

Final Report

Knowledge Management (KM)

Polytechnic Education Development Project (PEDP)

Jakarta, 28 Dec 2017

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Overview

Planned Delivery

By 3rd Week Dec 2017

Recent Progress

- KM Program is delivered as per TOR and will be fulfilled and completed by 3rd week Dec. 2017
- Conducted Knowledge Management Workshop at Hotel Horison Bekasi, 11-12 Dec. 2017
- Reminder Letter issue by PMU to all Polys to complete their commitment for Knowledge Brief Publication by 15 Jan. 2017

Biggest Risk

Role of KM Champion from each Poly is very critical to complete their committed Knowledge Brief.

Accomplishment #0

Spreadsheet Overall KM Work Plan

- Shared with PMU INACON Consultant Members on 16 Aug.
 - Sent for review to PMU (Pak Fuddin, Pak Har, DRAFT on 20 Aug, FINAL on 23 Aug; FINAL Pak Kokok on 24 Aug).
 - Shared to all PMU PEDP stakeholders by Pak Harianto on 2 Sep.
 - Presented to ADB on 4 Sep.
 - Presented to all Polytechnics visited.
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Deliverables #0

The Very First

- The Overall Knowledge Management (KM) Work Plan (Deliverable #0)
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TOR #1

No	TOR & Activities
1	Review and study data obtained from the MONEV, LEADCON, SOCMAR, to identify selected areas or topics to be featured into a series of policy brief, which could include good practices from POLY, policy advocacy supported by the project, drawing lesson from international practices, the role of POLY in vocational higher education sector and others.
1.1.	Collect data related to policy brief (Pak Har forwarded my email to all PEDP Personel to draw some inputs)
1.2.	Collect lesson from international practices the role of POLY in vocational higher education sector and others (Meeting with ADB: Pak Sutarum & Ibu Anggie on 4 Sep). (Started communication with Ibu Nunung about RPL on 19 Sep).
1.3.	Review collected data
1.4.	Discuss/obtain input from Pak Syaifuddin
1.5.	Discuss/obtain input from Pak Kokok/Pak Harianto
1.6.	Develop standard format/template for capturing and publishing good practices, policy advocay, lesson from international practices and submit for review to PMU (Pak Kokok/Pak Harianto)
1.7.	Finalize the standard format/template and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
1.8.	Develop KM Menu & Navigation on PEDP Web and submit for review to PMU (Pak Kokok/Pak Harianto)
1.9.	Submit to PEDP Web Support for technical review.
1.10.	Finalize the KM Menu & Navigation on PEDP Web and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
1.11.	Submit to PEDP Web Support to implement the KM Menu on PEDP Web

Accomplishment #1.1.

Presentation Slides “KM - A Brief Overview and Roadmap”

- Presented to PMU INACON Consultant Members on 16 Aug.
 - Shared draft to Pak Fuddin on 21 Aug.
 - Shared to all PMU PEDP stakeholders by Pak Harianto on 2 Sep.
 - Presented to ADB on 4 Sep.
 - Sent as one of attachment documents on a letter about KM Program to all Polys by Pak Harianto on 7 Sep.
 - Presented to all Polytechnics visited.
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Accomplishment #1.2.

Document Template for Capturing Knowledge Brief

- Shared draft to Pak Fuddin on 21 Aug.
 - Sent to PMU for review on 2 Sep.
 - Shared to all PMU PEDP stakeholders by Pak Harianto on 2 Sep.
 - Presented to ADB on 4 Sep.
 - Sent as one of attachment documents on a letter about KM Program to all Polys by Pak Harianto on 7 Sep.
 - Received feedback from Ibu Anggie ADB on 18 Sep.
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Accomplishment #1.3.

Document Template for Knowledge Brief Publication

- Shared draft to Pak Fuddin on 21 Aug.
 - Sent to PMU for review on 2 Sep.
 - Shared to all PMU PEDP stakeholders by Pak Harianto on 2 Sep.
 - Presented to ADB on 4 Sep.
 - Sent as one of attachment documents on a letter about KM Program to all Polys by Pak Harianto on 7 Sep.
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Accomplishment #1.4.

