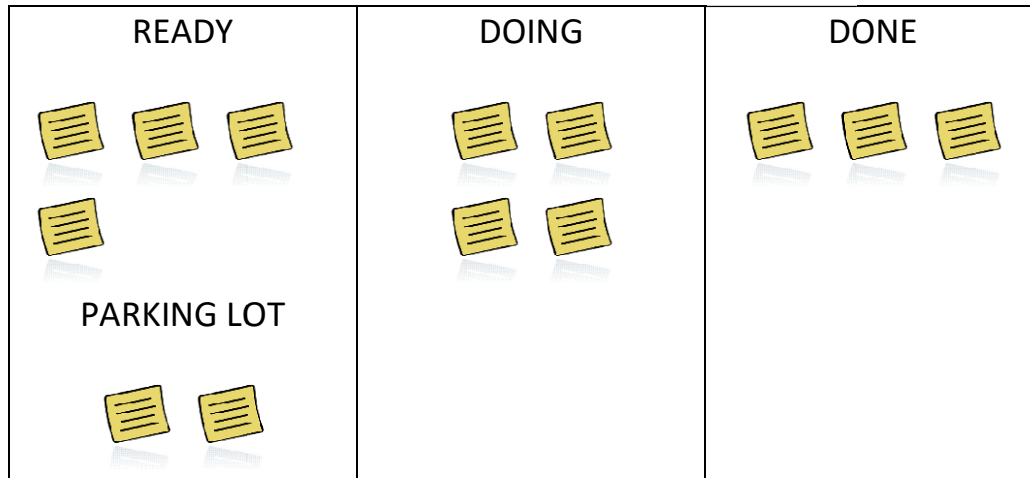




### What is it?

- A visual tool to capture and track improvement ideas
- Tracked in three simple categories: “Ready, Doing, Done” (original source: Personal Kanban, by Jim Benson and Tonianne DeMaria Barry)
- Parking Lot for ideas that require additional analysis or problem solving



This format may also be used by individuals as a personal "to do" list, and additional columns can be added as needed (e.g. Pending Column).

### Benefits:

- Simple, transparent system for handling improvement ideas
- Helps foster a problem solving culture
- Promotes employee engagement and growth
- Enhances teamwork and communication.
- Accountability for follow through

### How do I use the Idea Board in a huddle?

- Employee notices a problem or has idea and places it on the board in the “Ready” section.
- Ideas are quickly reviewed, assigned, and tracked during huddles.
- Open discussion at recurring huddles
  - New ideas are placed in the "Ready" column. New items are reviewed with the team one at a time. Team decides whether to move forward (or not) with the idea. If moved forward, an employee takes responsibility for implementing the idea, or the ideas may be assigned and put into the Parking Lot for further analysis.
  - Active items placed in the "Doing" column. Status provided at huddle. Troubleshoot any roadblocks.
  - Move items to "Done" column. Recognize finished improvements. Track and celebrate the number of improvements each month.
  - If inactive, move to Parking Lot (some indication of status and review timeframe should be noted).

## Employee Engagement | Visual Management- Idea Boards



### Keys to Success:

- Employee participation
- Leadership support and engagement
- Learning organization
- Safe environment
- Metrics to determine success
- Accessibility
- Visual communication
- Discipline in follow-through

### Ultimate Goals:

- Everyone involved in continuous improvement and problem solving.
- Drive culture change.
- Ongoing improvements (big and small).
- Identify value we are bringing to the organization.