Context and Knowledge Map

Map the knowledge and expertise needed for a specific workflow, including what people know and the records they rely on.

Case / workflow	Canvas / revision	Linked records	Decision owner	Facilitator / participants	Date

01 Work signals and shared context

What work or decision is supported? State its purpose, boundaries and affected people. What draws attention to the issue? Record circumstances, constraints and differing interpretations.

02 Knowledge register

List critical knowledge or expertise. Refer to a record or person, identify its current version or date, and record the owner and gap.

Knowledge or expertise needed	Source or person and version or date	Accountable owner	Gap, uncertainty and consequence

03 Access and trust

Can the right people access the source? How are provenance, freshness and conflicting versions checked? Identify unknowns and who will resolve them.

04 Consequences and priorities

Where does missing, outdated or misunderstood knowledge affect decisions or action? Cite cases, consider alternative explanations and choose the most important gap.

05 Knowledge actions and follow-up

What must be verified, retained or updated? Record owner, due date, location or version, communication and review date. Link the Practice Review.

Record sources and dates. Separate observations, interpretations and unknowns. Mark Not applicable with a reason.

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