

Knowledge management

Is the collection of knowledge and the conversion of it into a form that allows it to be shared among an organization, An important point is the gathering of tacit knowledge and converting it into explicit knowledge. Bergeron(2003)



Purpose

Greenfields School is a mixed day and Boarding Independent school. Despite using the IMS- Engage there is no KIM personnel on a post. The IMS is not used in full. According to feedback from a PTA meeting, Some parents do not know how to use the IMS. The purpose is to give a succinct description and to recommend how to manage the system effectively for all the stakeholders.

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Module code: BMSW 5106
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KIMS: Engage



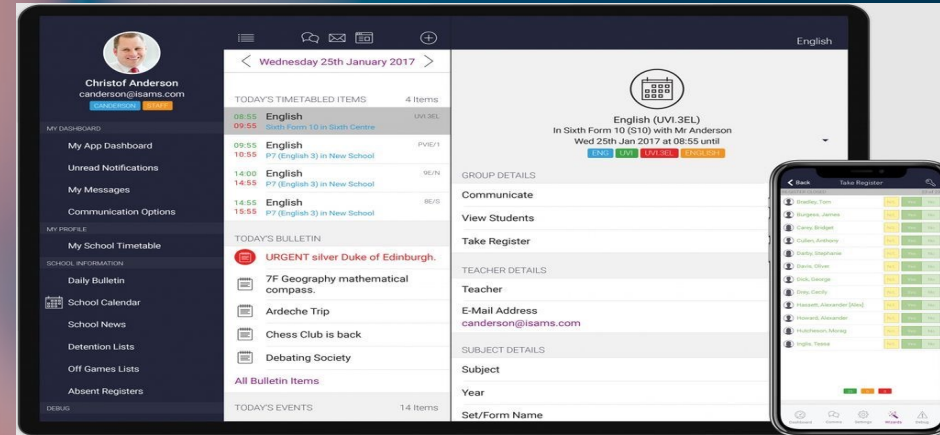
Alternate
Functionality
Partner

The software is used globally across schools and colleges, used as a management tool and a cloud-based system for colleagues across administration, academics, parents and students. For finance/accounting and for administrative functions and many more.

The Aim and the Framework of the KMS

- ❖ To empower the Administrative staff, teachers, students, and parents in the full use of Engage.
- ❖ To execute the project the Work- Break Down Approach will be used:
 - HR to Employee a Knowledge and Information Manager who would keep the system up to date and run this department after initiation
 - Timebound – for the project is two weeks.
 - Project Manager to Conduct seminars for staff during Staff Workdays.
 - Project Manager to Conduct seminars with the parents who do not have the know-how of the Parents Portal system.
 - Teachers to enlighten students on the more feature of the system
 - KIM to enlighten new students on Engage
 - KIM to provide a support system when needed.
 - At the close of the project, the project will be taken over by the KIM.
- ❖ Improve information sharing
- ❖ Low-budget products so beneficial to the stakeholders
- ❖ Effective security system

Appendix
K-knowledge
I- information
M-management
S- systems
PTA-parents teachers association



- **Benefits**
- Knowledge and Information manager on post
 - Admissions management and marketing
 - Student, Staff and parent Databases
 - Document Management System
 - Increase socialization among the stakeholders
 - Report Creator being used
 - Available on Mobile -phones, Desktops and Mobil- iPad, Mobile-Android
- **Drawbacks**
 - Not all parents would like to learn the different aspects of the Parents Portal System due to a lack of computer knowledge and time factor.
 - Staff not having time to train to know the system in full

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