KM Document Repository on PEDP Website

- Sent the mock-up to PMU for review on 24 Aug.
 - Shared to all PMU PEDP stakeholders by Pak Harianto on 2 Sep.
 - Sent to PEDP Website Support (at PCR) for technical review on 27 Aug. Received green light 4 Sep.
 - Presented to ADB on 4 Sep.
 - Received approval from PMU on 6 Sep.
 - Sent as one of attachment documents on a letter about KM Program to all Polys by Pak Harianto on 7 Sep.
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Deliverables TOR #1

- Presentation Slides: “KM - A Brief Overview and Roadmap” (Deliverable #1.1)
 - Document Template for Capturing Knowledge Brief (Deliverable #1.2)
 - Document Template for Knowledge Brief Publication (Deliverable #1.3)
 - KM Document Repository on PEDP Website (Deliverable #1.4)
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TOR #2

No	TOR & Activities
2	Identify policy briefs topics in coordination with the PMA
2.1.	Discuss/obtain input from Pak Syaifuddin
2.2.	Discuss/obtain input from PMA (Pak Amril)
2.3.	Discuss/obtain input from Pak Kokok/Pak Harianto
2.4.	Develop list of policy brief topics and submit for review to PMU (Pak Kokok/Pak Harianto)
2.5.	Finalize the list of policy brief topics and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
2.6.	Draft the policy briefs docs using the standard format and submit for review to PMU (Pak Kokok/Pak Harianto)
2.7.	Finalize the policy briefs docs and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
2.8.	Submit to PEDP Web Support to publish the policy briefs docs

Accomplishment #2.1.

Identification of Knowledge and Policy Brief Topics

- Presented to PMU INACON Consultant Members on 16 Aug.
- Shared draft to Pak Fuddin on 21 Aug.
- Sent to PMU for review on 2 Sep.
- Shared to all PMU PEDP stakeholders by Pak Harianto on 2 Sep.
- Presented to all Polytechnics visited.

Accomplishment #2.2.

Policy Brief Publications

- RPL (Recognition Prior Learning)
- COT (Center of Technology)
- LSP-TUK (Lembaga Sertifikasi Profesi - Tempat Uji Kompetensi)
- Significant Impact of PEDP Program in PCR

Deliverables TOR #2

- Identification of Policy Brief Topics
(Deliverable #2.1)
 - Policy Brief Publications
(Deliverable --> Policy Brief Docs)
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TOR #3

No	TOR & Activities
3	Explore and mapping the knowledge, expertise and experience owned by the POLY staff (tacit knowledge) from the minimum 3 selected or targeted POLY
3.1.	Discuss/obtain input from Pak Syaifuddin
3.2.	Discuss/obtain input from Pak Kokok/Pak Harianto
3.3.	Draft letter to all Polys to inform about KM Program, the overall roadmap, and the pilot project target; submit for review to PMU (Pak Kokok/Pak Harianto)
3.4.	Finalize the letter and send to PEDP Admin (incl. all 4 attachments)
3.5.	Develop list of "Knowledge Brief" and submit for review to PMU (Pak Kokok/Pak Harianto)
3.6.	Finalize the list of "Knowledge Brief" and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
3.7.	Visit preliminary recommended POLYs (in sync with MONEV POLYs visit): - Presentation on "A Brief Overview and Implementation Roadmap of Knowledge Management for PEDP" - Explore "Knowledge Brief Subject" candidates
3.8.	Visit POLYs for selected "Knowledge Brief": - Presentation on "A Brief Overview and Implementation Roadmap of Knowledge Management for PEDP" - Presentation on "Guideline for Developing Knowledge Brief" - Explore "Knowledge Brief Subject" candidates - Discuss and review further detail and confirm the "Knowledge Brief"
3.9.	Draft the "Knowledge Brief" docs using the standard format and submit for review to PMU (Pak Kokok/Pak Harianto)
3.10.	Finalize the "Knowledge Brief" docs and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
3.11.	Submit to PEDP Web Support to publish the tacit knowledge docs

Accomplishment #3.1

Visiting selected POLYs and delivered presentation on KM :

