

WORKSHEET

Register your potential innovation ideas

As a result of our meetings, work meetings, corridor conversations, exploration trips, etc., ideas and proposals for innovation always arise. We must not let them slip away. We have to collect them and list them in a document, from which, later, we will define which ones and when to develop. Therefore:

STEPS

- 1 Always stay awake to all the innovation ideas that will undoubtedly be presented to you. And especially, those that fit the challenges you have defined.
- 2 Don't let them slip away, write them down in a list of ideas (see template page 2). Give each captured idea a title, make a brief description and characterize them by their area of action, potential impact and score them according to the priority you estimate.
- 3 Keep this list of ideas always up to date.

WORKSHEET

LIST OF INNOVATION IDEAS

In this template, all the innovation ideas – small, medium or large – that arise will be collected. When you register them, describe them and make an initial estimate of their priority and degree of impact. Periodically, this list will be used to identify possible new innovation projects to launch. The persevering, patient and synchronized development of ideas will make your organization permanently progress.

IDEA / PROJECT Name of the identified or proposed idea	DESCRIPTION Brief explanation of the idea/innovation, and why	FIELD What area(s) of the organization is it designed for?	WHO PROPOSES? For clarification, recognition, or subsequent leadership	IMPACT To what extent it benefits the organization [1 low, 5 high]	PRIORITY How important it is to the organization [1 low, 5 high]