

#### INTRODUCTION

We believe it will be worth your while to complete this Research, Development, & Engineering [RD&E] survey covering the full range of Product Development and to request a copy of the results that will be sent to all survey participants who make an honest effort to complete this survey questionnaire.

The participants in our Biennial Survey receive a forty-plus page results document complete with graphics. Our 1998, 2000, and 2002 participants were completely satisfied with the document they received and sent us only accolades for our research work. We will again provide the results to those who credibly complete responses to all questions within our required timeframes. We appreciate your commitment of time and rigorousness in the completion of this survey. We will absolutely keep responses confidential!

#### COMPLETED SURVEYS ARE DUE BY July 16, 2004. THANK YOU!

A special thank you to the numerous 1998, 2000, and 2002 survey participants who emailed GGI after our recent RapidNews announcement and expressed their interest in participating in the 2004 survey. Thank you! GGI will do high quality work this time too!

### **TABLE OF CONTENTS**

This survey covers five areas relating to Product Selection and IP where there is currently significant industry activity. The sixth section, the first section of the survey, allows us to categorize your response. The results of this survey will be of significant interest to managers and decision makers.

- A. Respondent Profile
- **B. Product Selection Process**
- C. Product Selection Tools
- **D.** IP Management Process
- E. IP Management Tools
- F. Top Corporate Metrics Used In Industry RD&E

## SECTION A RESPONDENT PROFILE

The purpose of this section is to correctly categorize your company within the population of companies that respond to this survey. Persons who wish to compare their response to the overall results, usually want to do so with other companies of similar size and type. We are trying to achieve the end result that most people seek. Please do your best to characterize your response. The format for Section A is the exact same format as the 1998, 2000, and 2002 GGI surveys which were well received.

A1. Person completing survey: Name: Title: Company Name: Address:	This is the address to w	hich the surve	ry results will be mailed.
Phone:	_Fax:	_E-Mail:	
Would you like a copy of the	ne survey results?	□ Yes or	□ No
GOLDENSE GROUP, INC., NEEDHAM, MA	- 1 of 12 -		GGIWEB3 – JUNE 29, 2004

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	2004 Product De	velopment Metrics Survey
A2.	. Is this a $\Box$ public or $\Box$ private company?	
A3.	<ul> <li>For what type/scope of company or organization are the responses [Check One Box That Best Applies]</li> <li>Parent Corporation [A P/L Unit]</li> <li>Strategic Business Unit/HQ [A P/L Unit]</li> <li>Division/Business Unit/Grp [A P/L Unit]</li> <li>Other:</li> </ul>	to the questions in this survey? onal Org/Dept. [Cost Center] facturing Plant [Cost Center]
A4.	. Identify the company's industry or service: [Check One Box T	hat Best Applies]
	Aerospace       Education         Automotive/Vehicular       Electronics         Biotechnology       Engineering/Contract D         Chemical       Food         College/Univ. R&D       Heavy Machinery         Computers       Industrial products         Construction       Instrument         Consumer Products       Materials         Defense       Medical Products         Durable goods       Metals/Mining	<ul> <li>Oil/Gas</li> <li>Paper/Publishing</li> <li>Pharmaceuticals</li> <li>Pharmaceuticals</li> <li>Research/Nat'l Labs</li> <li>Rubber/Plastic</li> <li>Semiconductors</li> <li>Stone/Clay/Concrete</li> <li>Telecommunications</li> <li>Textiles</li> <li>Other Ind</li> </ul>
	☐ Software-Web ☐ Software-Digital	Software-Embedded
	□ Consulting □ Market Research □ Utility	<ul> <li>Financial Services</li> <li>Other Syc.</li> </ul>
A5.	. Sales revenue over the last full year: [Check One Box That Bes □ <\$25M □ \$25-100M □ \$100-250M □ \$ □ \$1-5B □ >\$5B	t Applies] \$250-500M □ \$500M-1B
A6.	Number of full-time employees:       [Check One Box That Best A         1-500       500-1000       1000-         10,000-25,000       25,000-50,000       50,00	pplies] 5000
A7.	<ul> <li>Please indicate the types of manufacturing operations covered by t [Check All Boxes That Apply]</li> <li>□ Process Mfg</li> <li>□ Repetitive Mfg</li> <li>□ Discrete Mfg</li> </ul>	he metrics discussed in this survey:
A8.	S I Places the company does business: [Check All Boxes That Apply]	North Europe Asia Rest of America Europe Asia World ales
<b>A9</b> .	. What function do you personally perform in the company? [Ch Mgt Sales Mktg R&D/Eng Mfg-Product Quality Environ./Safety/Regulatory Finance	eck One Box That Best Applies] ion

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#### SECTION B PRODUCT SELECTION PROCESS

**B1.** Selection Process: How many times does the company review a given idea/concept/definition/proposal before finally making a business decision to either formally approve or formally reject a proposed RD&E product and/or investment project. [Check One Box Only]

□ a. 2.5-Step	First a simple short, probably one-page, description of the idea is proposed. Little work has been performed, if any. The idea is in a highly raw state. At this time, it is somehow killed, tabled, or moved forward for further analysis.
□b. 2- Step	First a preliminary marketing and technical analysis is reviewed. The same top management group that makes the final decision performs this review. At this time, it is either killed, tabled, or moved forward for final estimation.
□c. 1- Step	A single top management meeting is held for a go/no go or table decision. A complete comprehensive plan/analysis has been prepared for consideration. Work leading up to this meeting has been conducted in functional organizations.
□d. No-Step	One person/organization determines the R&D products/projects to be done. Or, somehow it happens without any perceivable process. There is no cross-functional multi-disciplined management team that decides.
$\Box$ e. Other	

**B2.** Selection Process Decisionmakers & Decisionmaking: How many people are involved in the selection process referred to in the response to Question B1 above? Limit the response to include the actual decisionmakers only, not everyone consulted during the process. [If there is a "No-Step" or "1-Step Process," fill out only "Column 1" in the box below. If there is a "2-Step or 2.5 Step Process," fill out "Columns 1, 2, and 2.5."]





**B3.** What format does the product selection and decision process take that involves company employees? [Check the One Box That Best Describes the Process]

- There are multiple <u>formal staffed organizations</u> reporting to a top organization that owns Product Selection. [CENTRAL, HIERARCHICAL, COMPLEX]
- □ There are multiple <u>formal staffed organizations</u>, operating independently, that own Product Selection. [DECENTRAL, COMPLEX]
- There is a single <u>formal staffed organization</u> that owns Product Selection. [CENTRAL]
- Multiple "councils" or "steering committees" meet regularly, reporting to a top steering committee. A full-time department is not coordinating Product Selection. [CENTRAL, COMPLEX]
- A single "council" or "steering committee" reviews and decides. [CENTRAL, SIMPLE]
- An individual manager(s) reviews and decides. [DECENTRAL, SIMPLE]
- Individuals with appropriate management assistance manage individual Product Selection directly. [DECENTRAL, LOCAL]
- $\Box$  None of these descriptions fits the process.

**B4.** Selecting Research or Advanced Development Projects: Does RD&E use the same methods referred to in questions B1, B2, and B3 above to select advanced Research and Advanced Development projects? a. Yes  $\square$  No  $\square$ 

b. If No, is the R&AD process more formal or informal? Formal  $\Box$  Informal  $\Box$ 

## SECTION C PRODUCT SELECTION TOOLS

**C1.** Which of the product selection Tools and/or Techniques does the company use to analyze and/or document a proposed project/product <u>before the point of approval</u> of a project/product for development leading to commercialization? [Check All Boxes That Apply]

	Never	Once or Twice	Occasionally	Frequently	Almost Always
Concepting / Concept Engineering Voice-of-the-Customer Market Definition Requirements Definition Innovation Exercises Product Specifications Architectural Analysis Platform Analysis Technical Feasibility Analysis Market Feasibility Analysis DFX: DFM, DFA, DFS, DFD, DFR, DFE FMEA / DFMEA / PFMEA Risk Analysis/Assessment Proactive Risk Mitigation Target Costing Intellectual Property Valuation Project Scheduling – Gantt PERT Development Cost Estimating Break Even Time / Time To Profit PAYBACK/IRR/NPV/ROI/ROA/RONA					



**C2.** Which of the product selection Tools and/or Techniques also helps to generate "innovative thinking and/or visible innovation" at the company? [Check All Boxes That Apply]

	Never	Once or Twice	Occasionally	Frequently	Almost Always
Concepting / Concept Engineering Voice-of-the-Customer Market Definition Requirements Definition Innovation Exercises Product Specifications					
Architectural Analysis Platform Analysis Technical Feasibility Analysis Market Feasibility Analysis					
DFX: DFM, DFA, DFS, DFD, DFR, DFE FMEA / DFMEA / PFMEA Risk Analysis/Assessment					
Target Costing Intellectual Property Valuation Project Scheduling – Gantt					
PERT Development Cost Estimating Break Even Time / Time To Profit PAYBACK/IRR/NPV/ROI/ROA/RONA					

