IdeaKanban.

Employee suggestion form

Filled-in example

Work area / department

Administration

1. Give your suggestion a short title

Keep one link to the current customer form

2. What happens today? Describe the problem.

Colleagues keep different versions of the customer form and ask which file is current.

3. What would you change?

Publish one owner-managed link in the team's shared folder and replace old shortcuts.

4. How might it help? A qualitative benefit is enough. (Optional)

Fewer 'which version?' questions. Ask the team after the first week whether the link is clear.

Photo, location or reference that would help the reviewer (Optional)

No photo needed. Location: the team's shared folder.

Your name / contact or agreed feedback route (Optional)

Left blank. Feedback goes out in the weekly team update.

For the reviewer - keep the decision and follow-up with the idea

Date received	Decision / status	Responsible team
Example only	New - awaiting review	Not yet assigned
Next action	**Review date**	**Outcome**
Confirm owner and check links	Agree during review	Not implemented yet

Try the free digital demo

app.ideakanban.com/demo

No signup needed to explore. The demo uses temporary example data.