KMQC Syllabus FY21

Army Knowledge Management (AKM) Proponent Office
United States Army Combined Arms Center, Ft. Leavenworth, KS

1) **DESCRIPTION**
The Knowledge Management Qualification Course (KMQC) trains and educates Active, Reserve, and National Guard military personnel, Department of Defense Civilians, U.S. Government Civilians, and Foreign Military personnel on Army Knowledge Management doctrine. During the course, students study the four components of KM: people, process, tools, and organization. Students learn how KM effectively enhances a unit's capability and Mission Command. Also students learn how proper KM helps facilitate shared understanding to improve organizational effectiveness. ATRRS course number is 9E/920-SI/ASI-1E (MC). The course format is small group instruction in a collaborative environment. The facilitators and instructors introduce students to context-based, problem centered instruction in the form of group practical exercises and individual assignments. **This is not a SharePoint Class**. Classes are 8:00am to 5:00pm Monday-Friday, no class on weekends. Successful students receive a DA Form 87, Department of the Army Certificate of Training (120 hours), and the Additional Skill Identifier (ASI 1E) memorandum for record. Due to the three week course length DA Form 1059 will not be issued.

Prerequisites: Military grades are: O3-O6, W2-W5, and E6-E9. NCOs must have successfully completed the Battle Staff NCO Course. Civilians (GS-9 through GS-15) must be assigned to a KM position and possess a thorough understanding of the Army Operations Process. Students who don't meet the prerequisites must obtain a waiver from the AKM Proponent Office before they sign up for the course. Students must demonstrate an understanding of Knowledge Management (KM) duties and responsibilities and maintain a grade average of 80% in order to successfully complete the course.

2) **COURSE TOPICS AND LESSONS**
   a. Administrative and Logistics Overview
   b. Course/Curriculum Overview
   c. Blackboard and MilSuite in the Classroom
   d. KM Theory
   e. Virtual Communities
   f. KM Doctrine
   g. KM Fundamentals
   h. KM Process (Assessment, Strategy, Action Plan)
   i. Content Management Metadata Model and Content Management Fundamentals
   j. Leading Change and Leadership
   k. Common Operational Picture (COP) Management
   l. KM Action Plan
   m. Knowledge Mapping
   n. Staff Integration and Battle Rhythm
   o. KM Annex Q
   p. KM Maturity Model
   q. KM Force Management
   r. KM in the Joint Environment
   s. KMRC Overview

Learning Activities: KM Information Brief, 7-Minute Drill, KM Maturity Model, KM Annex Q, CM Metadata Model, Battle Rhythm Activity
Practical Exercises: KM Assessment, KM Strategy, KM Action Plan, Knowledge Mapping, Leading Change

Group Exercises: Group Content Management, Knowledge Management Working Group (KMWG) Decision Brief, KMWG Product Brief, Virtual Communities and Knowledge Networks

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Guest Speakers: GEN(R) Frank Grass, former Chief of the National Guard Bureau and Director Mission Command Center of Excellence; Senior KM Perspectives; Center for Army Lessons Learned (CALL); KM in the Real World; Mission Command Digital Master Gunner Course; Communities of Practice and Knowledge Transfer.

3) **EVALUATION AND GRADING**
There are 5 individual practical exercises (PEs) and 4 group practical exercises for the course. 80% required for each PE to receive a passing score. Failed PE (below 80%) will result in an individual counseling, retraining with the instructor and re-evaluation. 2nd failed attempt will be referred to the course director for evaluation and decision for course continuation. Students are authorized up to three of five indivual PEs for re-evaluation. Four or more individual PE failure (below 80%) will be referred to the course director for course decision of dismissal. Late assignments will be deducted 10% for each day (with a maximum of two days) that the assignment is late. Students are only allowed to turn in late two of the five individual PEs during the length of the course. Multiple late turn in's will result in a counseling and decision of dismissal from the course by the course director. Students can miss no more than 8 course hours. Missing 8 or more course hours will result in a dismissal from the course. Students will earn 15% of their grade in virtual/classroom discussion and POD collaboration participation. Students at the beginning of week three will provide POD participation input via a provided scoresheet to the senior instructor for inclusion into the overall participation grade. Students will be evaluated on the correct use of the class naming convention for all assignments. Deviation from the set naming convention will result in a loss of 5% points per assignment. Performance-based assessments will comprise 85% of the overall grade.

NOTE: Select students will brief their individual products and group briefs will be organized by student leadership. Every student will brief at least once during the course. Grade weighting is as follows:

Individual Evaluation:	Percentage
PE (Individual) KM Assessment	10% = 100pts
PE (Individual) KM Strategy	10% = 100pts
PE (Individual) Knowledge Map	10% = 100pts
PE (Individual) KM Action Plan	10% = 100pts
PE (Individual) Leading Change	10%= 100pts
Group Evaluations:	
PE (Group) CoS Decision Brief	10% = 100pts
PE (Group) Content Management	5% = 50pts
PE (Group) Virtual Communities and Knowledge Networks	5% = 50pts
PE (Group) KMWG Product Brief	15% = 150pts
Subtotal:	**85% = 850pts**
Participation Grade: • Discussions, Individual and Group Contribution, Class Leadership Positions, Briefings (10%) • Small Group (Pod) Peer Evaluations (5%)	15% = 150pts
Total:	**100% = 1,000pts**

The facilitators will assess the products for the individual practical exercises and group practical exercises based upon each student's ability to apply the facts, principles, and theory in accordance with the Terminal learning objectives (TLO). Facilitators will use the rubric "Assessing Classroom Participation" to evaluate their Decision Briefing presentation. Facilitators will use the rubric "Assessing Writing" to evaluate the other products. Students can find the rubrics in the advance sheets of the applicable lessons within the education management system called Blackboard.