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Improving on-the-job knowledge transfer  
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SPD

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