

The Memory Audit

12 questions to find where your company's knowledge is actually hiding.

Most companies do not have a knowledge problem. They have a knowledge **location** problem. The important stuff lives in people's heads, old threads, and folders nobody opens, which is exactly why pointing AI at it goes nowhere. Score yourself honestly. It takes about five minutes.

How to score: give each question 0, 1, or 2. 0 means you are fine here. 2 means it is a real gap. Add it all up at the end.

A Where your knowledge lives

- | | | | | |
|----|---|---|---|---|
| 01 | If your most senior person vanished tomorrow, how much of how you actually operate would leave with them?
0 almost none · 2 a dangerous amount | 0 | 1 | 2 |
| 02 | How many separate places does your important knowledge live (docs, Slack, email, tools, heads)?
0 one system · 2 more than you can count | 0 | 1 | 2 |
| 03 | Could a new hire answer a common "how do we do X" without interrupting a person?
0 easily · 2 no chance | 0 | 1 | 2 |

B Finding it again

- | | | | | |
|----|---|---|---|---|
| 04 | When you need a past decision, can you find the reasoning, or only the outcome?
0 the reasoning · 2 neither | 0 | 1 | 2 |
| 05 | "Where is the latest version of X" takes you how long?
0 seconds · 2 a search party | 0 | 1 | 2 |
| 06 | How often does someone rebuild work that already existed because they could not find it?
0 never · 2 regularly | 0 | 1 | 2 |

C Single points of failure

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|---------------------|---|---|---|---|
| 07 | Are there processes only one person knows how to run? | 0 | 1 | 2 |
| 0 none · 2 several | | | | |
| 08 | Is critical knowledge sitting only in DMs, inboxes, or one person's head? | 0 | 1 | 2 |
| 0 no · 2 yes | | | | |
| 09 | When that person is on leave, does the work stall? | 0 | 1 | 2 |
| 0 no · 2 every time | | | | |

D AI readiness

- | | | | | |
|--|--|---|---|---|
| 10 | You pointed an AI assistant at your own docs. What came back? | 0 | 1 | 2 |
| 0 the right answer · 2 confident nonsense, or you have not tried | | | | |
| 11 | Is your knowledge structured and linked, or just stored in folders? | 0 | 1 | 2 |
| 0 structured · 2 dumped | | | | |
| 12 | Could you hand your company brain to an AI agent today and trust what it does with it? | 0 | 1 | 2 |
| 0 yes · 2 not a chance | | | | |

YOUR SCORE

0 to 7

Mapped.

You are ahead of most. Your knowledge is findable and your risk is low. Tighten the few loose edges and keep it that way as you grow.

8 to 15

Running on memory.

It works, until the wrong person is away or you try to scale it. This is the range where growth quietly gets more expensive and AI projects stall.

16 to 24

It is all in your heads.

This is quietly your biggest operational risk. No AI tool will fix it until the memory itself is engineered into something a machine can actually use.

Scored higher than you would like? *Let me map it for you.*

I run a free Memory Audit: I map where your company's knowledge actually lives, where it disappears, and what it looks like rebuilt as an operable graph you can read, edit, and hand to AI. That is step one of Company Brain, and there is no pitch attached.

Book yours at olurabian.com