

2. List all the people, teams and organizations with whom you interact, communicate and share knowledge, putting each one on a small post-it note (we'll call them 'notes' from now on)
3. Starting with your note, arrange the notes on the flip chart paper.
 - Place other notes in relationship to you. People or organizations you most frequently do things with should be closer to your note than the ones you interact with only infrequently.
 - If people or organisations on the notes have relationships or interactions with each other, try to place these notes closer together. Move the notes around until you have a general sense of how each person or organisation interacts with you and others.
4. Drawing arrows in **pencil**
 - Draw an arrow **from you** to any of the other people who whom you regularly share knowledge. The direction of the arrow will be from your note to their note.
 - Then draw arrows **to you** from other people/organisations who regularly give you information and share knowledge with you (or where you wish they would).
 - Repeat the process showing where other people/organisations share knowledge with each other.
5. Look at the pencil network. Consider how both knowledge and communication flows. Do you want to reorganise the notes? Maybe some should be moved further away? Some may be clumped together?
6. Drawing the knowledge flow arrows using **three different coloured pens**
 - Put the flow from you to others in one colour
 - Put the flow from others to you in a second colour
 - Add a third, dotted line between any notes where there are the strongest connections
7. Step back and look at your map. What do you notice?
 - With whom do you have the strongest knowledge sharing connections? (two-way arrows and dotted lines)
 - With whom do you want to have the strongest connections? If these are not already your primary connections, what can you do to strengthen them?
 - Who is an important knowledge intermediary or connector in your work? Look for people/ organizations with lots of connections to other nodes.
 - Which have few connections? What are the implications of that?
 - What might you do to strengthen the weak connections?
 - How can you manage areas with too many connections? Who might also play the connector role with you?
8. Show your map to someone else in your project and invite them to comment on what they see when they look at it. Note down their observations and any suggested changes.