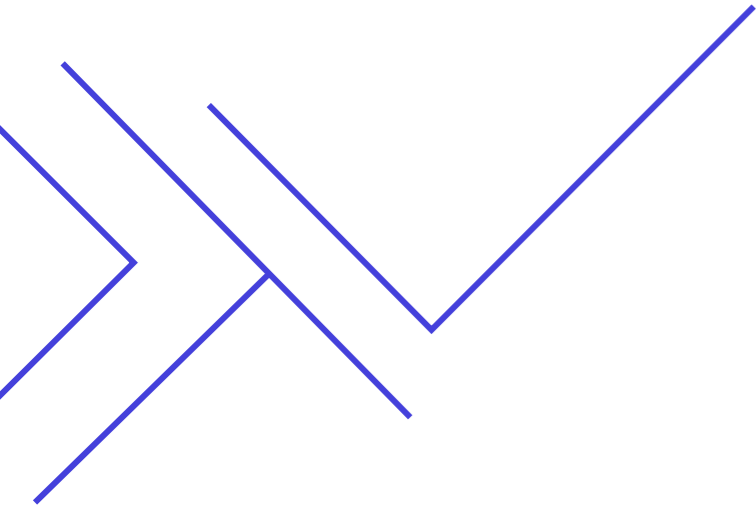


Building and fostering a culture of continuous improvement with the eKaizen platform



eKaizen



A Culture of Continuous Improvement: Where Top-Down Meets Bottom-Up

A series of small improvements can have a big positive impact. That is the simple yet powerful message of the continuous improvement strategy. But where do these improvements come from? Great ideas are often born in the minds of employees who are close to operations and processes and can easily identify what could be made better.

Is your organization making the most of this potential? Continuous improvement and employee engagement

go hand in hand. It is necessary to foster a culture where everyone is encouraged to look around, spot opportunities for improvement and share them. Where this kind of contribution is welcome and rewarded.

A culture of continuous improvement has to be actively promoted by the management and lived by the entire organization every single day. Let eKaizen help you make it happen.



The eKaizen platform is helping companies from various industries



increase employee
engagement and
satisfaction



save time and money
by reducing waste and
streamlining processes



build a culture of
continuous improvement
and innovation

How does the eKaizen platform work?

0

COMPANY STRATEGY

Management communicates strategic goals and initiatives across the organization and encourages employees to contribute with ideas.



1

IDEA SUBMISSION

Employees easily share their improvement ideas through the platform and track the current status of their submissions.



2

EVALUATION

Improvement and innovation managers evaluate every idea and its potential and decide on the course of action.



3

IMPLEMENTATION

The project team puts selected ideas into action. They use eKaizen to communicate, manage tasks and monitor project progress.



4

DEPLOYMENT

Projects with potential to be deployed to other departments or locations are identified and shared.



5

STANDARDIZATION

With eKaizen, it's easy to turn best practices from any part of the flow into standardized processes.

People & Roles in Continuous Improvement and Innovation Projects

eKaizen covers all aspects of continuous improvement and innovation – and is for everybody.

CI & Innovation Managers

are responsible for executing the strategy defined by the organization. They need to be able to collect ideas across the company, manage and track improvement and innovation projects, and report to the management.

Team Members

are involved in the implementation of improvements and innovations. They need easy access to relevant information in order to complete the tasks they are responsible for. They also need to communicate with other team members efficiently.

Employees/Authors

need to be motivated to share their ideas and rewarded for valuable contributions. The process of submitting an idea must be straightforward and user-friendly. Every employee needs to be able to track the status of their submissions and get relevant feedback on every idea.

Management

defines the strategic areas and initiatives that need to be communicated across the organization. Managers also need access to business KPIs in order to be able to evaluate the strategic performance of the company.

Continuous improvement and innovation managers

Continuous improvement and innovation managers need to be able to execute and track improvement projects efficiently - and to measure their impact.



eKaizen makes their work easier especially in these areas:

- | communication
- | work efficiency
- | decision making
- | project management

Communication

eKaizen makes sure everyone gets the right information at the right time, and provides data that facilitate meaningful interactions.

Immediate notifications

eKaizen never leaves you hanging! There's no need to log into the app several times a day to check on what's new. Thanks to email notifications, you will **always know about relevant changes**. Has a new idea been submitted in the area you are responsible for? Has the financial department green-lighted a new CI project? eKaizen makes sure you don't miss any updates.

Lessons learned

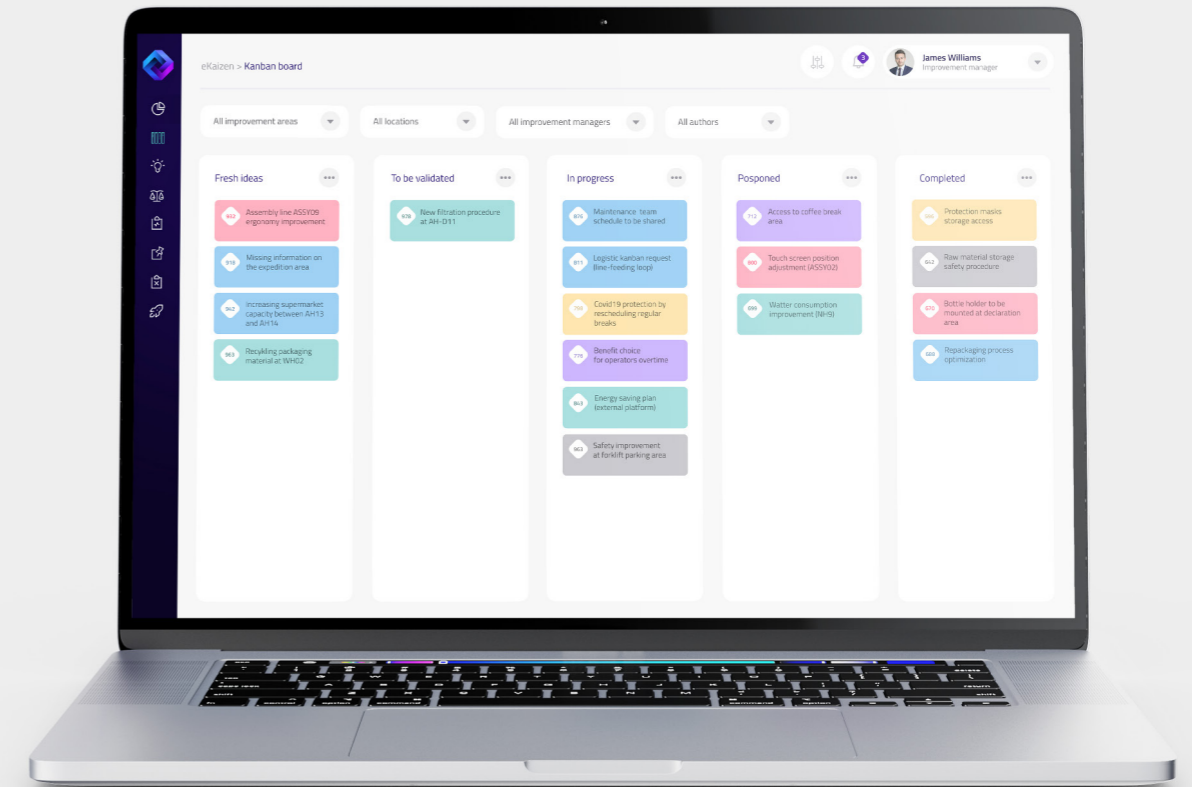
Record all information related to a particular project - e.g. how you built a successful project team, mitigated a risk or solved an issue. This way, if you encounter a similar situation in the future, you will be able to use this information to deal with it efficiently. But there's more. The lessons you have learned might also **inspire teams implementing similar projects** in other departments or even locations.

