the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000 Tel: (021) 467 5120, Fax:(021) 467 5484

TO HEADS OF ALL NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS, AND GOVERNMENT COMPONENTS

MONITORING COMPLIANCE TO DPSA'S DETERMINATION AND DIRECTIVE ON THE IMPLEMENTATION OF KNOWLEDGE AND DATA MANAGEMENT IN THE PUBLIC SERVICE *(Departments are required to submit the below compliance checklist accompanied by a remedial plan if some of the performance indicators have not been achieved. The checklist and remedial plan should be signed off by the HOD and submitted with portfolio of evidence of achieved KPIs on the submission portal. The check will be accessed through the portal)*

Summary Table of Knowledge Management Key Performance Indicators

KEY PERFORMANCE INDICATOR	SUMMARY OF EVIDENCE	STATUS OF COMPLIANCE (ACHIEVED/NOT ACHIEVED)	REASONS IF NOT ACHIEVED
1. EXCO oversight Function Implemented	EXCO agenda and relevant minutes or HOD approved report on when policies were recommended and approved		

KEY PERFORMANCE INDICATOR	SUMMARY OF EVIDENCE	STATUS OF COMPLIANCE (ACHIEVED/NOT ACHIEVED)	REASONS IF NOT ACHIEVED
2. Knowledge Management Committee Establishment	Approved Knowledge Management Committee Terms of Reference Members appointment letters; Knowledge Management Committee minutes and agenda		
3. KM Committee Chairperson Appointment	Appointment letter of KM Committee Chairperson.		
4. Chief Knowledge Officer Appointment	HOD signed-off appointment letter of the Chief Knowledge Officer		
5. Knowledge Management practitioners' responsibilities integrated into PMDS as part of annual performance cycle deadlines	Signed-off performance agreement HOD approved KM Implementation Plan (three-year plan) Approved KM Annual Operational Plan		
6. Conducted Knowledge Management Maturity Assessment	DPSA acknowledgement letter		
7. HOD approved Knowledge Management Implementation Plan (three-year plan)	HOD approved KM Implementation Plan (three-year plan)		
8. Approved Knowledge Management Strategy	Approved Knowledge Management Strategy		

KEY PERFORMANCE INDICATOR	SUMMARY OF EVIDENCE	STATUS OF COMPLIANCE (ACHIEVED/NOT ACHIEVED)	REASONS IF NOT ACHIEVED
9. Approved Knowledge Management Policy	Approved Knowledge Management Policy		
10. Approved Change Management Plan	Approved Change Management Plan		
11. Developed and implemented knowledge System/ Database to support capture, storage, categorisation, searching and dissemination of knowledge	Link of the implemented Knowledge Management Database/System		
12. Implemented Knowledge Creation and harvesting	Knowledge Harvesting Reports		
13. Established Knowledge Sharing and Dissemination Platforms	Approved Terms of Reference Scheduled Meeting Invitations & Output of Knowledge Sharing and Dissemination Sessions (reports).		

_____

NAME:
HEAD OF DEPARTMENT
DATE: