

SELECTING YOUR COLLABORATIVE DIGITAL SOLUTION: THE CHECKLIST

YES

NO

1

Centralization and Management of Workspaces

Does the tool facilitate the establishment of dedicated virtual workspaces for organizing projects and teams?

Can we efficiently organize visual boards (Kanban, planning, roadmap) to structure tasks and track their progress?

Does it provide clear management of access and permissions, ensuring that each employee has visibility tailored to their role?

2

Animation and Dynamic Meetings

Does the tool incorporate features such as voting and brainstorming to enhance the engagement of meetings?

Can we effectively prepare, organize, and conduct a meeting utilizing interactive and dynamic media?

Does it facilitate real-time collaboration, enabling multiple users to interact concurrently on the same documents or boards?

3

Performance Monitoring and Indicator Management

Does the tool enable real-time visualization of KPIs to assess the performance of teams and projects?

Can we track the advancement of objectives and assess discrepancies through customizable dashboards?

Does the tool promote the development of a culture of continuous improvement through integrated PDCA cycles?

4

Project Management and Planning

Does it facilitate the establishment of clear priorities and responsibilities for each team member?

Does it provide an advanced planning system (Gantt chart, strategic roadmap, AIC) to facilitate efficient work organization?

Does it encompass sprint and task management functionalities appropriate for Agile, Lean, or Six Sigma methodologies?

5

Information Feedback and Level Management

Does the tool facilitate a seamless exchange of information across various hierarchical levels?

Does it possess an automated reporting system to guarantee that the appropriate information is directed to the correct individuals?

Does it permit the adaptation of information display based on decision levels (for instance: summaries for managers, operational details for field teams)?

6

Availability of Existing Templates

Are the templates adaptable to meet the unique requirements of the company?

Does the tool provide pre-designed table and document templates to expedite process implementation?

Are there integrated models for Agile, Lean, Obeya, AIC, or other business methodologies?

7

Standardization of Visual Management

Does it guarantee overall consistency while permitting customization based on production sites?

Does the tool facilitate the standardization of Visual Management while permitting local flexibility to tailor it to the requirements of field teams?

Does it promote the dissemination of best practices to standardize operational methods?

8

Integration with Additional Tools

Does the tool integrate with your existing solutions such as Jira, Trello, Microsoft 365, Google, or an ERP system?

Does it offer open APIs or connectors to automate workflows and eliminate manual entry?

Can we seamlessly incorporate links to external documents to consolidate all information on a single platform?

9

Security, Compliance, and User Experience

Does the tool adhere to data security standards such as ISO 27001, GDPR, and secure hosting?

Does it provide secure authentication (SSO, MFA) along with advanced role and access management features?



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