

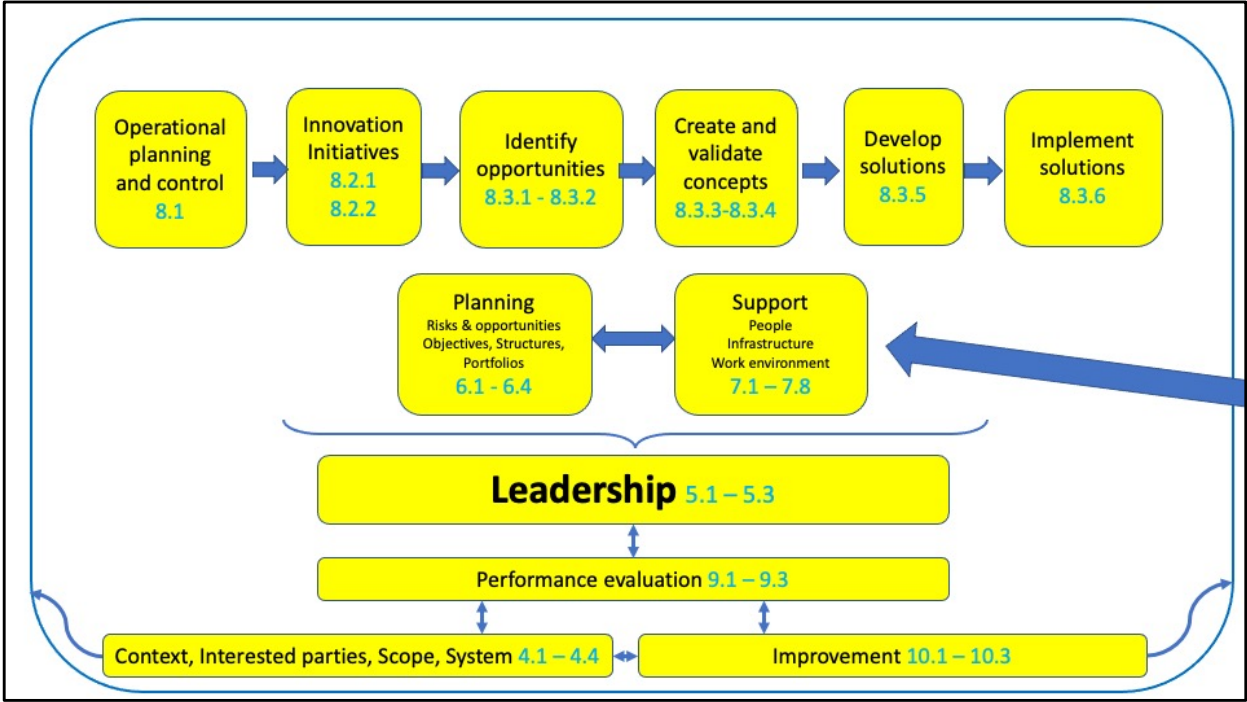
ISO 56002 – Innovation Management – Clause 7

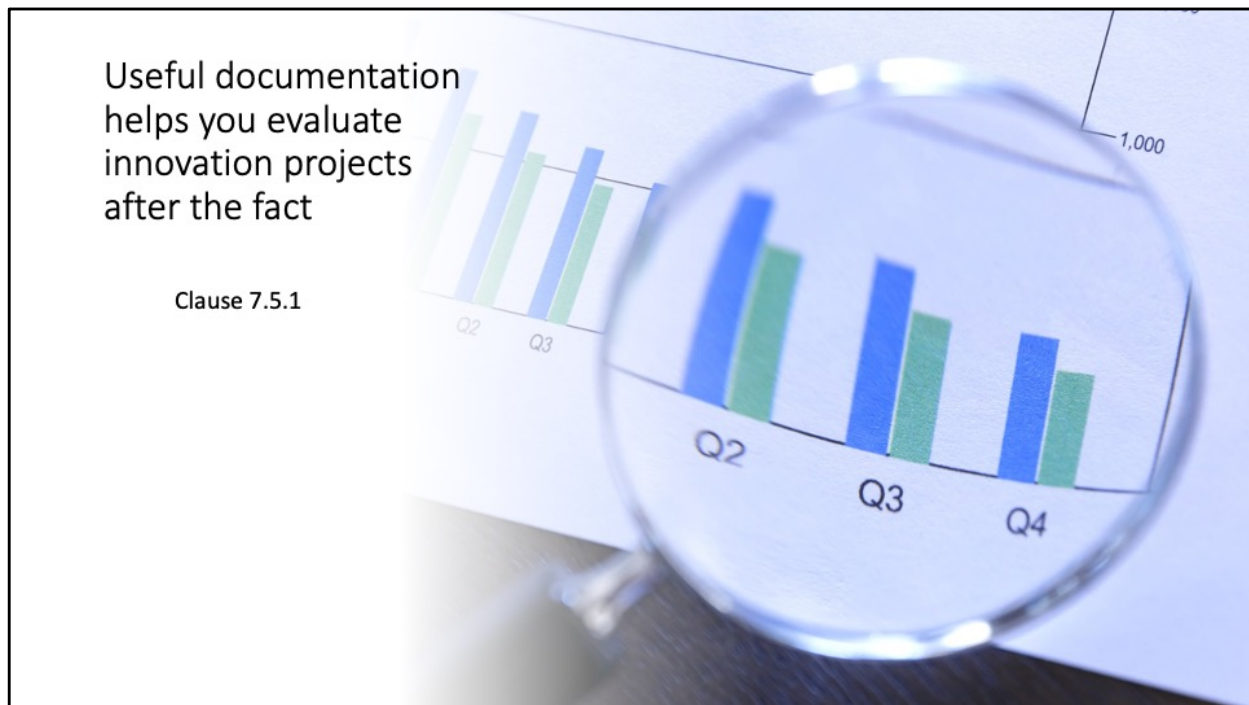
Clause 7.5 – Documentation

Clause 7.6 – Tools and Methods



Simplify **ISO** ✓





7.5 Documented information

7.5.1 General

The organization's innovation management system should include:

- a) documented information suggested by this document;
- b) documented information determined by the organization as being necessary for the effectiveness of the innovation management system.

NOTE The extent of documented information for an innovation management system can differ from one organization to another due to:

- 1) the size of organization and its type of activities, processes, products, and services;
- 2) the complexity of processes and their interactions;
- 3) the competence of persons.

Creating and updating need to be managed

Clause 7.5.2

Documents have to be identified with a title or something to make them unique



It's good to have a standard format




We need to know who approved or authorized them



7.5.2 Creating and updating

When creating and updating documented information, the organization should ensure appropriate:

- identification and description, e.g. a title, date, version, author, or reference number;
- format, e.g. language, software version, graphics, and media, e.g. paper or electronic;
- review and approval for suitability and adequacy.



Once created,
documents need
to be controlled

- Clause 7.5.3

7.5.3 Control of documented information

Documented information required by the innovation management system should be controlled to ensure:

- a) it is available and suitable for use, where and when it is needed;
- b) it is adequately protected, e.g. from loss of confidentiality, improper use, or loss of integrity.

For the control of documented information, the organization should address the following activities, as applicable:

- 1) distribution, access, level of confidentiality, retrieval, and use;
- 2) storage and preservation, including preservation of legibility;
- 3) control of changes, e.g. version control;
- 4) retention and disposition.

Documented information of external origin determined by the organization to be necessary for the planning and operation of the innovation management system should be identified, as appropriate, and controlled.

NOTE Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.

Innovation tools
and methods
help improve the
outputs

Clause 7.6



7.6 Tools and methods

The organization should determine, provide, and maintain the necessary tools and methods for developing, maintaining, and improving the innovation management system.

The organization should consider:

- a) selecting and providing a mix of appropriate tools and methods supporting innovation activities, as well as for different types of innovations activities;
- b) creating awareness of, ensuring access to, and providing training for, the available tools and methods;
- c) sharing, re-use and collaboration in the use of tools and methods.

Tools and methods can be of different types, including descriptive, provocative, participative, challenging, analytical, and communicative. They can take many forms and formats, including guides, instructions, games, templates, presentations, videos, software, and hardware.

Examples of tools and methods are back casting, ethnographic research, scenario planning, brainstorming, idea management, inclusive design, and business model templates.

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You might include
such types of
tools as...

Clause 7.6

Descriptive
Provocative
Participative
Challenging
Analytical
Communicative

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Three takeaways from Documentation and ,
Tools & Methods

1. Don't 'over-document' – this makes a project get bogged down
2. Have enough to assess the good and not-so-good parts
3. Innovation needs a process like any other activity in your organization

Time for a quiz!

You'll need your copy
of ISO 56002 to answer
the quiz questions
after each Lesson

