**EMPLOYEE INNOVATION PROGRAM**

To enter, you will need to fill out the form starting on page two of this document. Once completed, submit this to the Senior Management Team ([corp-SMT@louisville-tile.com](mailto:corp-SMT@louisville-tile.com)) by midnight on deadline date with subject line EMPLOYEE INNOVATION PROGRAM and YOUR NAME.

Your submission must include the following:

* Title
* Description – Summary of idea (one paragraph)
* If improving on a current idea or process, please include the current process and how the new one will improve what is currently in place. (one-two paragraphs)
* What resources are needed to implement this idea, either available or need to invest
* What is the cost of implementing the idea and the return on investment?
  + Time savings
  + $ Savings
  + Customer Experience
  + Increased Revenue
  + Other Benefits
* What training is required?
* If implementation team is required, list names of those who will need to contribute.
* KPI – How can we measure the success?
* Why is your idea the best one?

If you need help in determining the cost or benefit value, please reach out to your manager.

## **Title for Improvement Plan**

NAME:

# Description: Summary of the idea

# If there is a current process, please provide (attached written procedure or describe below).

# What resources (people, materials, equipment, etc.) are needed to implement this plan?

|  |  |  |
| --- | --- | --- |
| Description | Cost | Time Commitment |
|  |  |  |
|  |  |  |
|  |  |  |

# What is the benefit of implementing the idea and the ROI?

|  |  |
| --- | --- |
| Description | $ Value |
| Savings in time (labor) |  |
| Improvement in customer experience |  |
| Increased revenue |  |
| Reduce material costs |  |
| Other benefits |  |
| Total |  |

# What training will be required?

# Who needs to be on the implementation team?

# How can we measure the success with key performance indicators?

# Why is your idea the best?