Communication traceability

An easy access to **communication history** helps to keep the entire team on track. The idea author, project manager as well as team members can easily communicate with each other and look up any piece of information they need.

Gemba board

Preparation for team or management meetings doesn't have to take hours. Use eKaizen to lead **gemba meetings about improvement projects**. Check together if all necessary tasks have been completed, discuss newly submitted ideas and ask for feedback. Present the results to your managers easily with KPI dashboards. Have **actual, productive interactions** thanks to eKaizen!



Efficiency

Be efficient! Don't waste your time getting updates on improvement projects and preparing presentations for your management. Let eKaizen do the work for you. This means you will have more time for what matters most: continuous improvement.

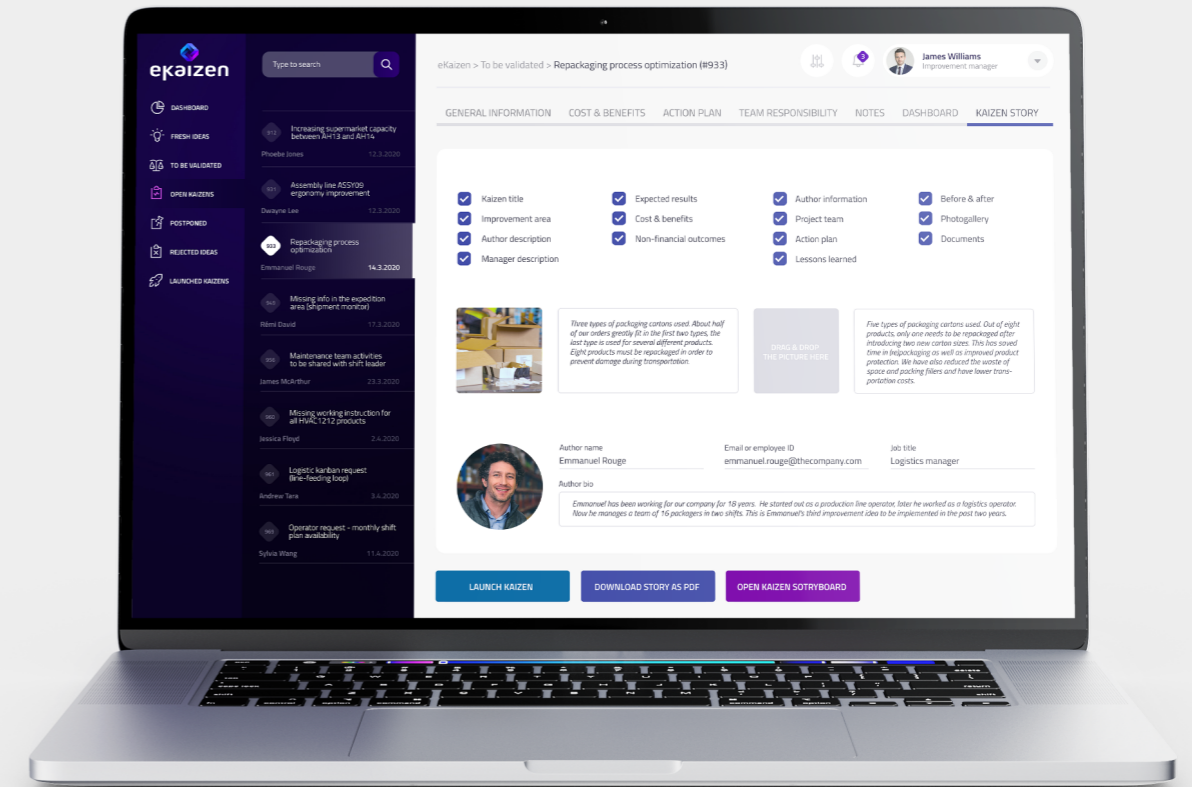
Reports

eKaizen makes it easy to **evaluate the success of your continuous improvement activities**. You can get all relevant KPIs in a single click. Ready-made dashboards and reports allow you to do your daily work more efficiently. They also help you track long-term trends, identify successful projects, understand your employees' behavior and evaluate strategic performance.

Metrics can be tracked and displayed at the level of individual business units (e.g. plants), groups of units or even an entire corporation.

Kaizen stories

Storytelling is a powerful way to bring data to life – and every improvement project tells a story! An employee shares an idea; the management green-lights it, a project team implements it and evaluates the outcomes. eKaizen records all the information, every step of the way. You can then easily create a **presentation of a successful project** just by selecting which data you want to have there. It's also possible to create different templates for different purposes - e.g. an executive summary to be presented to the management or a detailed material to be shared as a best practice with other teams. It just takes a few clicks to get your presentation ready.



Traceability

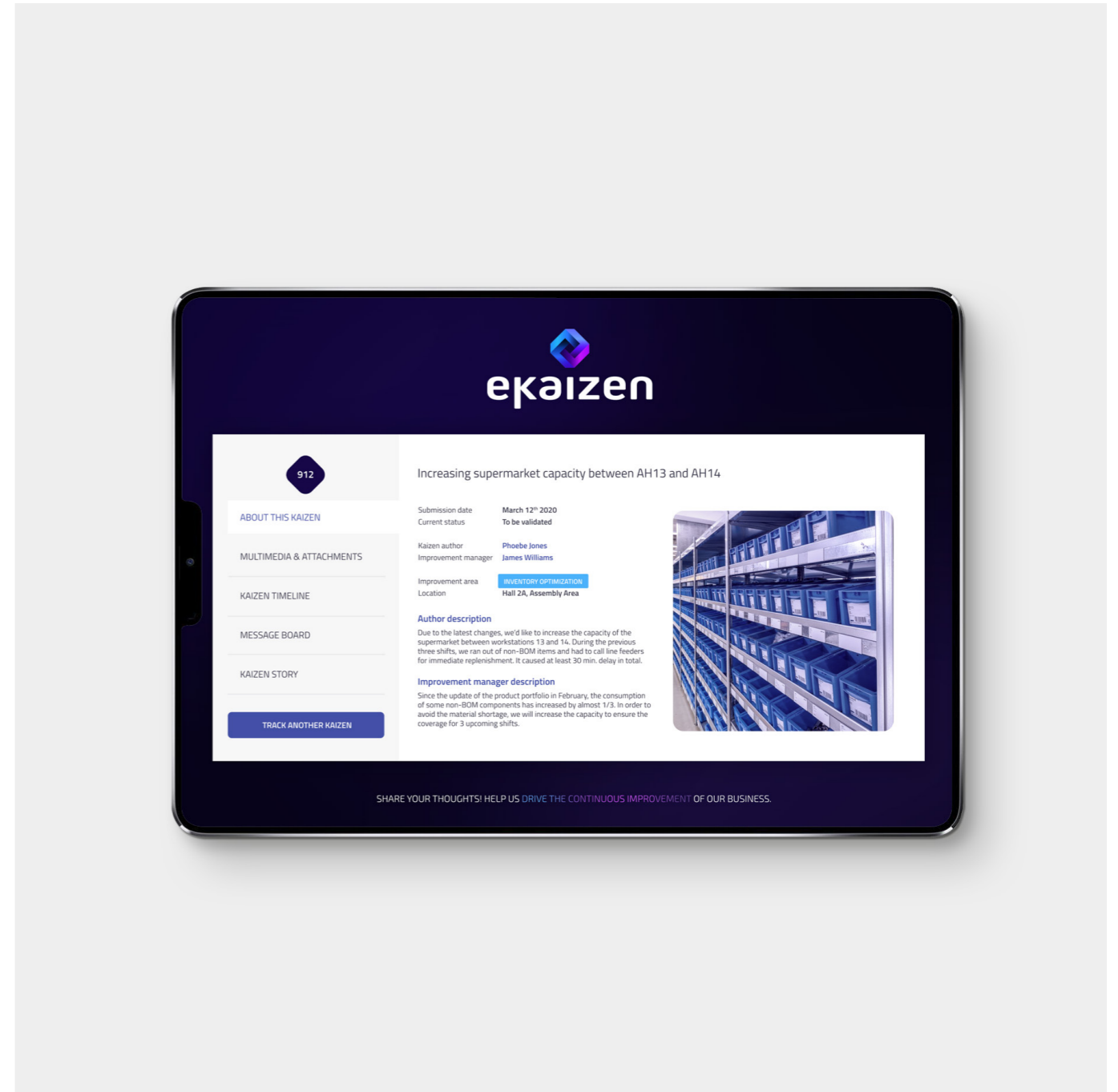
eKaizen allows you to track all CI processes. Every project includes a **timeline** with important milestones, as well as a complete **communication history**. This way anyone can access information relevant to a project they are working on.

