



Innovation Management Assessment Preparation



Co-funded by
the European Union



Assessment Life Cycle



Preparation

4 Steps:

- Assemble the **Assessment Team**
- **Choose the processes** to be assessed.
- Make an **Interview Plan**, which fits for you and all partners to be assessed.
- **Collect Data**



Step 1: Assessment Team



Co-funded by
the European Union

Assessment Team

- Select the **assessors** (internal or external assessors)
- Appoint the **lead assessor**
- Ensure the **resources (budget)** for external assessors
- Select the **project team members** to be interviewed



Assessment Scope

Align with the Sponsor:

- Which parts of the organization, its suppliers, partners or collaborators will be involved in the assessment
- Will the entire organization be assessed or only certain departments/units
- What results are expected (summarized report, detailed report, benchmarks...)



IMPORTANT: Ensure Management Commitment



Assessment Scope

Ensure that all stakeholders have a common understanding of the trigger and objective for the IMA:

- Why the organization initiates the assessment
- What the strategic intent of the assessment is

Define also what is **NOT** in the scope of the assessment!



Assessment Kick-Off

Prepare and conduct an assessment kick off to:

- Explain to the project team and management the purpose, scope, constraints and model to be used in the assessment
- Explain the assessment approach (interviews, data collection etc.)
- Identify and Confirm the commitment by the management
- Introduce the assessors
- Document potential risks in executing the assessment successfully as well as appropriate risk mitigation strategies.



Step 2: Choose the Processes



Co-funded by
the European Union

Assessment Scope

- **Select the processes to be assessed (see “PR1 ISO 5600x Process Selection.pdf”)**
 - All processes from the model
 - Only a selection (e.g. Leadership, Idea Management Process)
- Identify the sponsor (who will pay for the assessment)
- Identify the stakeholders (to whom the results will be presented)
- Assign an Assessment Coordinator (important if the assessors are external)



ISO 5600x Process Selection

IMS (Innovation Management System)

IMS.0 Introduction: The purpose of the Innovation Management System Introduction is to create an organisational environment for innovation.

IMS.1 Leadership: The purpose of the leadership process by top management as described in ISO56002 is to demonstrate proper leadership while also implementing an innovation management system.

IMS.2 Planning: The purpose of the planning process is to define the innovation opportunities to be planned for exploitation, to plan activities to implement the innovation, and track the innovation objectives, and by planning and implementing the innovation creating an innovation portfolio for the organisation.

IMS.3 Resource Management: The purpose of the resource management process is to plan, provide and maintain resources for innovation management considering people, time, budget, financing, and tools and infrastructure.

IMS.4 Competence Management: The purpose of the competence management process is to analyse the skills gaps required for the innovation and to establish a competence matrix detailing who contributes which skills to the innovation project. The stakeholders and teams are involved based on a communication plan, defined authorities and responsibilities, and a set of meetings.

IMS.5 IMS Implementation and Operation: The purpose of the IMS implementation and operation process is to establish an infrastructure with tools and documentation management in which innovation projects and initiatives can be planned, tracked and implemented. This also includes strategic intelligence analysis tools and metrics, IP/R procedures, and the tailoring options of plans and processes to fit with different types of innovation.

IMS.6 Performance Evaluation: The purpose of the performance evaluation process is to set up a number of measurable innovation indicators, to report the indicators and to track a successful implementation. The improvement opportunities and corrective actions derived from the analysis of the indicators, internal or external audits and management reviews of the IMS system are tracked to continuously update and improve the IMS.



Step 3: Interview Plan



Co-funded by
the European Union



Interview Plan

Prepare the interview plan

- Ensure the availability of the project team members
- Based on the scope define the duration and effort for the assessment
- Invite project team members to the assessment based on their roles in the project
- Define how the assessment data will be collected and recorded (e.g. assessment tool to be used)



Interview Plan

- Make an Interview Plan, which fits for you and all partners to be assessed.

Interview plan contains:

- Interview time per process
- Names of interviewees
- Name of the assessor and co-assessors
- Location

TIMS Innovation Management Assessment Schedule						
Assessment Team Lead Assessor (LA): Laura Aschbacher Co-Assessors : - Local Coordinator: Damjan Ekert						Reference Assessment Model ISO 58004 - TIMS Model
						Assessment Language English Assessment Location Online/Onsite
Date	Agenda Item	CET Times	Start (USA East Coast)	Name of Participants	Participating roles	Meeting Room
Day 1						
	Assessment Overview		08:00-08:30			
	Organisation Introduction		08:30-09:00			
	IMS.1 Leadership		09:00-10:00			
	Break		10:00-10:15			
	IMS.1 Leadership		10:15-11:15			
	SIM.1 Strategic Intelligence Mangement Setup		11:15-12:15			
	Lunch/Dinner		12:15-13:15			
	SIM.1 Strategic Intelligence Mangement Setup		13:15-14:15			
	Break		15:15-15:30			
	Consolidation		15:30-16:30			
Day 1 date						
Day 2						
Day 2 date						
Day 3						



Align the scope

Example

- Contact the assessment sponsor and align on the processes to be assessed e.g. **Innovation Management System**
- Align the interview plan with the sponsor / coordinator

Date	Process	Start Time	End Time	Interview	Support
15.06.2023	Opening Meeting / Company Presentation	08:30	08:45	Innovation Team	
	IMS.1 Leadership	08:45	09:45	D. Smith - Project Manager	J. Jones Department Manager
	Break	09:45	10:00		
	IMS.2 Planning	10:00	11:15	D. Smith - Project Manager	J. Jones Department Manager
	Break	11:15	11:30		
	IMS.3 Resources Management	11:30	12:30	D. Smith - Project Manager	J. Jones Department Manager
	Lunch	12:30	13:30		
	IMS.4 Competence Management	13:30	13:30	K. Williams (HR)	D. Smith - Project Manager



Step 4: Collect Data



Co-funded by
the European Union

Collect data

Collect Data before the Interview

- For Competence Management this could be:
 - Competence Matrix
 - Roles and Responsibilities in the Organisation
 - Training Plan
 - Evidences of Trainings Performed
 - List of External Staff
- Typically this kind of documentation is considered as sensitive data, the organization can also send only templates or examples without any actual data in order that the assessor prepares before the interviews





Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



Co-funded by
the European Union