9 IT checks before your rollout

Test one representative idea. Record issues, responsibility and the next action.

1. Confirm the data location

IdeaKanban stores ideas, photos and accounts in Frankfurt, Germany. Check that against your requirements and settle any company-specific processing questions.

Evidence: The data location check and any open processing questions are written down.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

2. Agree what belongs in an idea

Write one realistic test idea with only the context a reviewer needs. Tell employees how to handle personal details and confidential material.

Evidence: The test idea and employee guidance match how you will use it.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

3. Test the manager login

Have your Idea Manager sign in and find the right workspace. Agree who reviews ideas when the coordinator is away.

Evidence: The coordinator reaches the board; review cover is agreed.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

4. Open the real employee route

Open your team's submission link on a phone employees actually use. Don't assume a company email address or a workspace login.

Evidence: Employees can reach their submission form.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

5. Scan the QR where it will hang

Test the real poster spot, phone and network. In a public-demo test, use the QR code from the desktop session to connect both devices.

Evidence: The scan opens the right form from the work area.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

Read the complete checklist and role guidance

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6. Try a harmless sample photo

Where phone and photo rules allow it, attach a harmless picture like the ones employees will share. Check it in the submission and the review view.

Evidence: The reviewer can see the image and understands why it is there.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

7. Test the department email handover

Assign the test idea to the real department. Check that the email arrives, open the secure link and post an implementation update.

Evidence: The right inbox gets the link and the update stays with the idea.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

8. Walk through one review and reply

Record a decision, a responsible team and a next action. Agree how the employee hears the decision, including when the answer is no.

Evidence: Everyone involved knows the handover and the feedback route.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

9. Close the open questions

Give every open access, processing or operations question an owner and a next step. If your pilot runs past the 30-day trial, confirm ongoing access.

Evidence: The sponsor sees what is ready and what still needs a decision.

Result: Pass / Issue / Confirm Owner: _____ Next action: _____

OPEN QUESTIONS / RETEST PLAN

Question / reference: _____

Owner and next action: _____

Retest / review date: _____

Read the complete checklist and role guidance