IdeaKanban.

Employee suggestion form

Free printable template - adapt it for your team

Work area / department

1. Give your suggestion a short title

2. What happens today? Describe the problem.

3. What would you change?

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

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

Your name / contact or agreed feedback route (Optional)

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

Date received	Decision / status	Responsible team
Next action	**Review date**	**Outcome**

Try the free digital demo

app.ideakanban.com/demo

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