- Presentations:
 - Presented A Brief Overview and Roadmap of KM for PEDP
 - Presented Guideline for Developing Knowledge Brief
 - Explore Knowledge Brief Subject topics
 - Visited ATMI Solo on 28-29 Aug.
 - Visited PENS, PPNS and POLINEMA on 8 Oct. (by Pak Sukemi)
 - Visited POLBAN Bandung on 16 Oct.
 - Visited POLIBALI Denpasar on 23-24 Oct.
 - Visited POLIBATAM Batam on 2-3 Nov.
 - Visited POLBAN, POLMAN, POLTEKPOS Bandung on 6, 7, 8 Nov.
 - Visited POLIBANJARMASIN Banjarmasin on 20-21 Nov.
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Accomplishment #3.2

Identification of Knowledge Brief Topics

- Obtained some topics from Pak Fuddin on 21 Aug.
 - Obtained some topics from ATMI Solo on 28-29 Aug.
 - Sent to PMU for review on 2 Sep.
 - Shared to all PMU personnel by Pak Harianto on 2 Sep.
 - Presented to ADB on 4 Sep. Agreed on 2 candidate topics:
 - Discussion with Pak Har and other Consultants. Agreed on 1 additional candidate topics.
 - Shared via email to Ibu Nunung (specific for RPL) on 18 Sep.
 - Obtained some topics from PENS, PPNS and POLINEMA on 8 Oct. (by Pak Sukemi)
 - Obtained some topics from POLBAN Bandung on 16 Oct.
 - Obtained some topics from POLIBALI Denpasar on 23-24 Oct.
 - Obtained some topics from POLIBATAM Batam on 2-3 Nov.
 - Obtained some topics from POLBAN, POLMAN, POLTEKPOS Bandung on 6, 7, 8 Nov.
 - Obtained some topics from POLIBANJARMASIN Banjarmasin on 20-21 Nov.
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Accomplishment #3.3

Knowledge Brief Publications:

- See Deliverable #3.3
- Completed Knowledge Brief Publications already uploaded to KM Repository on PEDP Website

Deliverables TOR #3

- Visited selected POLYs
(Deliverable #3.1)
 - Identification of Knowledge Brief Topics
(Deliverable #3.2)
 - Knowledge Brief Publications
(Deliverable --> Knowledge Brief Docs)
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TOR #4

No	TOR & Activities
4	Develop methodology to formulate the knowledge, expertise and experience into the concept and systematics of KM docs
4.1.	Discuss/obtain input from Pak Syaifuddin
4.2.	Discuss/obtain input from Pak Kokok/Pak Harianto
4.3.	Develop KM Concept, Methodology & Guideline and submit for review to PMU (Pak Kokok/Pak Harianto)
4.4.	Finalize the docs and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
4.5.	Submit to PEDP Web Support to publish the docs

Accomplishment #4.1

Develop materials (slides and docs) on methodology, concept and systematic for KM :

- See Deliverable #4.1
 - Some completed documents already uploaded into KM Repository on PEDP Website
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Accomplishment #4.2

Add-on features on KM Repository:

- Discussion Forum for collaboration space between all Polytechnics
- Content and Document Management functionality (Beta Version)

Deliverables TOR #4

- Slides and Docs on methodology, concept and systematic for KM (Deliverable #4.1)
 - Add-on features on KM Repository as the tools for the methodology:
 - Discussion Forum for collaboration space between all Polytechnics
 - Content and Document Management functionality (Beta Version)(Deliverable #4.2)
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TOR #5 & 6

No	TOR & Activities
5	Train lectures on the selected POLYs in formulating their knowledge, expertise and experience (tacit knowledge) in the form of standardized and codified writing concepts and documenting of KM
5.1.	Discuss/obtain input from Pak Syaifuddin
5.2.	Discuss/obtain input from Pak Kokok/Pak Harianto
5.3.	Develop the plan (training materials, budget, schedules & venues, and list of participants) and submit for review to PMU (Pak Kokok/Pak Harianto)
5.4.	Finalize the training plan and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
5.6.	Conducut the trainings: - Some POLYs that have been visited already received this presentation materials - Some other POLYs received this presentation on SPMI (Satuan Penjamin Mutu Internal) meeting in Bandung, 27 Nov 2017 - KM Workshop has been conducted at Hotel Horison Bekasi, 11-12 Dec. 2017
5.7.	Submit KM Workshop Report to PMU
5.8.	Follow-up to 6 POLYs attending KM Workshop to submit their Knowledge Brief Publication. To be closed by 22 Dec 2017
6	Accomplishment evaluation and final report to PMU and INACON.

