

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominees to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

(1) Column A: Issues that you confront

Among the issues you confront, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course.

(2) In column B: Actions that you are taking

Please describe the actions that you are taking to solve the issues shown in Column A.

(3) In column I , II and III:

These columns shall be filled out during the training.

※Please add new rows if necessary.