

When to use:

- Three months prior to the scheduled new product release announcement date.

CHECKLIST

1. All employees working on product development should be interviewed. For example, in a group meeting, to identify potential inventions for patent consideration.
2. All new features or capabilities, no matter how small, should be identified for consideration by the patent manager and/or patent committee.
3. All problems solved by the product or technical hurdles overcome by the design, should be identified.
4. Any ideas not used in the product but contemplated as alternatives or future features or developments, should be identified.
5. Employees associated with the conception or development of the identified ideas should be recorded. Legal “inventorship” will be determined later with the assistance of your outside IP counsel.
6. The resultant “scrub report” should be considered by the patent manager/patent committee, and further information solicited as needed in order to make decisions on pursuit of patents for inventions identified.