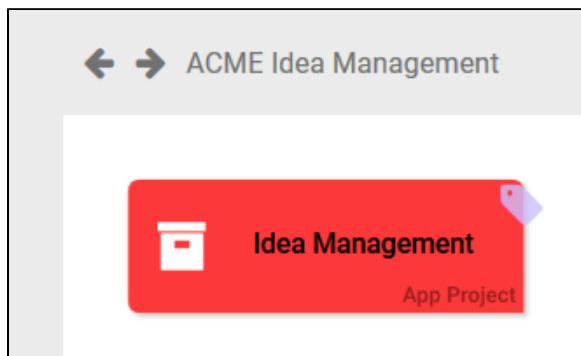


## Idea Management Process

Employees of ACME Corp. are to be given the opportunity to submit their own ideas and optimization proposals for the company's operating processes with the app Idea Management.



Irene Adler creates the A CME Idea Management project in her cockpit.



The app project **Idea Management** maps the associated process.

### On this Page:

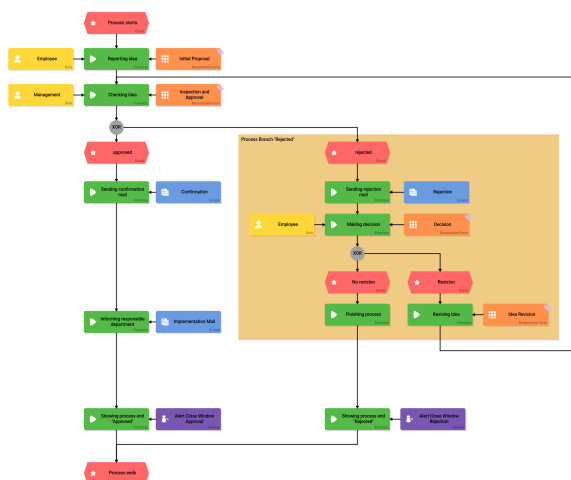
- The Idea Management Process
  - Reporting Idea
  - Checking Idea
  - Feedback
  - Revising Idea
  - Implementation Notice

**Related Pages:**

- Modeling EPCs
  - Loop Installation
  - Modeling Conventions

# The Idea Management Process

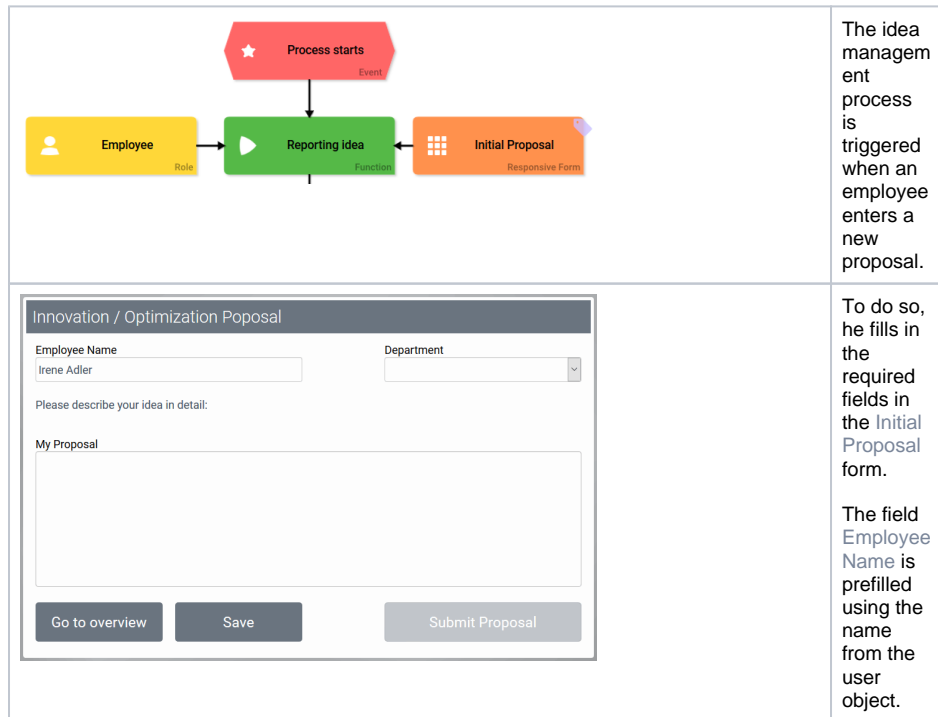
ACME's idea management consists of several sub-processes:



