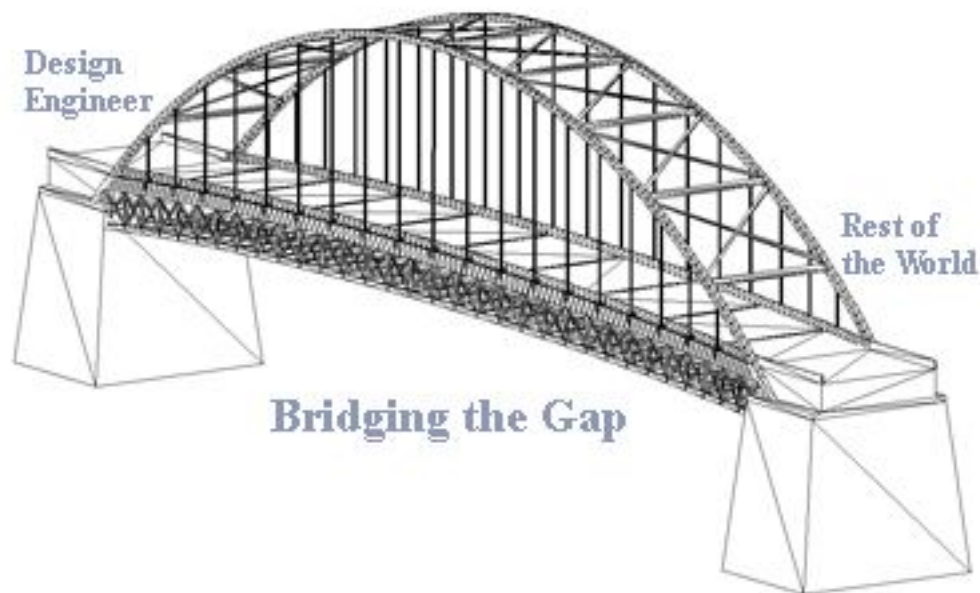


Two Day Seminar

# Engineering Documentation Control Configuration Management in Industry

## Bridging the Gap



**Winter Park Colorado  
Sept 16 – 17, 2010**

**An interactive seminar/workshop on the basics of EDC/CM and much more. Two hours from the Denver airport to the “Island in the Rockies” – at the height of the aspen color.**

**By Frank Watts, Author of the *EDC Handbook*, *CM Metrics* and consultant to over sixty manufacturing companies.**

## **Engineering Documentation Control (Configuration Management) “Bridging the Gap”**

### **EDC/CM**

There are only three raw materials needed for successful product manufacturing. They are **people** (and the processes they choose), **tools** (including software) and **design documents**. Engineering Documentation Control (sometimes called Configuration Management) is thus a **strategic company discipline** because it deals with design documents and the processes surrounding them. It is **the bridge** between Engineering and the rest of the company. Well done, EDC/CM **sets the stage for innovation** in Engineering and Manufacturing.

### **Course Focus/Objectives**

- Acquire the basics of technical documentation control and configuration management for product manufacturing.
- Set the stage for innovation in Engineering and Manufacturing.
- Provide numerous ideas for real process cost reductions, thru-put time reduction and real reduction in operating costs.
- Appreciate the potential reduction of product release time to capture more of the market sooner while minimizing risk.
- Minimize the time consuming debates over interchangeability and part number changing.
- Reduce the release, change, bill of material and documentation process costs.
- Balance the costly chaos of under-control against stifling the engineer’s creativity by over control.
- Streamline the CM processes before spending tons of money on new software to get bad processes executed faster.
- Find out how to avoid having a quarter million dollars of bad parts show up on the dock.
- Learn why ISO certification is only the first step out of chaos.
- Discover effective ways of reducing the number of changes and the real cost of changes.
- Minimize change process time to mitigate safety and liability exposure while improving the quality of your changes.
- Eliminate multiplicity – multiple release methods, multiple BOM databases, multiple BOM levels, multiple BOMs for similar products, multiple change methods and multiple cross-references.
- Learn how to establish key meaningful metrics on the CM processes for volume, time and process quality. Reporting that, in and of itself, will improve performance.
- Learn from others attending the seminar.

## Who Attends?

- Those interested in operating/improving the Document Control/CM processes.
- Engineering Services/Doc Control managers and technicians.
- Engineers and Technicians from any company engineering function.
- Supply Chain practitioners - Master Schedulers, Planners, Buyers, etc.
- Team members involved in the Release, BOM or Change Processes.
- Managers, Project Leaders & Designers responsible for technical docs.
- Anyone involved in product change management.
- Chief Engineers and Managers of the above professionals.

