

# How to make a strong improvement proposal

If you want your improvement proposal to be seriously considered, take the following steps.

1



Only write improvement proposals for **concrete waste**. That enhances the chances of it being picked up because the waste is measurable.

2



**Describe the problem.**

Work from the root causes. A good and comprehensive method to express your proposals is the 5W1H-method, which is based on the following questions::

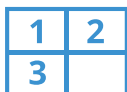
- **What** happened?
- **Who** was involved?
- **Where** did the problem occur?
- **When** did it happen?
- **Why** did the problem occur?
- **How** did it happen?

3



Determine **which solutions** are available for the problem.

4



**Discuss the impact/effort with your team** to find out how complicated it is to make a change and what the results could be.

5



**Relay all the information to the manager**, give him all the information to make the right decision