

LCN Fund Full Submission

Supplementary Answer Form

Tick if this answer is Confidential: ☐

Tick if this answer has been provided verbally: ☐

Project code:	WPD-T2-04	Question Number	WPD025
Question date	11.09.2012	Answer date	13.09.2012
Submission section question relates to	2, 5		
Topic	Project Description, Knowledge Dissemination		
Question	Please provide a description of the methodology for learning capture that is referred to in Section 2.3 and provide more details of the plan for capturing new learning.		
Notes on question			
Answer	<p>To maximise the value of the knowledge generated by the Project it must be properly recorded, stored, effectively shared with the right parties, resulting in appropriate learning and behavioural change. For these reasons, it is vital that a robust plan exists, in advance, for capturing and sharing new knowledge with key stakeholders and other interested organisations. Knowledge will begin to be generated very shortly after the inception of the project, it is therefore vital that our plans allow early capture and dissemination.</p> <p>In the attachment, a number of methods are listed including tools and systems for capturing, analysing and storing knowledge generated by the project. These, in turn, lead to a number of outputs (for example technical reports, papers and manuals). The robust approach is based on practical experience of applying these methods by the University of Bath in projects such as DECC Transition Pathways to a Low Carbon Economy, MK Electric Vehicle Plugged in Places programme and Department for Transport behaviour change work.</p> <p>The methodology for the robust learning capture includes (i) learning reviews as an agenda item of monthly project steering review meetings; (ii) formal minutes of project meetings, provided through full time project support; and (iii) asking all personnel involved in the project to feed into the learning on a regular basis and identify what would be done differently next time.</p>		

Attachments	 Knowledge capture.pdf
Verbal Clarifications (Consultants)	