

CHECKLIST

Business Knowledge Organization Checklist

A quick way to spot where important business information may be difficult to find, outdated or dependent on one person.

Check how information is managed

- ☐ **Findability**
Can people locate common instructions without asking around?
- ☐ **Consistency**
Is there one clear place to find the current version?
- ☐ **Ownership**
Does someone know which information they maintain?
- ☐ **Access**
Can the right people find what they need?
- ☐ **Updates**
Are outdated instructions reviewed or removed?

What to look for

Repeated questions and multiple document versions are useful signals that information may need a clearer home.

CHOOSE A STARTING POINT

Find the first priority

Choose one area of business knowledge to review. You do not need to reorganize everything at once.

01

Area to review

Examples include onboarding, client information, shared documents or recurring decisions.

02

Current location

Where does this information live today?

03

Main difficulty

What is hardest to find, understand or keep current?

One improvement worth prioritizing

Need help putting this into practice?

Book a free intro call at frayora.com.