Accomplishment #5.1

Develop training materials :

- Develop slides and reference docs for each training subject agenda
See Deliverable --> KM - Workshop 12 Modules
- Training materials already been uploaded into KM Repository on PEDP Website

Accomplishment #5.2

Develop KM Workshop Plan :

- Develop budget, agenda, criteria for participants selection, draft invitation letter to Polytechnics
See Deliverable --> KM - Participant Selection
See Deliverable --> KM - Workshop Report Dec 2017

Accomplishment #5.3

Conduct KM Workshop :

- Conduct KM Workshop at Hotel Horison Bekasi, on Monday-Tuesday, 11-12 Dec. 2017
See Deliverable --> KM - Workshop Train the Trainer
 - Submit KM Workshop Report to PMU
See Deliverable --> KM - Workshop Report Dec 2017
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Deliverables TOR #5

- Slides and reference docs for each training subject agenda
(Deliverable --> KM - Workshop 12 Modules)
 - Workshop budget, agenda, criteria for participants selection, draft invitation letter to Polytechnics.
(Deliverable --> KM - Participant Selection)
(Deliverable --> KM - Workshop Report Dec 2017)
 - Conducted KM Workshop in Hotel Horison Bekasi, on Monday-Tuesday, 11 - 12 Dec. 2017.
(Deliverable --> KM - Workshop Train the Trainer)
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Deliverables TOR #6

- KM - Final Report Dec 2017
(Deliverable - This document)



Attention Areas

Risk #1

Knowledge Brief Topics Candidate

- Approach #1: Get contact with all Polys
 - Approach #2: Get contact with “agreed selected” Polytechnic. This is due to limited time for “pilot project”, which is only until first week of Dec 2017.
 - May not get the “highest profile” Polytechnic or Knowledge Brief topics candidate.
 - Too many activities almost at the same time (4th quarter of the year) makes it difficult for Polytechnics to commit their resources for KM Program.
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Mitigation #1

Knowledge Brief Topics Candidate

- Send a letter to all Polytechnics informing about KM Program, the process and the benefit.
 - Explained about long-term objective to include all Polytechnics in the program. Schedule will be inform later.
 - Explained about short-term objective (pilot project) to include only a few of “Selected Polytechnics” in developing Knowledge Brief.
 - Start communicating with “Knowledge Champion” of “Selected Polytechnics”.
 - Make follow-up regularly asking progress of the Knowledge Brief materials.
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Risk #2

Policy Brief Topics Candidate

- Identifying Policy Brief topics candidate.
- Too many activities almost at the same time (4th quarter of the year) makes it difficult to ask Policy expert sources for their available time.

Mitigation #2

- Need brainstorming to get at least 3 Policy Brief topics.
 - Started communicating with Policy expert sources and also try to find the materials from other sources.
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Risk #3

Role of KM Champion from each Poly

- It is very critical for the success of developing Knowledge Brief

Mitigation #3

- It is recommended that the appointed KM Champion is the PIU Manager himself or at least the same level/rank and qualification.
 - Regular communication and consistently make follow up is a must.
 - For the long term, this role could be implant into IT Support Org. in the institution.
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Knowledge Management Pilot