## Outline: (short exercises included)

- 1 General**
  - Introduction**
  - Setting the Stage**
- 2 Managing Documents**
  - Document Types**
  - Design Document Formats and Signatures**
  - Document & File Control**
- 3 Identification**
  - Configuration Identification & Part Numbers**
  - Marking Product and Parts**
  - Approved Manufacturers and Sources**
  - Interchangeability and Spares**
- 4 Bills of Material**
  - BOM and Parts Lists**
  - Modular BOM**
  - Product Structuring**
- 5 Release**
  - Release of a Product / Document / Part**
  - Stages of Release**
  - Non-Conforming Material / Deviations / Waivers**
- 6 Change Request and Control**
  - Change Requests**
  - Change Control**
  - Change Forms**
  - Effectivity**
  - Implement and Trace the Change**
  - Fast Change**
  - Change Cost**
- 7 Potpourri**
  - Writing Standards & Flow Diagramming**
  - Mfg Fabrication and Assembly Instructions**
  - Quality CM**
  - Process Improvements**

## Course History & Notes

This course has been evolving since 1989. Pressure on manufacturing concerns to accelerate product development, reduce costs, clarity and streamline change control, simplify bills of material and integrate systems with manual processes has made this course very popular.

The discipline, done well, sets the stage for innovation in both Engineering and Operations and will serve your needs for managing technical documentation in your demanding environment.

Each participant will receive a free copy of Frank Watts' book – *EDC Handbook* (This book closely parallels the topical presentations), third edition **OR** a free copy of *CM Metrics*, first edition. The seminar and the course notebook will be a valuable reference for your continuous improvement of your CM processes.

## Course Schedule

<b>Day 1</b>	<b>7:30 am</b>	<b>Registration, drinks, snacks get acquainted (See motel lobby for room location)</b>
	<b>8:00 am</b>	<b>Presentation and Discussion</b>
	<b>11:30 am</b>	<b>Subway lunch brought in</b>
	<b>5:00 pm</b>	<b>Adjourn (optional open forum)</b>
<b>Day 2</b>	<b>8:00 am</b>	<b>Presentation and Discussion (drinks and snacks)</b>
	<b>11:30 am</b>	<b>Lunch (several fine near-by restaurants)</b>
	<b>12:30 pm</b>	<b>Course continues</b>
	<b>4:00 pm</b>	<b>Adjourn</b>

## Certificate:

EC3 Corp certificate which certifies the course to be equivalent to university courses for which participants receive 1.6 CEUs.

## Seminar Site

Best Western Alpenglo Lodge and Conference Center. Winter Park CO 80482, 970-726-8088. **Continental breakfast served.** There are other motels within walking distance.

## About the Instructor

### Frank Watts BSME, CCDM

Frank received a University of Illinois engineering education and has more than 47 years of industrial and consultation experience. He founded his own company to specialize in configuration management, with specific expertise in product release, change control, bills of material, and other engineering documentation control issues.

Formally a Director of Engineering Services, Director of Operations and a Director of Manufacturing Engineering, Frank has also managed Configuration Management, Cost Estimating, Industrial Engineering, Test Engineering, Pilot Production and Repair Operations. He has contributed as a design engineer, industrial engineer, manufacturing engineer, systems analyst and project manager.

Frank has consulted for more than 60 manufacturing companies. He has guided the development of the engineering change control process, made significant contributions toward improving the new product release process, installed MRP/ERP systems and new numbering systems, helped companies attain a single BOM database, and guided reengineering of the CM processes. His industrial experience has been with Caterpillar, Collins Radio, Control Data, Storage Technology, UFE and Archive. He is an NDIA Certified Configuration and Data Manager, and author of *Engineering Documentation Control Handbook* (over 10,000 copies sold) now in the third edition and a new book, *CM Metrics*, released in 2009.

**Fees / Payment / Cancellation**

Registration fee for the course is **\$925 per person**. Payment of the full registration fee must be received by **July 30, 2009**. **Registrations after July 30 will be accepted but the fee will be \$1025**. Fee includes cost of the course notebook and F. Watts’ book. See Schedule for food included - individual participants are responsible for other meals, travel and lodging expenses. Reduced fee for two or more registrations; \$725 per person or \$825 after July 30. An income tax credit may be allowed for education expenses undertaken to maintain or improve professional skills – see your tax professional.

**Payment by check only please - to EC3 Corp.**

Send to EC3 Corp, P O Box 205, Winter Park CO 80482.

If you register and cannot attend, telephone Frank at 970-887-9460. The course may be cancelled by EC3 Corp at anytime with full refund to all paid participants. Individuals may cancel at any time with a full refund given prior to Aug 16. After that date \$100 will be withheld for expenses incurred. A substitute may be sent in your place.

**Suggested Attire**

Mountain-casual at seminar and anywhere in the valley. Please be prepared for moderate temperature variation in the seminar room and significant temperature variations in the mountains.

**Registration Form**

**First Name** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Company/Organization** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Street / PO Box Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**email address** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Check Only Please. Make Check Out to EC3 Corp.**