Seven steps. One pilot team.

Planning aids and a worked assembly-team example to copy for your own pilot.

1. Choose one pilot team and a goal you can check

One pilot team, a written goal and a date for the first review.

Owner: _____ Next action / evidence: _____

2. Give three jobs a named owner

A named sponsor and coordinator, plus an implementation owner for every approved idea.

Owner: _____ Next action / evidence: _____

3. Define what happens to every suggestion

One shared meaning for each stage, and a clear next action after every approval.

Owner: _____ Next action / evidence: _____

4. Set up the software and test one idea end to end

One suggestion submitted, reviewed, assigned and updated, using the access your team really has.

Owner: _____ Next action / evidence: _____

5. Launch the employee suggestion program in a team meeting

A tested QR code, a short announcement and an agreed way to give feedback.

Owner: _____ Next action / evidence: _____

6. Review new ideas every week

A recorded decision for every idea, accepted handovers and a current next action for active changes.

Owner: _____ Next action / evidence: _____

7. Check the result before you expand

A decision to keep, adjust or expand, based on the pilot and on the people who do the work.

Owner: _____ Next action / evidence: _____

Full guide: ideakanban.com/blog/how-to-implement-an-idea-management-system

Your pilot brief

Left: the assembly-team example. Right: record names and commitments your team has agreed.

Pilot area

The assembly team at stations 1 to 4, which shares one tool trolley.

Your team:

Sponsor

The site lead agrees the scope and decides on requests for time or money.

Your team:

Coordinator and cover

The production planner reviews ideas. The shift lead covers holidays and sick days.

Your team:

Review commitment

Review every Tuesday at 10:00. Every employee gets a first answer within seven days.

Your team:

Implementation owner

The workshop lead accepts the trolley test after checking the new spot with the operators.

Your team:

Feedback route

A standing point in the shift meeting. The same decision and outcome go on the idea card.

Your team:

Expansion decision

After 30 days, check submissions, handovers and feedback before adding a second team.

Your team:

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Review agenda and response

Keep the decision with the suggestion and return feedback through the agreed route.

New suggestions

Ask: Can we decide today? If not, which one missing detail stops us?

Record: Decision or one specific question, who asks it and the reply date.

Approved work

Ask: Has the implementation owner accepted the next action?

Record: Named owner, the agreed test and the date of the next update.

Blocked work

Ask: What is stopping progress, and who can clear it?

Record: The blocker, who follows it up and the next review date.

Completed changes

Ask: What did people see after the change, and has the proposer heard the result?

Record: What was checked, what was observed and how the feedback was given.

When the proposed change cannot proceed

Example reply: We can't use the spot you suggested, because the trolley would block the marked access route. The workshop lead will look for another spot with the operators before next Tuesday's review. Your proposed spot is declined, but the long walk to the tools stays on our list.

The proposed position is declined; the alternative remains open. Use actual constraints and agreed follow-up in your own reply.

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Pilot decision: keep, adjust or expand

The free Business trial also lasts 30 days, so you can run this schedule inside it.

Submission and first review

Which ideas were eligible for the response window? What happened to them?

Accepted implementation responsibility

Which approved ideas have an owner who has agreed to act?

Changes checked in use

What did users actually observe? Keep the baseline for any quantified benefit.

Feedback returned

Who heard the decision or outcome, including declined suggestions?

Open gaps and next actions

Record blockers, missing evidence, the person responsible and a review date.

Rollout decision

Keep / adjust / expand: record the reason, sponsor and next checkpoint.

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