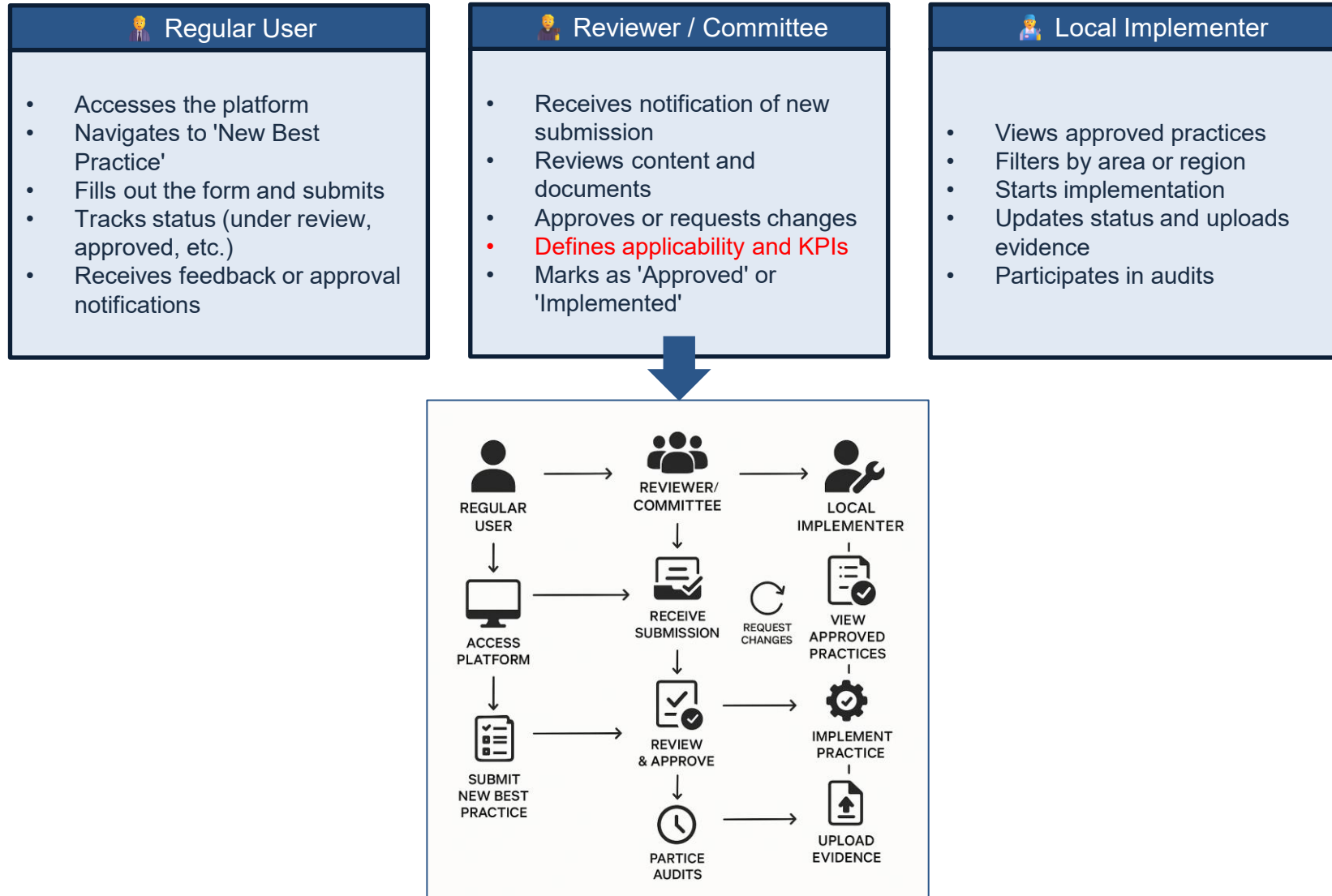


Best Practices Structure – [Suggestion]

23/07/2025 | Kássio H. Ribeiro

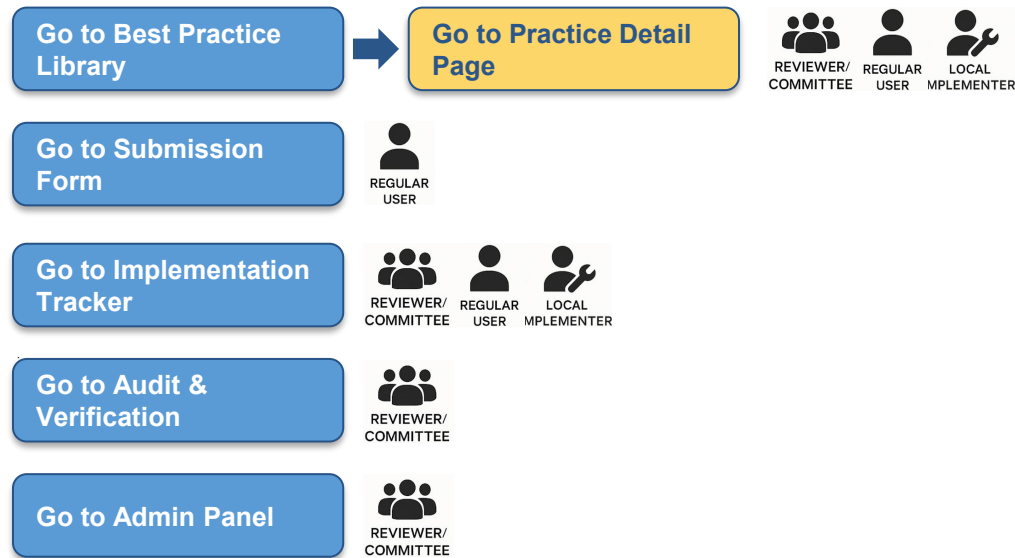


User Profiles



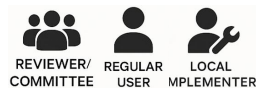
Dashboard – Main Page

- Overview of recent best practices
- KPIs (e.g., adoption rate, pending approvals)
- **Quick links to submit, search, or audit**
- **We need to add a page or area to show the rewards and points...**



