

<p><u>Background</u></p> <ul style="list-style-type: none"> Practical Knowledge management is difficult to implement 	<p><u>Objective</u></p> <p>To capture, create and reuse knowledge. To standardize the technical report and reporting procedure for the entire organization to use effectively</p>																										
<p><u>Phase</u></p> <pre> graph TD Concept[Concept] --> Feasibility[Feasibility] Feasibility --> Verify[Verify] Verify --> SOP[SOP] SOP --> Terminate[Terminate] Concept --- DR1[DR-1] Feasibility --- DR2[DR-2] Verify --- DR3[DR-3] SOP --- DR45[DR-4,5] </pre>	<p><u>Who</u></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>Project Leader</th> <th>Engineering</th> <th>Production Engineering</th> <th>Production</th> </tr> </thead> <tbody> <tr> <td>DR-1</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>DR-2</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>DR-3</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>DR-4,5</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> </tbody> </table>		Phase	Project Leader	Engineering	Production Engineering	Production	DR-1	Y	Y	Y	Y	DR-2	Y	Y	Y	Y	DR-3	Y	Y	Y	Y	DR-4,5	Y	Y	Y	Y
Phase	Project Leader	Engineering	Production Engineering	Production																							
DR-1	Y	Y	Y	Y																							
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DR-3	Y	Y	Y	Y																							
DR-4,5	Y	Y	Y	Y																							
<p><u>Procedure</u></p> <ol style="list-style-type: none"> Set up clear definition of the report document The top page format is the same across all of Toyota Common expression after read, everyone become the common understanding Highly detailed attachment s (Numerical output, drawings, and test results) Selected organization for hand-over to keep the technical confidentiality 																											
<p><u>Output</u></p> <ul style="list-style-type: none"> Top page of Technical report Kinds of knowledge explanation 	<p><u>Results</u></p> <p>Effective and efficient project because knowledge is deep and easy to access</p>																										
<p><u>Comment</u></p> <p>Creating the time and determination for writing these report is a most important and difficult leadership skill. “Document based communication” becomes a strong, consistent element of company culture when company leaders insist on robust knowledge management, maintenance and re-use.</p>																											