The platform also serves as a **library of all ideas**, whether they have been put into action or not. You can look up the most common reasons for idea rejection and also other data which may help you gain interesting insights.

Standardization

Standardization is one of the key benefits of digitization. The eKaizen platform enables you to create a **standardized workflow** – from idea submission to its evaluation and approval to KPI tracking. You can create workflow and action plan templates to make sure every project goes through the same process and reaches the same milestones. With ready-made **"kaizen stories,"** you can prepare professional, standardized presentations of successful projects.

This ensures that individual projects are evaluated objectively, using the same metrics. It also improves **employee experience**: all team members know exactly what is expected from them and how to proceed. It applies to new employees as well - this level of transparency and standardization makes their onboarding much smoother.



Decision making

Make data-driven decisions! Use the data provided by the platform to:

- | identify possible improvement areas
- | assess whether these areas are in line with your company strategy
- | evaluate the potential and ROI of improvement suggestions
- | evaluate the results of all projects (including expected vs. actual outcomes)
- | track employee engagement trends
- | better plan resources for future improvement projects

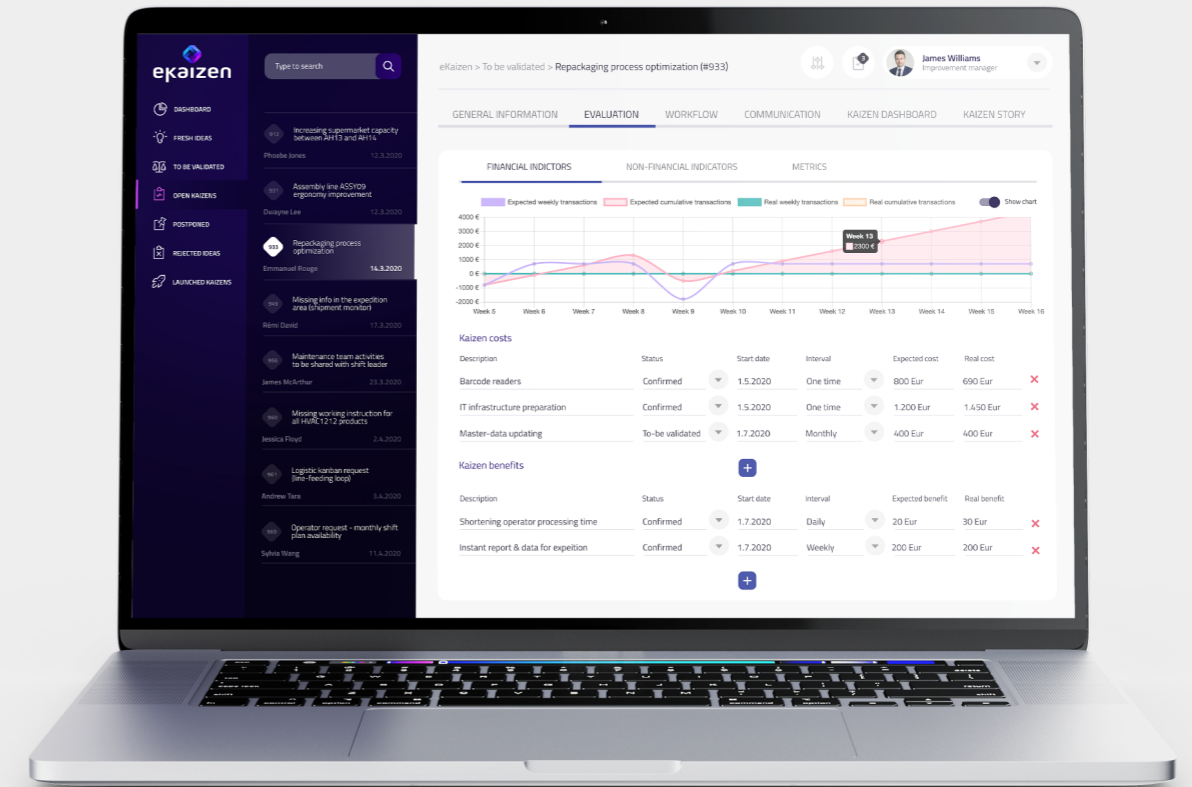
Kaizen evaluation

Before you decide to implement an improvement, make sure you evaluate its potential **financial** and **non-financial benefits** and set custom **metrics** to track.

You can enter **one-time as well as recurring costs and revenues** for each improvement idea. eKaizen then calculates the expected **ROI** and provides you with a powerful graph visualization. The financial department can use this data as a basis for budget calculations. As the project progresses, it is possible to update the charts with actual figures. After its completion you can easily compare expectations and reality.

The platform also encourages you to take **intangible benefits** into account – e.g. increased employee satisfaction.

You can define the metrics you want to track and use them to evaluate the impact of the improvement. Set your targets and compare the values before the project kick-off, after its completion and after a certain period of time (e.g. 90 or 180 days). This gives you a unique insight on the long-term impact of the change.



Project management

No improvement can be implemented successfully without efficient project management. eKaizen provides a set of simple tools that help you automate routine tasks and save you time.

Kaizen funnel

Keep track of **all improvement suggestions** based on their **current status** – from fresh ideas through evaluation and implementation to completed projects. eKaizen calculates the average time spent in each stage including time to ROI. You can track these metrics across all projects or within selected improvement areas.

