IDEA LIFECYCLE CHECKLIST

- View all your ideas from users in the improvement log.

- Chat with a user about their idea, thank them for engaging with your project.

- Update the progress of an idea using the traffic lights, to keep the user informed.

- Update an idea's response summary - this will be published in future improvement reports.

- Publish an Improvement Report to close the feedback loop.

- Add ImproveWell to the agenda for staff meetings.

- Raise awareness about the ideas that have been submitted so far.

- Create and send surveys to gather more feedback, or to help with idea prioritisation.

NOTES