Answers - KM Deciphering the Terminology activity

Tool/ Technique	Definition
Peer Assist	A structured facilitated meeting or workshop where peers are invited from other business units or other businesses to provide their experience, insights and knowledge to a team who have requested help.
Before Action Review	Helps the team state their intention (task, purpose and end-state) just before commencing the project, project stage or a piece of work, but also adds the discipline of predicting challenges and risks and, most important, drawing lessons learned from past experiences.
After Action Review	A short, structured meeting held immediately after a short-term activity such as a task within a project, for example, a training session, a go live day or an engagement meeting. Usually facilitated by one of the team members, all who were involved in the 'action' should participate.
Knowledge Cafés	Encourages productive conversations to help people learn from each other. They can help people solve problems, break down silos, drive innovation and build a community. Their value is in the conversation itself and the learning that each individual takes away.
Randomised Coffee Trials	Enable people to meet and connect with one another at random, giving them time to talk about whatever they wish, perhaps over a cup of coffee. They help build relationships, improve communication, encourage collaboration, sharing knowledge and ideas.
Communities of Practice	A group of individuals who come together to share ideas, develop expertise and solve problems around a topic of interest. They can be made up of people across the NHS and beyond, so that knowledge is shared and re-used widely.
Knowledge Assets	Knowledge and experience, captured and packaged in one place to be of maximum use to people who could benefit from that learning in the future. They may contain lessons learned, case histories, key contacts and best practice.
Knowledge Harvesting	A structured approach to help an organisation understand and record the knowledge and experience of people, often before they leave or move roles.
Retrospective	A structured facilitated meeting or workshop at the end of a project (or a major project stage), to capture the knowledge before the team disbands.

Grey Literature	"Manifold document types produced on all levels of government, academics, business and industry in print and electronic formats that are protected by intellectual property rights, of sufficient quality to be collected and preserved by library holdings or institutional repositories, but not controlled by commercial publishers i.e., where publishing is not the primary activity of the producing body" (Prague definition, 2010)
Evidence Summary/ Synthesis	The results of a literature search presented as a summarised/ synthesised report. This may pull out key themes or highlight must-read pieces of evidence.
Current Awareness/ Horizon Scanning	The distribution of information about the latest news, publications and research to subscribers.