**C3.** Which of the product selection Tools and/or Techniques also helps to generate "copyrightable, trademarkable, or patentable IP" at the company? [Check All Boxes That Apply]

	Never	Once or Twice	Occasionally	Frequently	Almost Always
Concepting / Concept Engineering Voice-of-the-Customer Market Definition Requirements Definition Innovation Exercises Product Specifications Architectural Analysis Platform Analysis Technical Feasibility Analysis Market Feasibility Analysis DFX: DFM, DFA, DFS, DFD, DFR, DFE FMEA / DFMEA / PFMEA Risk Analysis/Assessment Proactive Risk Mitigation Target Costing Intellectual Property Valuation Project Scheduling – Gantt PERT Development Cost Estimating Break Even Time / Time To Profit PAYBACK/IRR/NPV/ROI/ROA/RONA					



SECTION D INTELLECTUAL PROPERTY [IP] MANAGEMENT PROCESS

**D1. IP Decision Process:** How many times does the company review a "potential" copyrightable, trademarkable, or patentable IP proposal before finally making a business decision to either formally approve or formally reject the proposal? [Check One Box Only]

∐a. 2.5-Step	First a simple short, probably one-page, description of the innovation is proposed. Little work has been performed, if any. The idea is in a highly raw state. At this time, it is somehow killed, tabled, or moved forward for further analysis.
□b. 2-Step	First a preliminary marketing and technical analysis is reviewed. The same top management group that makes the final decision performs this review. At this time, it is either killed, tabled, or moved forward for final estimation.
□c. 1-Step	A single top management meeting is held for a go/no go decision. A complete comprehensive plan/analysis has been prepared for consideration. Work leading up to this meeting has been conducted in functional organizations.
□d. No-Step	One person/organization makes the decisions. Or, somehow it happens without any perceivable process. There is no cross-functional multi-disciplined management team that decides.

 $\Box$  e. Other

**D2. IP Management Process Decisionmakers & Decisionmaking:** How many people are involved in the decision process referred to in the response to Question D1 above? Limit the response to include the actual decisionmakers only, not everyone consulted during the process. [If there is a "No-Step" or "1-Step Process," fill out only "Column 1" in the box below. If there is a "2-Step or 2.5 Step Process," fill out "Columns 1, 2, and 2.5."]





**D3a.** To what degree does the company actively apply process(es) for managing Intellectual Property – <u>at any point during the product lifecycle</u>? [Check One Box in Each Row]

	Never	Once or Twice	Occasionally	Frequently	Almost Always
To "register the company's own IP." To "license IP from others." To "license out IP to others." To "sell IP to others."					

**D3b.** To what degree does the company actively apply process(es) for managing Intellectual Property – prior to and up to the point of approval of a product for development and commercialization? [Check One Box in Each Row]

	Once or			Almost	
	Never	Twice	Occasionally	Frequently	Always
To "register the company's own IP." To "license IP from others." To "license out IP to others." To "sell IP to others."					

**D4.** To what extent are the "Product Selection" and the "IP Management" decisionmaking processes mutually dependent, i.e., one decision cannot be made without the other? [Check One Box in Each Row]

	Never Dependent	Once or Twice	Occasionally Dependent	Frequently Dependent	Almost Always Dependent
To "register the company's own IP." To "license IP from others." To "license out IP to others." To "sell IP to others."					

**D5.** To what extent do the people making the "Product Selection Decisions" also participate in making the "decisions for intellectual property"? [Check One Box in Each Row]

	Never	Once or	Occasionally	Frequently	Always
	Participate	Twice	Participate	Participate	Participate
To "register the company's own IP." To "license IP from others." To "license out IP to others." To "sell IP to others."					

**D6.** What format does the IP management process take that involves company employees during the entire product lifecycle? [Ignore the involvement of outside counsel. Assume they engage at single/multiple points]. [Check the One Box That Best Describes the Process]

- □ There are multiple <u>formal staffed organizations</u> reporting to a top organization that owns IP management. [CENTRAL, HIERARCHICAL, COMPLEX]
- □ There are multiple <u>formal staffed organizations</u>, operating independently, that own IP management. [DECENTRAL, COMPLEX]
- There is a single <u>formal staffed organization</u> that owns IP management. [CENTRAL]
- □ Multiple "councils" or "steering committees" meet regularly, reporting to a top steering

Almost



committee. A full-time department is not coordinating IP management. [CENTRAL, COMPLEX]

- A single "council" or "steering committee" reviews and decides. [CENTRAL, SIMPLE]
- An individual manager(s) reviews and decides. [DECENTRAL, SIMPLE]
- Individuals with appropriate management assistance manage individual IP cases directly with legal counsel. [DECENTRAL, LOCAL]
- $\Box$  None.

