Procedure model

	clear up alteration	understand alteration	put alteration into action		
	Analysis	**Conception**	**Implementation**		
Content	**Quickscan** • actual analysis Idea Management	**Conception** of the target state	**Pilot** (phase 1) • setup of new process	**Pilot** (phase 2) • simulation workshop target process with the top 3 ideas	**Realisation** of the top 3 ideas
Method	• interviews/ workshop • value stream-process analysis (value stream mapping) • KPI analysis (simulation tool) • question suitcase	• value stream-design • KPI modeling (simulation tool) • premium role and TCR conception	• stimulation for transmission of ideas • idea collection • identification ot the top 3 ideas	• simulation workshop with all parties concerned • test by KPI	• action plan
	eight area controls (order, risks, time, budget, ressources, communication, change, culture)				
Result	• presentation of actual situation • identification of the „top 10" optimization potentials out of the existing idea management	• presentation of target situation (target process included)	• result survey pilot phase 1: stimulation presentation of ideas • adjustment target state concept • top 3 ideas identified	• result survey pilot phase 2: stimulation target process • adjustment conception target state • top 3 ideas identified	• top 3 ideas completely implemented
	3 days	**4-6 weeks**			**2-8 weeks**