**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 |