One board. Eight practical improvements.

Four production ideas + four office ideas, arranged from New to Done.

Read across the stages. Select a card for its problem, proposed change and next action.

New	Approved	In Progress	Done
PRODUCTION **Mark a home for shared gauges** Production **Example details · page 2**	PRODUCTION **Add a refill marker to a consumables bin** Production **Example details · page 3**	PRODUCTION **Show a correct packout at the station** Logistics **Example details · page 4**	PRODUCTION **Label the shared fixture shelf** Production **Example details · page 5**
OFFICE **Keep one link to the current customer form** Administration **Example details · page 2**	OFFICE **Use a three-line customer-case handover** Customer service **Example details · page 3**	OFFICE **Put the decision needed on the meeting agenda** Operations **Example details · page 4**	OFFICE **Publish a supplier invoice reference guide** Finance **Example details · page 5**

Eight example cards from production and office work. Use them as a starting point for your own team.

Read the setup guide online

Open the free demo · app.ideakanban.com/demo

New: two examples to discuss

Keep the observed problem, proposed change and follow-up together.

Production · New

Mark a home for shared gauges

Responsible department: Production

OBSERVED PROBLEM

The shared bore gauge ends up on a different bench most shifts.

PROPOSED CHANGE

Mark one storage spot beside Station 2 and agree that the gauge always goes back there.

NEXT ACTION

Ask operators where they use the gauge most and check the spot with them.

WHAT TO CHECK

Can the next operator find and return the gauge without asking around?

Office · New

Keep one link to the current customer form

Responsible department: Administration

OBSERVED PROBLEM

Colleagues keep their own copies of the customer form and ask which one is current.

PROPOSED CHANGE

Publish one link in the shared folder, give the form an owner and delete old shortcuts.

NEXT ACTION

Confirm who owns the form and list the links that point to old versions.

WHAT TO CHECK

Can a colleague find the current version from the shared link alone?

Read the guide and try the connected phone-to-board demo

Approved: two examples to discuss

Keep the observed problem, proposed change and follow-up together.

Production · Approved

Add a refill marker to a consumables bin

Responsible department: Production

OBSERVED PROBLEM

The cable-tie bin runs empty mid-job, and someone has to fetch stock.

PROPOSED CHANGE

Mark a minimum-level line inside the bin and agree who refills it when the line shows.

NEXT ACTION

Mark one bin this week and tell the team who refills it.

WHAT TO CHECK

Does the bin get refilled before it runs empty?

Office · Approved

Use a three-line customer-case handover

Responsible department: Customer service

OBSERVED PROBLEM

When you take over an open case, you cannot see what happens next.

PROPOSED CHANGE

At every handover, write three lines: current status, next action and who is responsible.

NEXT ACTION

Agree the three lines and use them on the next ten handovers.

WHAT TO CHECK

Can the colleague taking over continue without asking the customer again?

Read the guide and try the connected phone-to-board demo

In Progress: two examples to discuss

Keep the observed problem, proposed change and follow-up together.

Production · In Progress

Show a correct packout at the station

Responsible department: Logistics

OBSERVED PROBLEM

The written packing instruction does not show where the protective insert goes.

PROPOSED CHANGE

Hang an approved photo of a correct packout next to the current instruction.

NEXT ACTION

Logistics checks the photo and tries it at one packing station for two weeks.

WHAT TO CHECK

Do packers place the insert correctly without asking?

Office · In Progress

Put the decision needed on the meeting agenda

Responsible department: Operations

OBSERVED PROBLEM

People come to the weekly meeting without knowing which decisions to prepare.

PROPOSED CHANGE

Add a decision-needed line and an owner to each decision item.

NEXT ACTION

Use the new format for the next three team meetings and ask for feedback.

WHAT TO CHECK

Does every decision item end with a recorded next action and owner?

Read the guide and try the connected phone-to-board demo

Done: two examples to discuss

Keep the observed problem, proposed change and follow-up together.

Production · Done

Label the shared fixture shelf

Responsible department: Production

OBSERVED PROBLEM

Similar fixtures look alike and often go back to the wrong shelf position.

PROPOSED CHANGE

Give each shelf position a clear label that matches the fixture number.

NEXT ACTION

The labels are installed and the first use check is recorded. Production rewords a label if someone reports confusion.

CHECK AND OUTCOME

Result: in a one-week check, operators returned every fixture to the right place. One unclear label was reworded before closing.

Office · Done

Publish a supplier invoice reference guide

Responsible department: Finance

OBSERVED PROBLEM

Colleagues keep asking which internal reference Finance needs.

PROPOSED CHANGE

Write a one-page guide with one example and a named Finance contact.

NEXT ACTION

The guide is published and tested with users. Finance updates it when rules change.

CHECK AND OUTCOME

Result: colleagues used the guide on their next invoices. Finance had no follow-up questions.

Read the guide and try the connected phone-to-board demo