Workflow

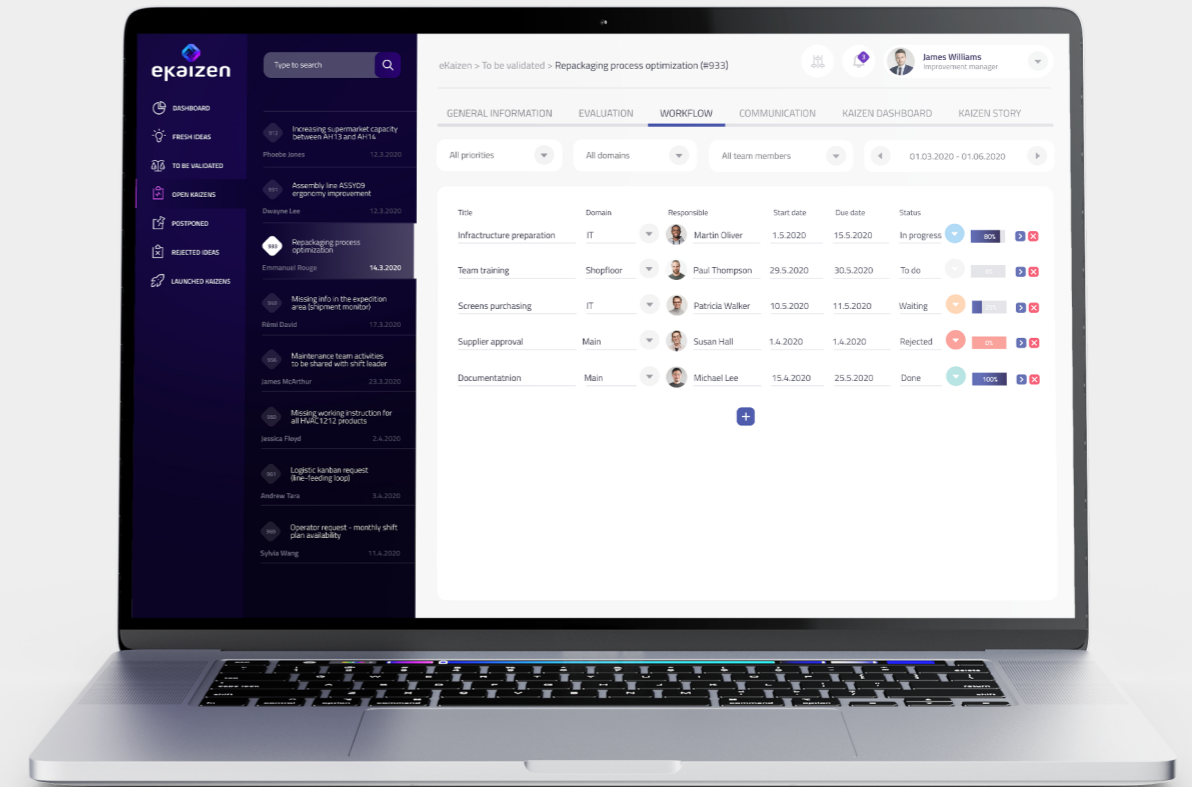
Create a custom workflow to ensure a smooth course of action of every improvement project. Define which tasks need to be completed and assign them to your team members – eKaizen takes care of notifying the right people at the right time. Does a project need to be approved by the financial, safety or quality department? Simply set up an approval flow that complies with the standard procedures in your organization. You can create **workflow templates** for different types of projects and even define **task dependencies** – this way you make sure that all necessary actions are completed in the right order.

Open project cycles

eKaizen keeps you up-to-date with ongoing projects. You can choose between the DMAIC or PDCA methodology or define your **own project stages**.

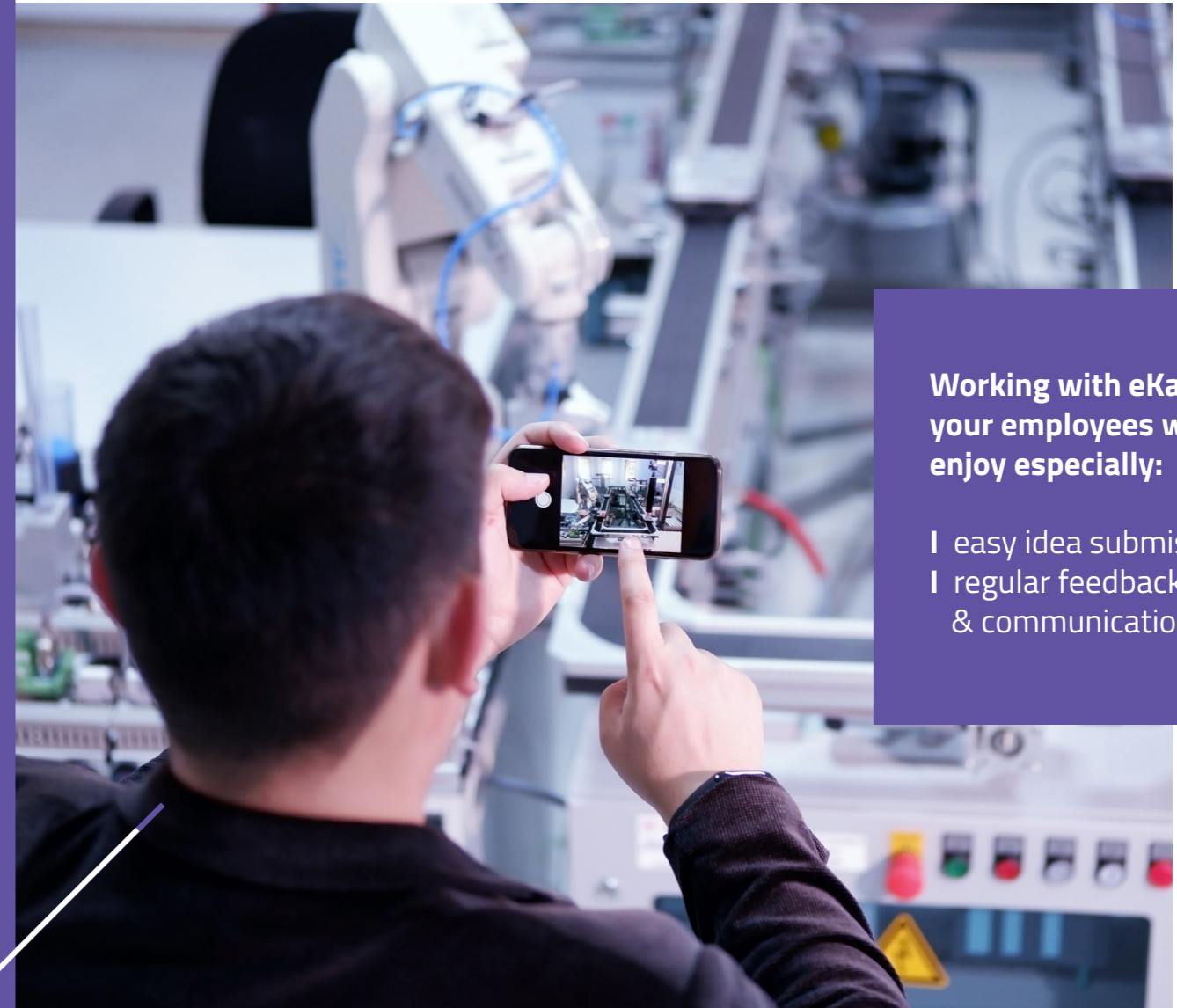
Communication

Efficient communication sets your project team up for success. The platform allows you to communicate privately with the idea author, and it serves as a **message board** for all team members. You also have access to complete communication history.