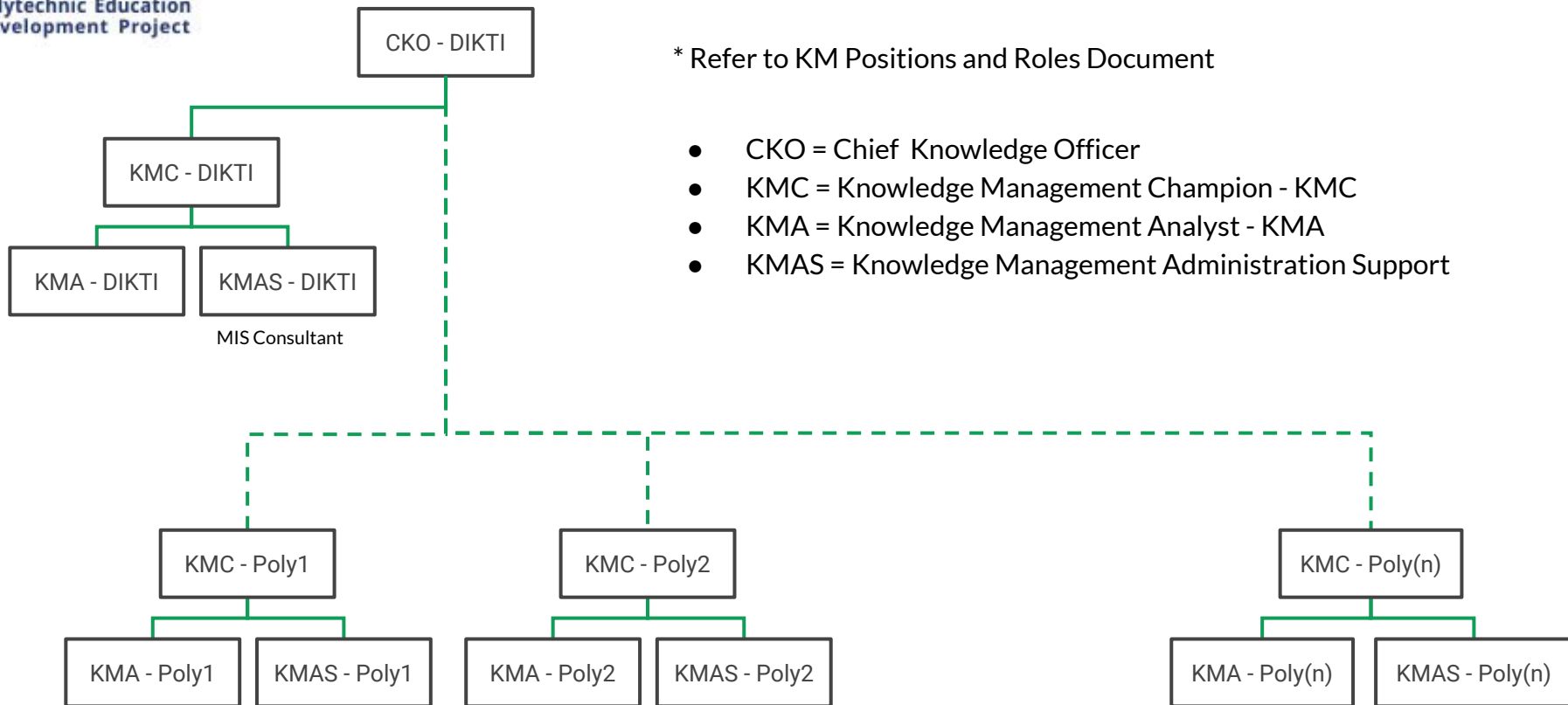
Recommendation Points

Dec 2017

Since this is just a pilot of Knowledge Management (KM) Implementation for PEDP, following are some recommendations to keep the KM Processes in place:

1. Need to have at least 4 structural positions under KEMENRISTEK DIKTI to take the role as:
 - “Chief Knowledge Officer - CKO” (can be combined with “Chief Information Officer - CIO”)
 - Knowledge Management Champion - KMC (can be combined with IT Manager)
 - Knowledge Management Analyst - KMA (can be combined with IT Analyst)
 - Knowledge Management Administration Support - KMAS (can be combined with IT Administration Support)

 2. Need to have at least 3 structural positions in each Polytechnic to take the role as:
 - Knowledge Management Champion - KMC (can be combined with IT Manager)
 - Knowledge Management Analyst - KMA (can be combined with IT Analyst)
 - Knowledge Management Administration Support - KMAS (can be combined with IT Administration Support)
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3. KM Processes Cycles need to be followed (refer to KM Lifecycle Document)
 - Upload and download KBP is done through KMAS - DIKTI (*MIS Consultant)
 4. Setup virtual KM Training (monthly), face-to-face KM Training (yearly)
 5. Setup virtual KM Forum (monthly), face-to-face KM Forum (yearly)
 6. Set a target for each Poly to publish KBP (Knowledge Brief Publication) per year
 7. Setup rewards regulation (e.g. Best KBP, Highest KBP Contributor, etc.)
 8. KM Repository:
 - Support must be done by IT team (DIKTI MIS Consultant?)
 - Add more features of KM System (browse and search for certain phrase of Knowledge, by Author, by Poly, by Date, etc)
 - Enhance Document Management feature
 - Enhance Discussion Forum feature
 - etc.
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Thank you

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