

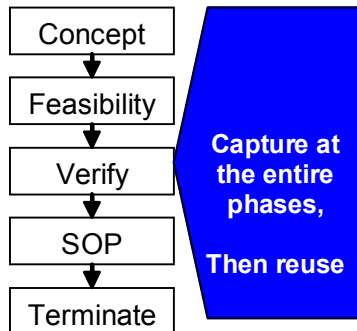
Background

- After termination of a project, it can be difficult to capture the important information for the next project

Objective

Institute the right activity to capture and reuse knowledge and experience by standardized process; share with all related members organizationally

Phase



Who

Phase	Project Leader	Engineering	---	Production Engineering	Coordination
Final	Y	Y		Y	Standard committee

Procedure

1. During the middle and final phase of project, the Technical Standard sheet is renewal or revised.
2. After completion, the original document is registered in an IT system by key word for later search
3. Reuse and maintain technical standards.

Output

- Attachment of example
- Organization chart of committee

Results

It keeps engineers focused on value-added work, not new "creative" design.

Comment

Committee organization is important to sustain technical standards systematically. Compared with other companies, Toyota's engineer spend more time for this kind of documentation writing.