

Idea Escalation Worksheet

Program/Division:

Date submitted to manager & design team for tracking:

Employee submitting:

Tracking progress:

1. Idea summary and reasons for escalation :

- Approval from higher level
- Need additional resources
- Impact on other departments and/or agency
- Potential union impact: consult with HR

2. Describe research performed and proposed solutions.

3. Impact on other agency programs/departments?

4. What resources are required to implement this idea? Training, materials, staff time, etc.

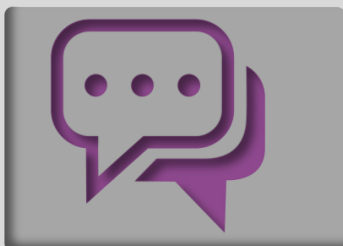
5. Estimated cost (start up and long term):

6. Estimated time frame to implementation?

7. Other relevant information helpful to facilitating a decision:

8. Decision:

- Approved/ Denied by: _____
- Further escalation and reason:
 - Agreements to implement should include estimated time frame for implementation.
 - All feedback must be given to Idea & Design Team within the indicated time frames.
 - The Design Team will track progress of escalated ideas.



Escalation Chart

Idea Team
Program specific actionable ideas are implemented.
Team can vote to escalate one idea per month only if:
1) it impacts other departments,
2) needs more resources, or 3) needs higher approval.

Contract Director/ Director of Operations
has one week to respond to the escalation.
If the idea is not actionable at this level it will be escalated to a VP
Consult HR for union impact.

Vice President
has two weeks to respond to the escalation.
If the idea is not actionable at this level it will be escalated to the CEO/Cabinet.

CEO / Cabinet
has two weeks to respond to the escalation. Final decision authority.
If the idea is approved an implementation process is decided upon.
If the idea is not approved then a rationale will be provided back to the team.

IDEA ESCALATED

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1 WEEK

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2 WEEKS

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2 WEEKS