**D7.** What is the structure of the organization that supports the IP management process? [Check the One Box that Best Describes the Process]

#### Level

- 1  $\Box$  Internal department staffed with lawyer(s); fully sufficient, no external counsel required.
- 2  $\Box$  Internal department staffed with lawyer(s) aided by external counsel.
- 3 Internal department staffed with paralegal(s) aided by external counsel (i.e., no in-house lawyers.)
- 4 Internal department is informal; one or more part-time folks aided by external counsel.
- 5 All communications go directly to external counsel. No formal or part-time organization.
- 6  $\Box$  None.
- 🛛 Other:\_\_

**D8.** Does the company believe that IP management will be more important in the next five years than it was in the past five years?

Much Less	Less	Same	More	Much More

#### SECTION E IP MANAGEMENT TOOLS

**E1.** To what degree does the company have formal, documented processes for managing Intellectual Property? [Check One Box in Each Row]

	Undocumented Process	Less Documented Process	Moderately Documented Process	Highly Documented Process	Actively Updated Process
To "register the company's own IP." To "license IP from others." To "license out IP to others." To "sell IP to others."					

**E2.** To the degree that the company automates its IP process, what type of system is used to manage the inventory of IP? [Check One Box Only]

- □ Internally-developed multi-user software tool/database designed to manage IP that was so successful that it was productized and is also sold or licensed externally to produce additional revenue.
- Purchased or licensed third-party multi-user software tool/database designed to manage IP.
- □ Internally-developed multi-user software tool/database designed to manage IP, but not a spreadsheet.



- □ Internally-developed single-user software tool/database running either on a major piece of computer hardware or a PC, but not a spreadsheet.
- □ Internally-developed spreadsheet-based tool/database used by multiple persons.
- □ Internally-developed spreadsheet-based tool/database used by a single person.
- □ No formal automated tools or spreadsheets utilized. All information is managed and supplied by external counsel.
- Completely internally managed hard-copy system with MS Powerpoint and/or selected spreadsheet analyses.
- □ Other:\_

**E3.** Which of the following types of IP are in use at the company, and to what degree? [Check All Boxes That Apply]

	Never	Once or Twice	Occasionally	Frequently	Almost Always
ISBN/ISSN Copyright Trademark/Servicemark Patent Trade Secret Company Proprietary Other:					

## **SECTION F**

### **RD&E METRICS USED IN INDUSTRY**

Section F consists of one single question. GGI asked this question in the 1998, 2000, and 2002 surveys. The results jumped off the page. It turned out that there are very few metrics that are commonly and widely used by R&D organizations. Nearly identical responses appeared all three times. The results of this 2004 survey will be contrasted to the 1998, 2000, and 2002 findings so first time participants in the 2004 survey will get the benefits of all four surveys. Survey participants wishing more information should refer to the February 2000 issue of CFO Magazine published by The Economist.

**F1.** Which of the following R&D metrics are "in use" at the company?: To qualify as "in use," these metrics should: (1) be measured at least on an annual basis; (2) be visible to *all* members of the top management group as active ongoing tools; (3) be stored in a manner that numerous people in the organization could find them easily; and (4) have some reliability in that the method used to calculate them is consistent from year to year. Please be strict in applying this definition of "in use" when responding to the measures listed for consideration below. [Check All Boxes That Apply]

#### **Revenue Measures**

First-Year Sales of new products	
First Two Years of Sales of new products	
First Three Years of Sales of new products	
First Four Years of Sales of new products	
First Five Years of Sales of new products	
Current-year % sales due to new products released in the past N-years	
If used, what is $N = $ year(s) (i.e., past 1, 2, 3, 4, 5 years)	
Current-year % sales due to total Non Recurring Engineering Billings	
Current-year % sales due to total technology sales	