Employees/Authors

Employees want to feel that their ideas are welcome and appreciated, which is the best way to boost employee engagement. It is therefore necessary to get rid of barriers that could prevent them from sharing improvement suggestions.



**Working with eKaizen,
your employees will
enjoy especially:**

- | easy idea submission
- | regular feedback
& communication

Idea submission

Encourage employees to share improvement suggestions! eKaizen provides them with a simple, user-friendly interface they can use at any time and on any device.

Simplicity

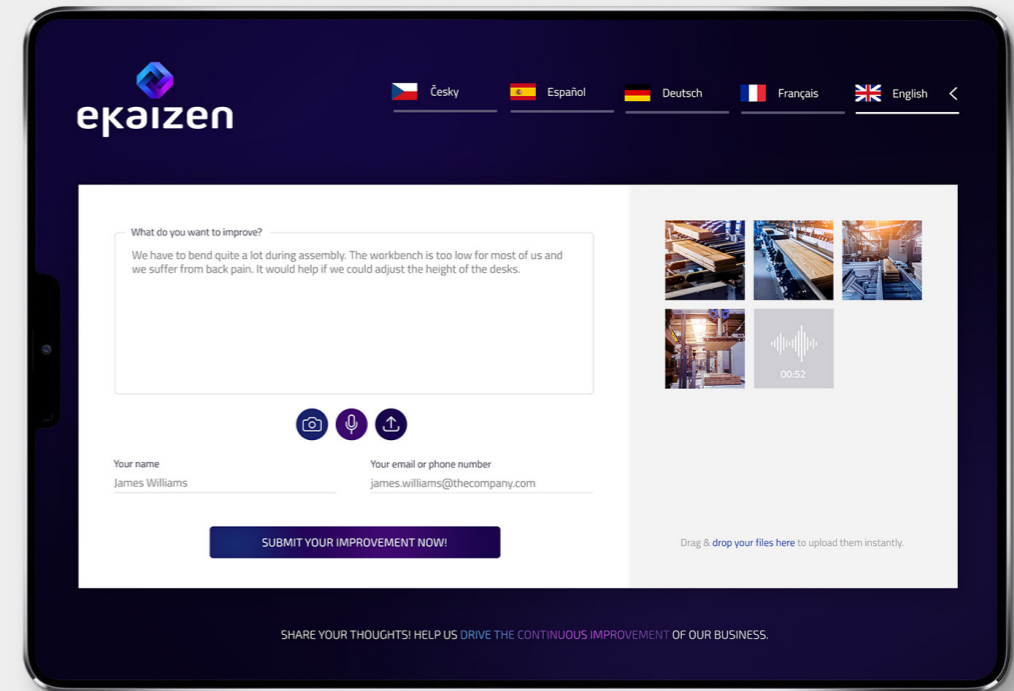
Create a **customized submission form** that ensures you get relevant information from the author. Try not to ask for too much detail – if you keep this step **quick and easy**, people won't be discouraged from sharing great ideas.

Multimedia

A picture is worth a thousand words. You can easily **add photos and other multimedia** to your improvement suggestion – just like you are used to from various messaging apps. If you're not using your phone to share the idea, or you don't have the pictures yet, don't worry - you can also upload them later.

Accessibility

You never know when the right idea hits you! That is why anyone can access the form from **any device** – a desktop computer, a tablet or a smartphone. Do you want to make the platform even more accessible and promote a culture of innovation in your organization at the same time? Install **touchscreen kiosks** with the eKaizen submission form at highly frequented places such as the production floor, reception or cafeteria.



Feedback & communication

A lack of communication is one of the biggest roadblocks to building a continuous improvement culture. Show employees that you appreciate their engagement by providing relevant feedback and updates on their ideas. eKaizen allows you to keep in touch with the authors every step of the way.

Tracking

Once you share an idea, you receive a **QR code and a link** via email that you can use to track the current status of your suggestion. It's as easy as checking on a package you are expecting.

Notifications

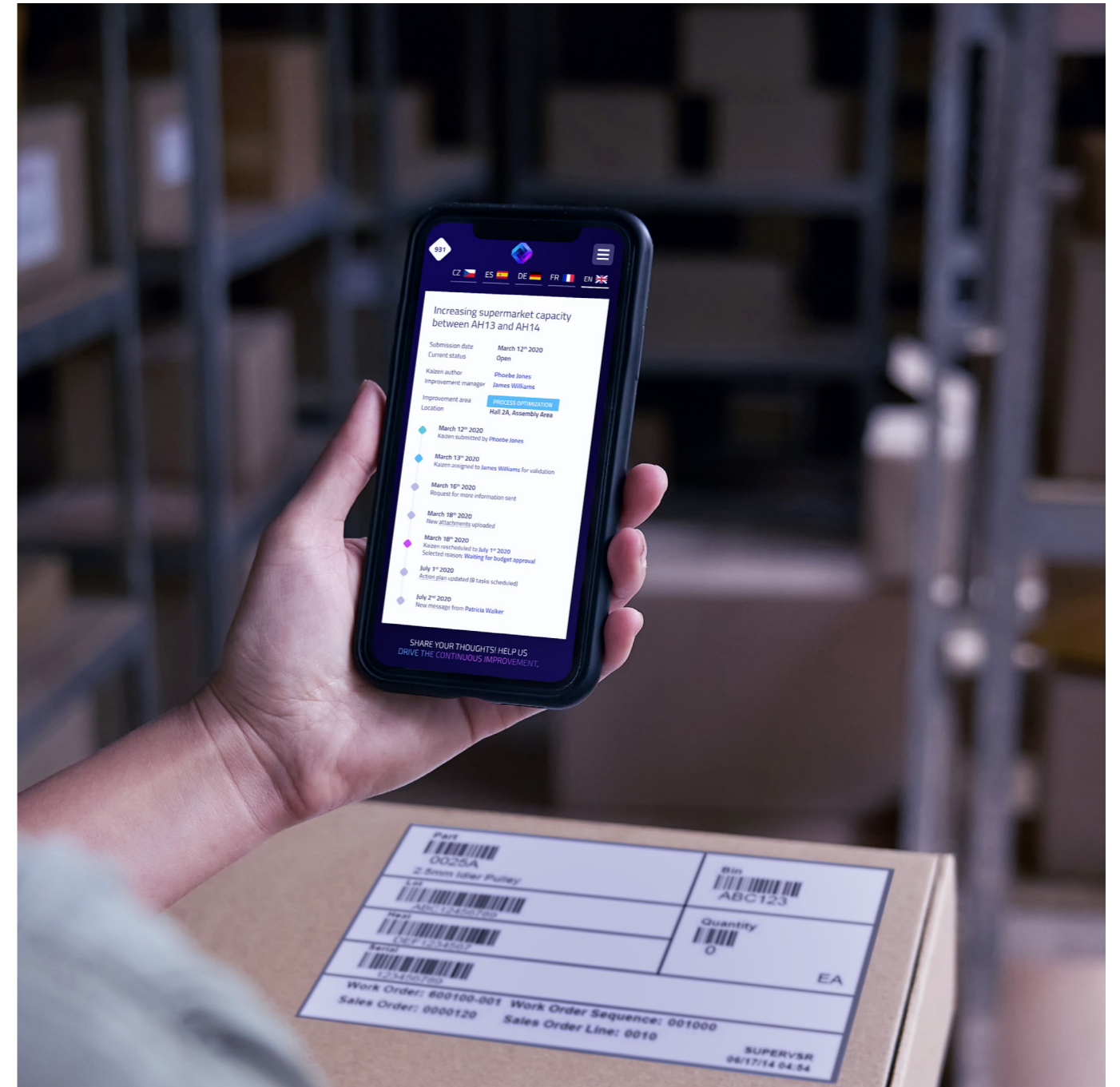
You will **never miss any important update**, decision or change related to your idea. Has your idea been approved? Or the project kicked-off? Is there a task you have been assigned? An email notification is on its way to you

Communication

What if the continuous improvement team needs more information about your suggestion? It's simple – you receive an **email notification** and can easily provide requested details. All communication is recorded and you can come back to it whenever you need to using your QR code or link.

