

## The Innovation for Knowledge Management and Lessons Learned

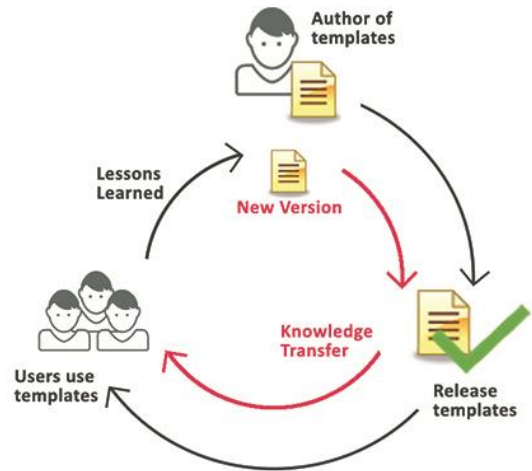
Every project provides valuable insights from which you can benefit. Because every insight can be useful for subsequent projects.

It makes sense to quickly use an existing example as a template when performing a similar task. This way, you don't have to start "from scratch" and only need to adapt the existing example to the current task at hand.

The problem is: Where is the right template? And if found, is the template still valid and up-to-date? Have any changes been made in the meantime and have they been integrated into the template?

Studies have shown that the amount of work time spent searching for documents is not insignificant. PLATO e1ns solves this problem and uses its own professional template management system e1ns.templates.

It creates templates that are adapted to meet the requirements of system analyses and risk management, released the templates according to a defined procedure, and publishes them specifically for the group of users.



Lessons Learned: Provides findings for the template  
 Knowledge Transfer: Provides new knowledge to users

## Use and Application

- No need to search                      Templates are provided by a central location.
- Correct templates                      Only up-to-date and released templates are used.
- No risk of confusion                      Old versions of revised templates are not available and are archived.
- Active communication                      Template users receive a message when the template is updated.
- Updating                                      Users can easily accept changes in documents they have already edited.
- Saves time                                      The time and effort required by the author to maintain a template is minimized.
- Security                                        Templates can only be changed by users with special rights.
- Distribution                                      Templates are available at all locations throughout the company.

## Templates are created for:

<b>FMEA</b>	The completed risk analysis, together with all data entered in it, becomes the template. When it is used, the user only needs to make the necessary optimizations, enter the person responsible, and specify the implementation deadline.
<b>System Structures</b>	Templates supply complete system elements including all specifications and subsystems.
<b>Process Flow Chart</b>	If a system element/FMEA has a process flow chart, then the PFC is integrated into the template.
<b>Control Plan</b>	If a system element/FMEA has a control plan available, then the CP is integrated into the template.
<b>Further contents</b>	Further quality methods, block diagram, P-diagram, documents, folders, organizational measures.

### Creating a template

- Templates are created in a "protected" area (in a separate database).
- A group of users with special access rights can edit the templates.

### Releasing a template

- The System Element Team for the template is responsible for its release.
- Every member of the team receives an email with request for release.

### Using a template

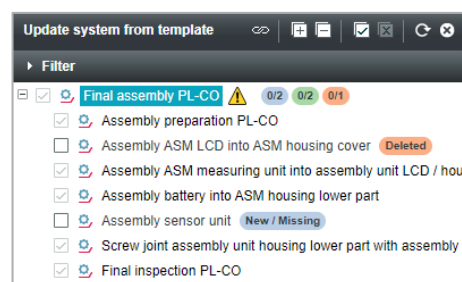
- Only released templates are available to the users.
- Users are informed when changes are made to a template – by email.

### Applying changes from a template

- Changes to a template, i.e. new data, changed data, or deleted data, are displayed in a preview.
- The preview is done via a form view or the audit trail. The user selects which changes are relevant for him and transfers them to his existing FMEA and/or other forms.
- Changes in the structure and in functional and failure nets are also provided via the template.

### Designing processes comfortably - Process Flow Chart

- Manufacturing processes consist of subprocesses that differ in terms of the product version to be manufactured, the production location, and the machines available for manufacturing.
- Specially for process analyses, e1ns.templates allows you to build a process based on the templates available for the subprocesses.
- Templates for subprocesses are "clicked together" in a tree view, and a process flow chart for the entire process is constructed automatically in the working database.



Requirements		Risk analysis	
Function	Specification	Failure mode	Failure effect
Ensure function test		Function test incomplete	Gas measurement not possible
		Function test is incomplete	Gas measurement imprecise
			Operational readiness can not be safely assumed
Proof of device stability		Device stability not proved (with evidence)	Warning to operator is missing when threshold value exceeded
			Readiness too low

Fig.: Changes of a template are displayed in the structure and in forms and are selected and adopted.