	2004 I foudet Development metries c	Juivey
	Current-year % sales due to total technology licensing and/or royalty income	
Profit Measures		
i i one measures	First-Year Profits of new products	
	First Two Years of Profits of new products	
	First Three Years of Profits of new products	
	First Four Years of Profits of new products	
	First Five Years of Profits of new products	
	Current-year % profits due to new products released in the past N-years	
	If used, what is $N = \begin{bmatrix} Number \end{bmatrix}$ year(s) (i.e., past 1, 2, 3, 4, 5 years)	
	Current-year % profits due to total Non Recurring Engineering Billings	
	Current-year % profits due to total technology sales	
	Current-year % profits due to total technology licensing and/or royalty income	
Throughput Mea	Isures [Assumes "Per Time Period," Usually Per Quarter or Year]	_
	# of idea/concept screened/reviewed	
	% of ideas/concepts accepted/rejected	
	# of products in definition/planning/estimation stages	
	% of defined products/projects accepted/rejected	
	# of products/projects approved but not started [inactive backlog]	
	# of products/projects in active development [active backlog]	
	# of products released	
	Average Time-To-Market	
	# of products actively supported/sustained	
	# of products retired/obsoleted	
Capacity Measu	res	
<b>r</b> j	R&D capacity target level [person-months or equivalent]	
	% Over/under R&D capacity plan target level	
	Total R&D Headcount	
	% Increase/decrease in R&D headcount	
	% Resources/investment dedicated to new product development	Π
	% Resources/investment dedicated to sustaining existing products	Π
	<i>h</i> Resources/investment dedicated to sustaining existing products	
	Staffing Ratios:     Internal-To-Engineering staffing ratios [Any Type]	
	Cross-Functional staffing ratios [Any Type]	
	Average # factory products supported per engineer or developer or scientist	
	Average # active projects/ products per engineer or developer or scientist	
Duo du otiit N.		
Froductivity Mea	<b>BOI</b> Return On Innovation [Calculated using any method/procedure]	
	RDEL Research & Development Effectiveness Index [Development by DDTM]	
	KDEI – Kesearch & Development Effectiveness index [Developed by PK1M]	
	Average sales per engineer or developer or scientist	
	Average profits per engineer or developer or scientist	$\Box$



		Survey
	Average products produced per engineer or developer or scientist Average parts produced per engineer or developer or scientist Average drawings produced per engineer or developer or scientist Average lines of code produced per engineer or developer or scientist	
	Average new products released per engineer or developer or scientist Average new product sales per engineer or developer or scientist Average new product profits per engineer or developer or scientist	
	Average number prototypes built [per new product] Average first pass design success [per new product]	
Product Portfol	io Measures	
	Value of Product Portfolio [Any Aggregate Measure] Value of Portfolio in Pipeline Value of Portfolio in Backlog Risk of Product Portfolio [Any Aggregate Measure] Risk of Portfolio in Pipeline Risk of Portfolio in Backlog	
Intellectual Proj	perty Portfolio Measures [Assumes "Per Time Period," Usually Per Quarter or Year] Total patents filed/pending/awarded Average patents per development professional Total value of patents filed/pending/awarded	
	Total Trademarks/Servicemarks filed/pending/awarded [Any Combination] Total value of Trademarks/Servicemarks filed/pending/awarded Total Copyrights filed/pending/awarded [Any Combination] Total value of Copyrights filed/pending/awarded	
	Total licenses granted and/or acquired Total value of licenses granted and/or acquired	
	Total grants received Total value of grant revenues received	
	Total industry standards planned/pending/achieved	
<b>Investment Mea</b>	isures	
	R&D spending as a % of sales	
	[Managed as a composite number across the organization.]	
	[Research spending reported separate from Development.]	
	R&D Process spending as a % of sales	
	[Process K&D spending reported separate from K&D.]	
	Average capital cost per project/product	
	Average cash expense cost per project/product	



# **PLEASE RETURN SURVEY BY JULY 16, 2004**

SEND BY US MAIL, UPS, FEDEX TO

Ms. Anne Schwartz Director, Research & Publications Goldense Group, Inc. 1346 South Street Needham, MA 02492

781-444-5400 ext. 204

## SEND BY EMAIL TO

ars@goldensegroupinc.com

# FAX IT TO US

## 781-444-5475

No cover page is necessary. Simply drop it in the fax machine. Your name and contact information is already on the first page of the questionnaire. Thank you.

## **IF YOU HAVE QUESTIONS OR NEED CLARIFICATION**

**Anne Schwartz** 

781-444-5400 ext. 204

# **!! THANK YOU FOR PARTICIPATING !!**

IN THE 2004 PRODUCT DEVELOPMENT METRICS SURVEY

# **!! THANK YOU !!**