Success recognition

As someone who came up with a great idea, you should get credit for it. eKaizen will make sure you do by actively **promoting your contribution across the organization**. Even if you are not a member of the project team implementing the idea, you can still track the project progress and see how your vision turns into reality.



Management

Managers need to communicate strategies across the organization, and to evaluate how the company is doing in terms of fulfilling the business and strategic objectives. They should also know about successful projects so they can acknowledge them and share best practices within the organization.



eKaizen helps managers and executives by enabling:

- | top-down communication in an organization
- | access to dashboards & reporting
- | experience spreading
- | unfiltered insights

Top-down communication

A culture of continuous improvement must be actively promoted by management. eKaizen facilitates the communication of this message across the entire organization. It helps ensure that employees know their improvement suggestions are welcome and appreciated.

Company strategy

A company strategy isn't just a topic for managers. If you want to engage your team in the areas of improvement and innovation, it's necessary to let employees know about what the organization is trying to achieve. Use eKaizen to **inform everyone about the strategic goals** of your organization and encourage them to come up with relevant improvement topics and ideas.

Improvement areas

Define improvement areas which you want the entire organization to focus on and let everyone know through the eKaizen platform. Make sure you explain clearly **what kind of suggestions** fall into this area and **which metrics** you plan to track to evaluate the impact of the change. You can also assign people – managers – who will be automatically notified of new suggestions received in the area they are responsible for.

New challenges

Besides long-term improvement areas, you can also announce **short-term challenges and initiatives**. If, for example, you want to start using water more efficiently in your organization, you can use eKaizen to encourage employees to contribute with water saving ideas. You can set a time frame for collecting the ideas and then select the best ones to be implemented.

eKaizen can also help you **finalize newly implemented projects** (e.g. technologies). Ask your employees for suggestions that will help eliminate issues and improve processes – so that together you can make the most of these investments.

Company culture

eKaizen is so much more than a software platform. It enables you to **build and foster a culture of continuous improvement** in your organization. You can use eKaizen to show employees that they matter and that their suggestions for improvement are important to the growth of the company - and to the wellbeing of all staff. By promoting successful project and active contributors, you **inspire and encourage everyone to take part** in the improvement process.

Success recognition

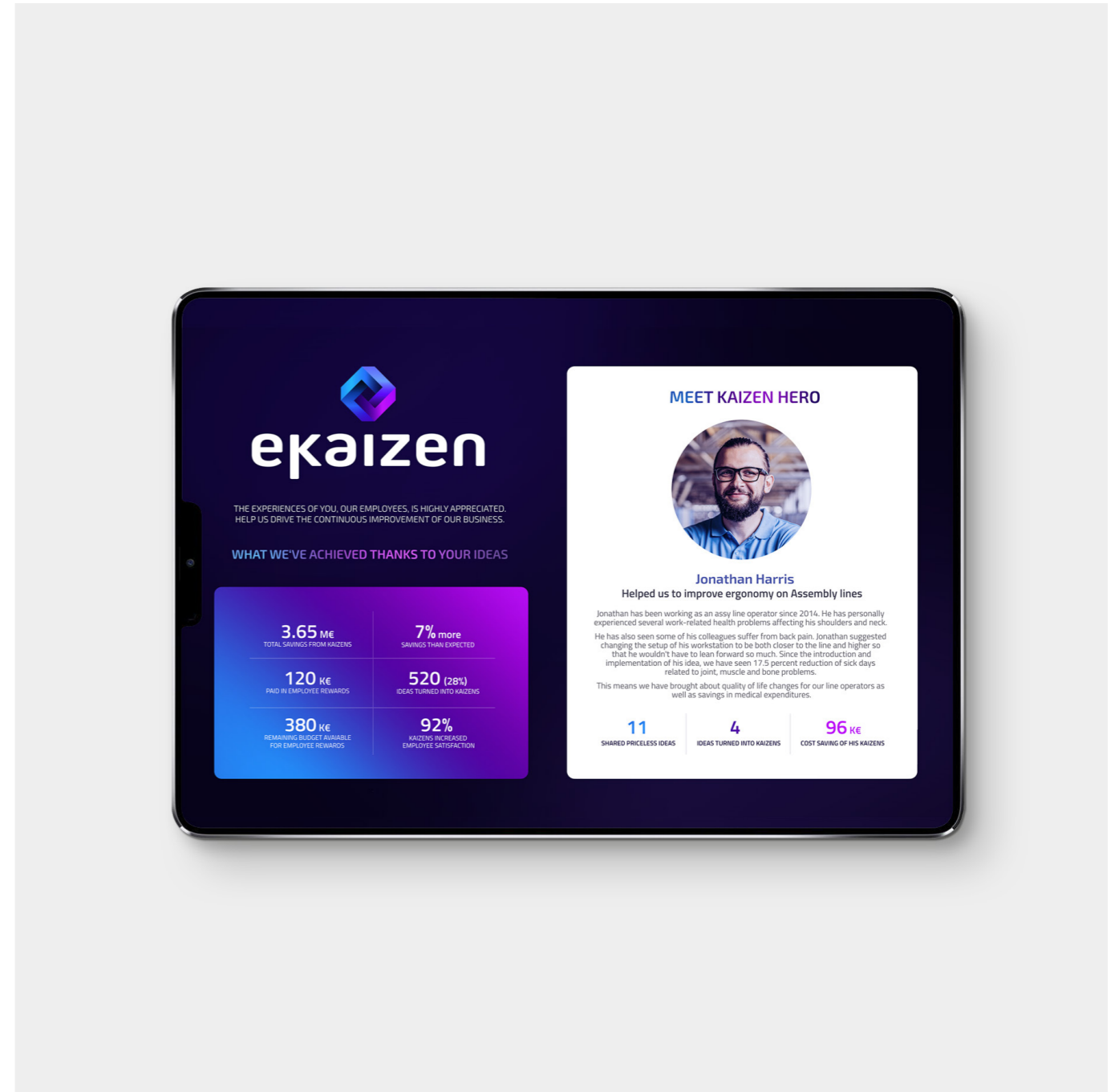
Celebrating successes together is an important part of a culture of continuous improvement. Tell your employees about the things you have accomplished with their contributions. Show them that their ideas matter and that **they can actually have a positive impact** on the organization. Not only will this motivate them to keep looking for improvement opportunities and sharing them, it will also increase overall **employee satisfaction**.

The **“Kaizen Hero”** dashboard helps you promote employees who have inspired change. You can include information about the number of improvement ideas they have submitted or what savings these projects

have brought. The dashboard can also be included in the final project presentation – this way you make sure that even the top management can recognize the author’s contribution.

eKaizen also allows you to inform employees about **completed projects**. Show them how these projects have changed the organization for the better. Let them become a part of the success story of your company.

