



Team:

Date:

1	Ask 3 team members what their department's process is for when they see a problem or have an idea for improvement. Can they describe their idea system process?	Yes	No	10	Has the team met consistently for huddles for at least 3 months?	Yes	No
2	Ask a team member when their next huddle is - can they tell you?	Yes	No	11	Are ideas submitted by a variety of people/shifts in the department?	Yes	No
3	Ask a manager: If an idea needs help, what do you do? Can they describe their escalation process?	Yes	No	12	Are current strategic goals posted on/near the idea board?	Yes	No
4	Do multiple team members lead huddles?	Yes	No	13	Are there updated metrics tied to the strategic goals?	Yes	No
5	Is there a defined time limit of huddles, and a method for sticking to it? (Ex: agenda, stop watch, time keeper)	Yes	No	14	Does the team know their idea system goal for FY'16 (# of ideas implemented) and are they tracking progress toward that goal?	Yes	No
6	Is there a method or way of prioritizing new ideas? (Ex: voting, raising hands, pick chart)	Yes	No	15	Is the team on track to meet their goal for FY'16? $\frac{\text{total goal}}{12} \times \text{FY month}$	Yes	No
7	Are tasks being captured and assigned to different team members during huddles?	Yes	No	16	Can the department show you an idea that was implemented & sustained?	Yes	No
8	Does the team recognize or celebrate during huddles? (Ex: celebration board, thanking/recognizing co-worker's contributions)	Yes	No	17	Has the team collaborated with people outside of their department to implement an idea?	Yes	No
9	Has the team been celebrated outside their departments in FY'16? (Innovation Celebration, Ideas Flyer, News & Views, managers meetings)	Yes	No				

17 points= 5 Stars

1-4 points= 1 Star

5-8 points= 2 Stars

9-12 points= 3 Stars

13-16 points= 4 Stars

Please submit your completed guide to OurNet -> Employee Idea System (right side menu)-> 5 Star Idea System Guide