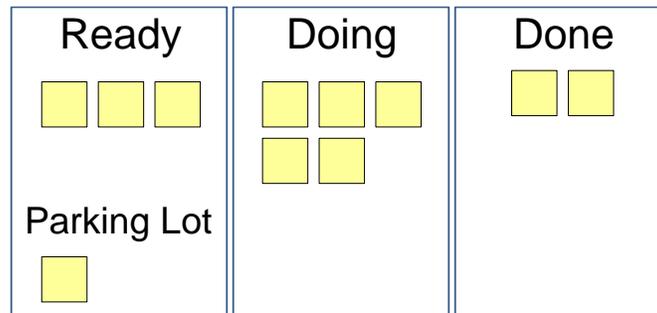


Idea Boards Guide

What is an Idea Board?

An Idea Board is a visual tool used to capture and track improvement ideas discussed during team huddles. They make ideas visible and encourage getting improvements done. Ideas are tracked in three simple categories: “Ready”, “Doing”, and “Done.” A “Parking Lot” is used for ideas that require additional analysis, communication, or problem solving.



It’s important to note that employees can also use “Ready-Doing-Done” boards to track and prioritize daily work outside of the huddle setting.

How do I use the Idea Board in a huddle?

The basic format for using Idea Boards is as follows:

1. Employee notices a problem or has an idea and puts it on the Idea Board in the Ready section.
 - “There is a problem we should fix.” or “I have an idea!”
 - Problem or idea is placed in the “Ready” column.
2. Ideas are quickly reviewed, assigned, and tracked during huddles.
 - Review new ideas in “Ready”.
 - New ideas are reviewed with the team one at a time.
 - Team decides whether to move forward with the idea.
 - An employee(s) takes responsibility for implementing the idea, or the idea may be assigned and put in the parking lot for further analysis, or holding.
 - Review active ideas in “Doing”.
 - Trouble-shoot roadblocks to keep things moving.
 - Move completed ideas to “Done”.
 - Recognize finished improvements and move them to “Done”.
 - Track and celebrate the number of improvements each month.
3. Have a fun improvement story to tell? Complete a Bravo Sheet to recognize incremental improvements.

Example Idea

Revise order form
to include “not to
exceed” amount

Jane Smith
6/14/2013

Idea Boards are very versatile. Teams should experiment with the tool to decide how best to utilize it within their huddle. For example, some teams review new ideas on Mondays, and identify completed improvements on Fridays. Others integrate the Idea Board into the daily routine, and update it as prompted by the yesterday-today-tomorrow discussions.