You can present these dashboards in places such as the production hall, reception, break room or cafeteria to make sure people see them and are inspired by them.

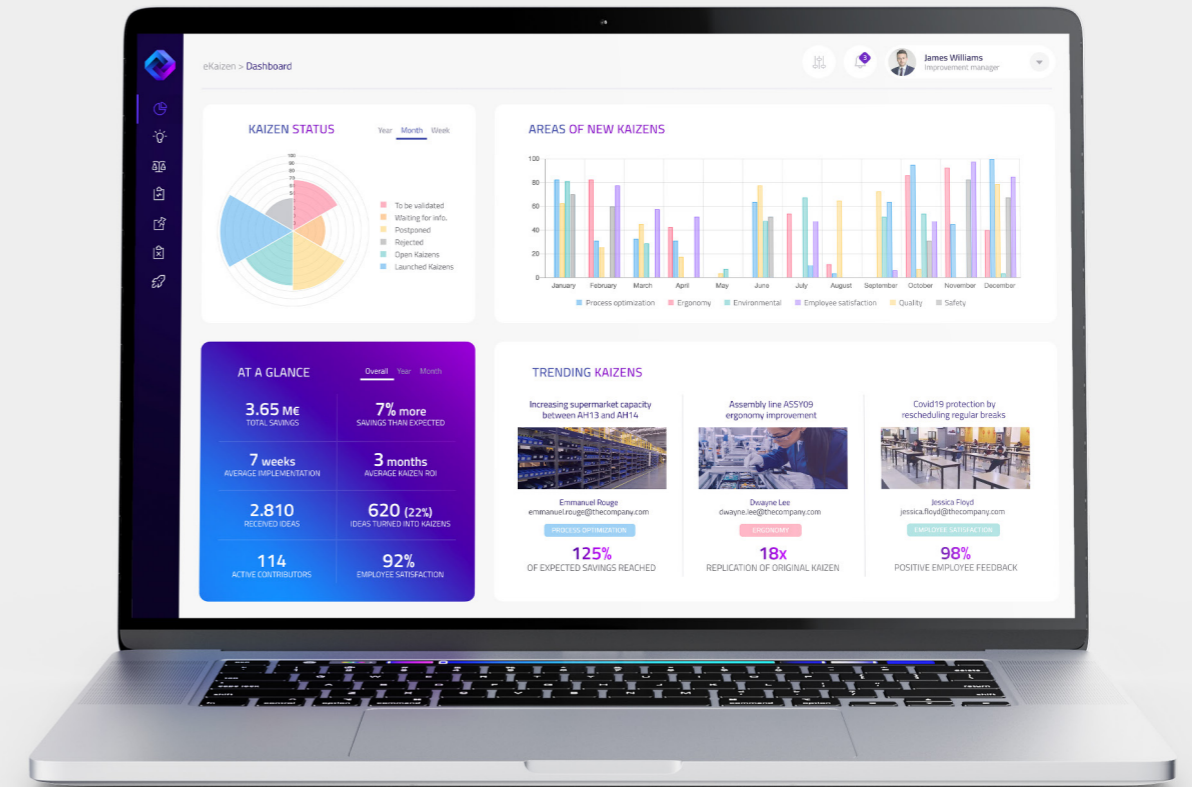


Dashboards and reporting

Management needs to have a clear overview of the progress and results of continuous improvement. eKaizen allows you to track various KPIs based on the needs of the company, such as:

- | the number of ideas and implemented projects
- | savings
- | performance statistics
- | paid out rewards
- | improvement budget spent vs. remaining
- | idea/project lead time (e.g. from contribution to approval or rejection)
- | trending projects

It is possible to apply filters and only display data for a certain period of time, location, improvement area, initiative etc. All data can be tracked at the level of an **individual business unit** (e.g. plant) or at the **corporate** level (for group CI and innovation managers and executives). You decide what is relevant for you at the moment - eKaizen makes sure you get it.



Experience spreading

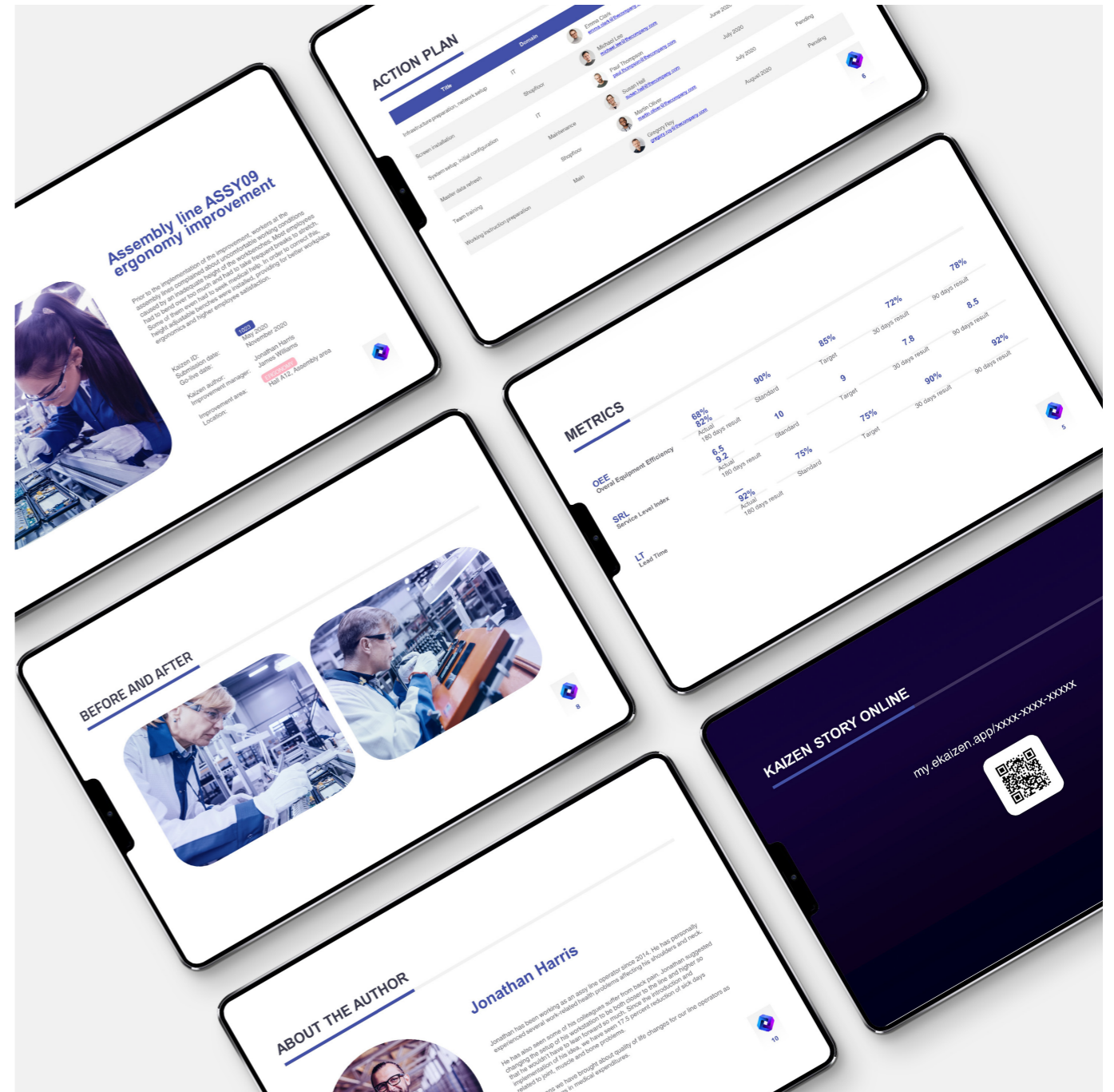
How to make the most of implemented improvements? By sharing them across the entire organization. This is especially important for multinational corporations. A team in France might be dealing with an issue that has already been resolved by a team in Italy. Replicating successful projects means saving a lot of time, money and energy.