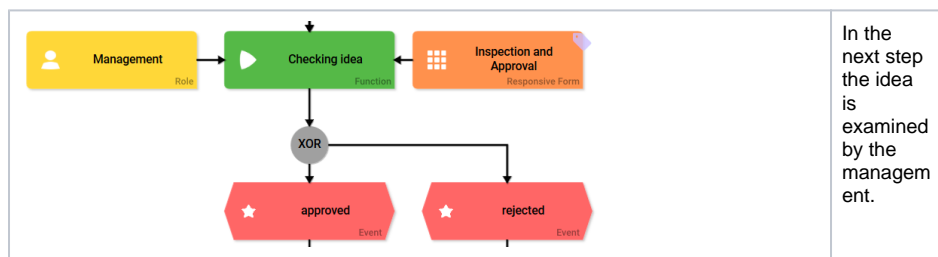
- **Reporting Idea:**
  - In the first step, employees can enter their idea or suggestion for improvement in the **Initial Proposal** form.
- **Checking Idea:**
  - The employees' suggestions are then examined by the management. A proposal is then either **approved** or **rejected**.
- **Feedback:**

- In any case, employees receive feedback from the management. If the proposal is accepted, the employee receives a mail informing him that his proposal will be implemented.
- If the suggestion is rejected, the employee receives feedback from the management by email. He can now decide whether he wants to revise his idea or not. If he decides not to revise the proposal, the process ends at this point.
- **Revising Idea:**
  - If an employee wants to revise his idea, he can save his revised proposal in the [Idea Revision](#) form. His idea then runs through the approval process again. This loop can be repeated as often as required until the proposal is accepted or finally rejected.
- **Implementation Notice:**
  - Once a proposal has been approved by management, the department concerned is notified by email that the proposal has to be implemented.

## Reporting Idea



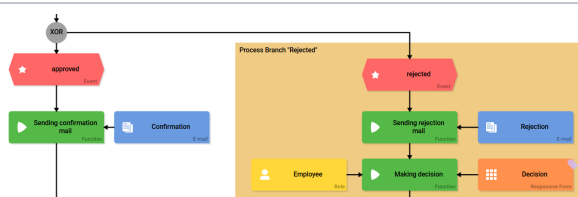
## Checking Idea



Innovation / Optimization Poposal	
Employee Name Irene Adler	Department Production
Proposal	
Please describe your idea in detail:	
Initial Proposal This is my great idea: Blabla bla blabala bla blabala.	
Feedback Management	
Remarks	
Reject	Approve

In the Inspection and Approval form, the management can enter comments on the idea. After examination, the manager must decide: Will he accept or reject the proposal?

Feedback

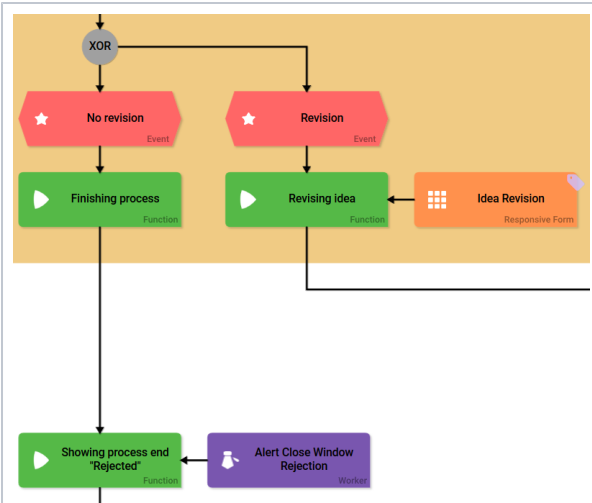


No matter what the management decides: An employee receives feedback in any case.

- If the proposal is accepted, the employee receives the email Confirmation.
- If the proposal is rejected, the employee receives the Rejection email. However, his or her idea has not yet been finally rejected.

