**Initiating a Community of Practice**

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| **Purpose**  • What is the business need that this Community of Practice addresses? • What is out of scope? • What are the goals? • What are the benefits for the members? | | | |
| **Composition of the CoP / Membership?**  • Who participates in the CoP?  • Who should be invited to join the CoP?  • Is membership open, closed, or  something in between? | **Operating Model**  • How will this community of prac- tice be organized and run? • How much time? Who will take on the key roles:  sponsor, leader, coordinator,  • core team/topic leads? • How will decisions be made? | **Rules and standards / Behavior**  • What can we expect from each  other?  • How do we communicate?  • Who has what responsibilities? | **Cooperation system / organisation**  • How is the CoP embedded in the organization? • What exchange formats are there?  • How is communication carried out and how is knowledge stored? |
| **Key Topics**  • Specify focus areas? • Is there a relevant and existing  body of knowledge? | **Platform & Other Convening Tools**  • Meeting frequency? • Use of collaborative tools? • Communications and user engagement plans? | **Measures**  • Deliverables and business  outcomes.  • Health and maturity indicators • Benefits • KPIs • Value measurements | **Resources**  • Time  • Budget, IT and support resources  required • Fixed costs and variable costs |