



1.4 Description of the Core Document Set

Version date: 24th of September, 2018

General Introduction

The Innovation Management Standard and Maturity Model's core set consists of eight publications that together help an organization achieve innovation capability in a sustainable way. Implementing Innovation Capability is a voluntary process to establish and or improve their capability to innovate in a consistent, systemic way. It also helps organizations to incorporate sustainability goals in their innovation processes, methods and tools. The core set (the maturity model) is available as a set. Each separate document can also be obtained individually.

TIM-PD-001-STD Innovation Management Standard

This publication is the core of the set (the maturity model), to which all other documents provide support or guidance. It is an advisory requirements document, not a management book, method or technique. The Standard is comprised of six elements. These elements form the essential parts of innovation: Culture, Leadership, Resources, Processes, Measuring and Monitoring, and Improvement. Within each element of the Standard there are numbered clauses. These clauses, fifty-nine in total, form the requirements for establishing proper innovation capability. The clauses are generic in nature (not sector- specific) and can be easily adopted by any type of organization. To achieve innovation maturity, organizations are assessed against the TIM-PD-001 Innovation Management Standard using the Assessment Checklist (or for simple level-1 assessments, the self-assessment checklist). Organizations should address each item in all elements of the Standard in some way. By doing so, the organization develops its own unique innovation capability.

TIM-PD-002-A Assessment Checklist and TIM-CO-012-MG Maturity Grid

The Assessment Checklist provides users of the Maturity Model with a sample checklist that corresponds to the elements and clauses of Innovation Management Standard. The Assessment Checklist is typically used to conduct an initial assessment of the organization's compliance to the Maturity Model's standard document. It can also be used for conducting external assessments. Once an organization has developed its own innovation capability, the Assessment Checklist would be modified to reflect particular innovation capability as developed. Assessment results are summarized in the TIM-CO-012-MG Maturity Grid document. The maturity grid specifies and describes the overall levels of innovation maturity achieved for organizations that have gone through an assessment and are in the process of building their own innovation capability. It is used in conjunction with the Innovation Assessment Checklist above.

TIM-PD-003-GL Interpretation Guideline

This publication is a guideline that provides users with an interpretation of the requirements of the Standard. The guideline corresponds to the elements and clauses of TIM-PD-STD-001 Innovation Management Standard and provides guidance and explanation of its contents, as well as Assessment Notes that can be used for assessing innovation capability.

TIM-PD-003-GL1 Implementation Guideline

This publication is a guideline that provides users a generic methodology on how to implement improved innovation capability in the organization. The document's structure corresponds to the elements of the Innovation Management Standard.



TIM-PD-004-R Innovation Definitions

This reference publication offers definitions to terms used in the TIM Innovation Management Standards' core set.

TIM-PD-004-R1 Accreditation and Certification Program

This reference publication describes the requirements and protocols associated with accreditation for partners, and certification. The Programs applies to individuals, trainers, assessors and organizations.

TIM-PD-004-R2 Innovation Metrics

This reference publication enumerates sample measurements and metrics. The measurements and metrics would be defined in the process of setting up the organization's innovation capability, for monitoring and measuring innovation management activities and projects.

Additional Guidelines

TIM-PD-003-GI2 Sustainability Guideline

This document describes what is required for an organization to make it truly sustainable when innovating. It links innovation capability to sustainability requirements, as defined in (separate) existing sustainability standards.

TIM-PD-003-GI3 Supply Chain Innovation Guideline

Modern organizations to a large degree have become dependent on essential partners in their supply chain for success in innovation. This guideline provides guidance on how organizations can work on improving innovation capability in their supply chain, by cooperating closely with their most important partners.

More information? Check out www.timfoundation.org for more detail.