**Knowledge Transfer Template for SMEs**

Employee Name:

Organization:

Department Name:

Date:

1. Please provide the complete details about the projects that you have undertaken? Who are your cooperation partners and what are its outcome?
2. What were your roles and responsibilities on the specific project? Explain in detail.
3. Mention the Single Point of Contact (SPOC) of the collaboration partner organizations?
4. Which were the main challenges that you faced during the pre-phase of the project?
5. Have you used any equipment in the organization? If yes, then please provide the list along with the location