

Make a small improvement visible

FIELD NOTES / Fictional team improvement brief



Fictional improvement concept

THIS MONTH'S FOCUS

Organize a shared folder so useful documents are easier to find. A fictional team will try three small changes.

Action	Owner	Review question
Consistent names	Editor	Does the name explain its purpose?
Separate old versions	Coordinator	Is the latest version easy to find?
One-page instructions	Team	Can a beginner follow them?

Start small. Check what changes.

Fictional example; no operational result or implementation is guaranteed.