



# Create a Knowledge Base Brief

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Sometimes, defining your [purpose and audience](#) is enough to get going.

But we know how hard it can be to try to think through your knowledge base in detail. Some knowledge bases have high visibility or strategic importance, and the streamlined purpose and audience information might not feel like enough to help you through that process.

If you need to make a more formal case or presentation about your knowledge base to your manager, C-suite, or some other group, we've created a template for a Knowledge Base Brief.

Feel free to take a copy of this template and rework it in ways that make sense to you:

[https://docs.google.com/document/d/111w68oE5KyoH1MwXZAXaZKGri02Wfw5bemsRGRv\\_UcE/edit?usp=sharing](https://docs.google.com/document/d/111w68oE5KyoH1MwXZAXaZKGri02Wfw5bemsRGRv_UcE/edit?usp=sharing)