<div> <div>Innovation / Optimization Poposal</div> <div> <div>Employee Name</div> <div>Irene Adler</div> </div> <div> <div>Department</div> <div>Production</div> </div> </div> <div> <div>Proposal</div> <div>Please describe your idea in detail:</div> <div> <div>Initial Proposal</div> <div>This is my great idea: Blabla bla blabala bla blabala.</div> </div> </div> <div> <div>Feedback Management</div> <div>Remarks</div> <div>Sorry, I don't see this. Can you be more precise?</div> </div> <div> <div>Decision Employee</div> <div>Do you want to revise your proposal?</div> <div></div> </div> <div> <div>Go to overview</div> <div>Save</div> <div>Submit</div> </div>		<p>The <a href="#">Decision form</a> shows the comments of the management and the employee can decide whether he wants to revise the proposal or not.</p>
<div> <div>We're sorry it didn't work out this time. But we are looking forward to your next suggestions and ideas! Please close this window now. Thank you!</div> <div>OK</div> </div>		<p>If he decides <b>not to revise</b> the proposal, the idea management process ends with the step <a href="#">Showing process end "rejected"</a> and the output of a corresponding alert.</p> <p>However, if he wants to revise his proposal and resubmit it, the sub-process <a href="#">Revising Idea</a> starts.</p>

## Revising Idea



An idea initially rejected by the management has not yet been completely rejected. Irene Adler would like to give her employees the opportunity to react to the comments of the management and to revise a rejected proposal.

### Revision of my Proposal

Initial Proposal

This is my great idea: Blabla bla blabalablabal blabala blabalabala.

Revised Proposal

This is the precision of my initial idea: Blabal blabalbal ablablabal blabalbalbalba blablabla blablab bla blablabla bla bla lbbaibla.

Go to overview

Save

Submit

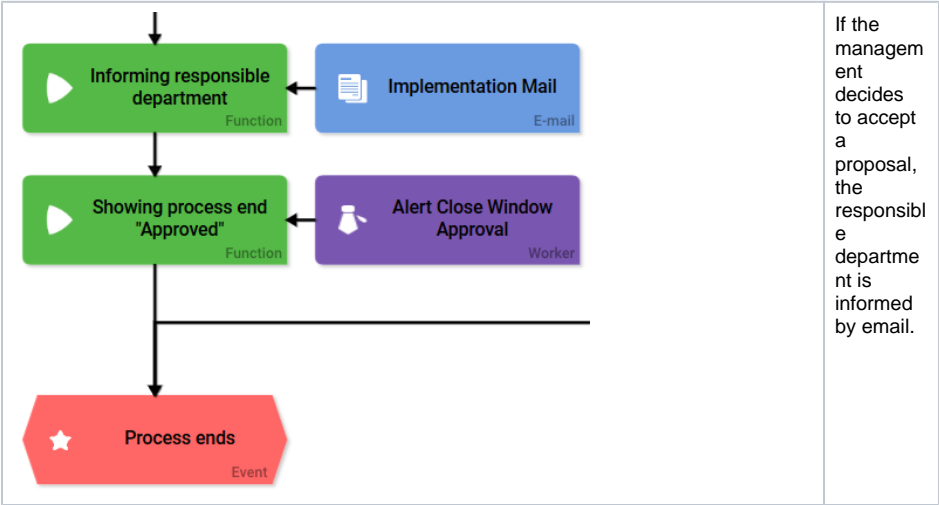
If an employee decides to revise his proposal, he can enter the new text in the Idea Revision form. By clicking on the Submit button, he sends the proposal to be reviewed by the management again.

Innovation / Optimization Poposal	
Employee Name Irene Adler	Department Production
Proposal	
Please describe your idea in detail:	
Initial Proposal This is my great idea: Blabla bla blabalabalabal blabala blabalabala.	Revised Proposal This is the precision of my initial idea: Blabal blabalbal ablablabal blabalbalba blablabla blablab bla blablabla bla bla lbalba.
Feedback Management	
Remarks Sorry, I don't see this. Can you be more precise?	
Ok, now you got me :o)	
Reject	Approve

In this case, the revision jumps back to the sub-process [Checking Idea](#) and runs through the idea management process again.

In contrast to the first approval, the management now also sees the [Revised Proposal](#) field. Although the field was already contained in the [Initial Proposal](#) form, it is hidden until content is entered.

Implementation Notice



If the management decides to accept a proposal, the responsible department is informed by email.

The responsible department has been informed about your suggestions and will implement your proposal soon. Please close this window now. Thank you!

OK

The process then ends with the step Showing process end "Approved", which gives the user a corresponding alert informing about the implementation of the idea.