eKaizen allows you to identify projects with the **potential to be deployed** to other departments or even locations. It provides you with **success story presentations** that you can generate on demand. Select which data you want to include in your presentation – depending on who the audience is – and download a pdf. This way it is possible to share all best practices (from idea evaluation to action plan creation) and make their future deployment much easier. You can also use information from eKaizen to promote improvement projects and employees who have participated in them across your organization and motivate others to start sharing their ideas.

Unfiltered insights

As a manager, you want to get an unfiltered view of what is going on in the organization rather than having to rely solely on someone’s subjective interpretation. This is exactly what eKaizen provides you with.

Use **real-time** as well as **historical data** to gain valuable insights. See for yourself how many suggestions are collected, how they are evaluated and implemented, why ideas get rejected. You can use this information to have meaningful **discussions and feedback sessions** with your team.



Team members

There is no need to elaborate on the importance of teamwork. Tools that facilitate team collaboration are an essential part of project management, and continuous improvement and innovation projects are no exception.



Project teams use eKaizen to:

- | manage project tasks
- | communicate efficiently

Collaboration tool

eKaizen brings the entire team together! It allows everyone to work on improvement and innovation projects, communicate efficiently and have access to the right data.

Workflow

With eKaizen, it is easy to manage different types of workflow in different stages. For new suggestions, you can set up an **approval process** that complies with the standard procedures in your organization. By **setting up tasks and assigning responsible people** e.g. from financial, quality and HR departments, you allow them to get to know the idea and provide necessary feedback.

In the implementation stage, you can define an **action plan** and assign tasks to your team members. Then, the entire team can keep track of the project progress. It is also possible to set up **task dependencies** to indicate which task(s) needs to be completed before another task can start. eKaizen sends notifications of completed tasks to the right people – such as the project manager and the person responsible for the next task in line.

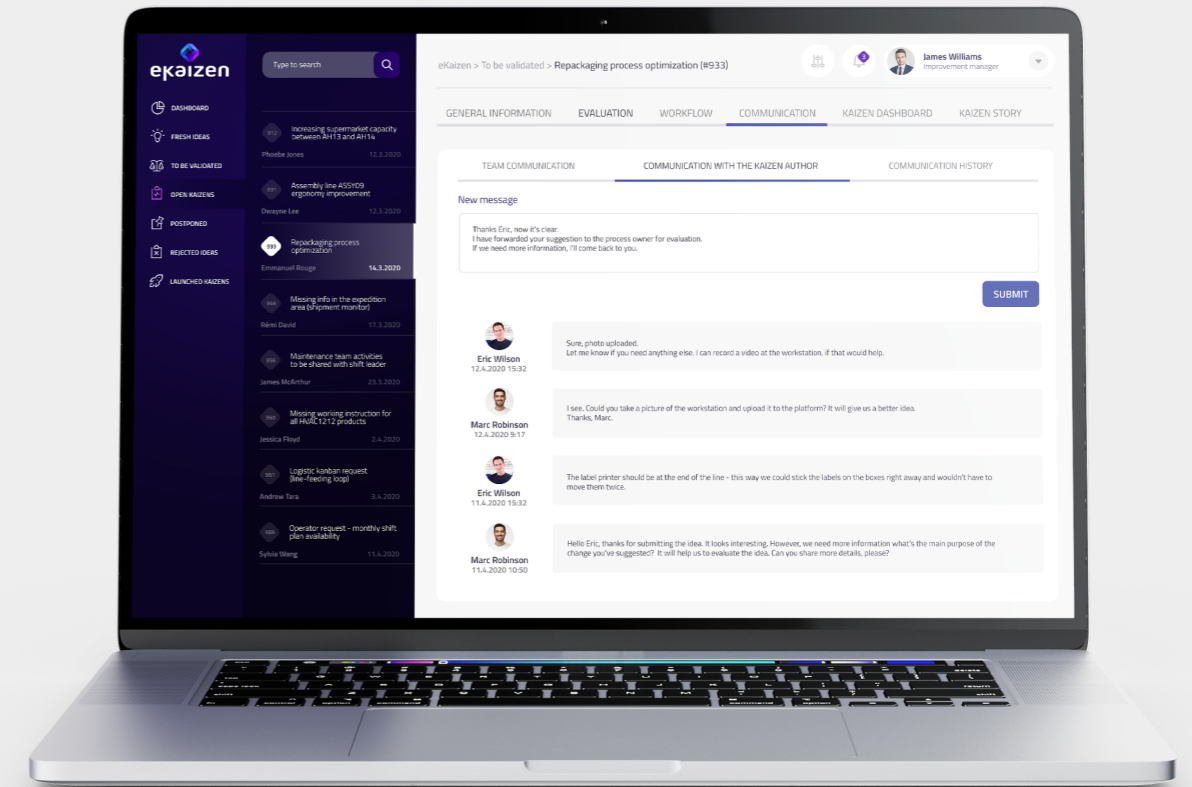
This way, you can get rid of unnecessary delays and make sure your project stays on track.

Gemba board

As a team, you need to have access to important data about projects - and you need to be able to use it effectively. eKaizen provides you with an **overview of all ideas** that have been submitted by your employees. You can use this overview as a gemba board. Have a **discussion with your teammates** about open projects, completed and upcoming tasks – or ask them for feedback on new improvement suggestions. Do you need to talk only about selected projects? Simply filter them out based on e.g. current stage, workcenter or improvement area.

Communication

All information about improvement projects **in one place** - that is a great benefit of eKaizen. This applies also to communication. Teams can use the platform to communicate about any idea/project, whether they want to share a concern or ask a question. No need to exchange emails or messages in various apps – and completely lose track of who said what and where. **eKaizen stores all messages**, which means you can track the entire communication history easily. It is even possible to export it once the project is completed.





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- 🇧🇪 België
- 🇪🇸 España
- 🇩🇪 Deutschland
- 🇫🇷 France
- 🇬🇧 United Kingdom

Wat is de reden voor uw input?

Uw input helpt ons om de kwaliteit van onze producten te verbeteren en de veiligheid van onze medewerkers te garanderen. Uw input helpt ons om de efficiëntie van onze productie te verbeteren en de kosten van onze productie te reduceren. Uw input helpt ons om de klanttevredenheid te verbeteren en de loyaliteit van onze klanten te behouden.



Your name:

Your email:

SEND YOUR IMPROVEMENT IDEA

SHARE YOUR THOUGHTS! HELP US IMPROVE THE CONTINUOUS IMPROVEMENT OF OUR BUSINESS.

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Get in touch with us to explore how you can drive continuous improvement and innovation in your organization.

contact@ekaizen.app
www.ekaizen.app