Best Practice Library

- Searchable and filterable list
- Tags by category, region, function
- Cards or table view with status indicators



Go to Best Practice Library



Go to Practice Detail Page

Go to Submission Form

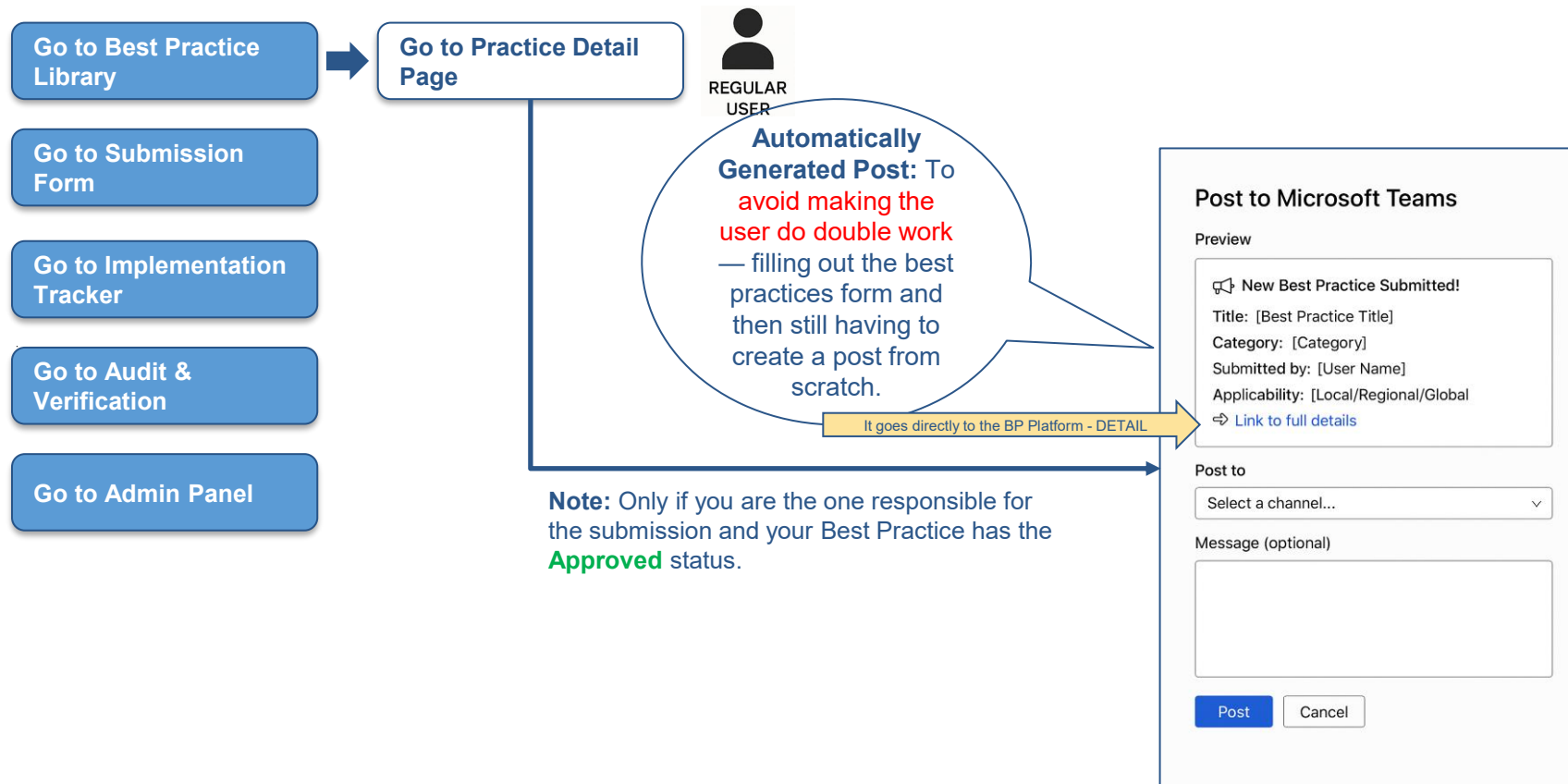
Go to Implementation Tracker

Go to Audit & Verification

Go to Admin Panel


Practice Detail Page

- Full description, attachments, implementation guide
- Deployment map or list of sites
- Comments and feedback section



Submission Form Page

- Guided form with required fields
- Upload documents, videos, or links
- Option to assign reviewers



REGULAR
USER

Go to Best Practice Library

Go to Submission Form

Go to Implementation Tracker

Go to Audit & Verification

Go to Admin Panel

Inputs

Description

Category

Functional Area

Region / Plant

Applicability

Responsible

Status

Supporting Documents

Expected KPIs

Creation Date

Version History

Long text – Detailed explanation (Required)

Dropdown – e.g., Quality, Safety, Efficiency (Required)

Dropdown – e.g., Production, Logistics, Finance (Required)

Dropdown – Where it was applied or is applicable (Required)

Multi-select – Local, Regional, Global (Required)

User – Who created or leads the practice (Required)

Dropdown – Draft, Under Review, Approved, Implemented (Required)

File upload – PDFs, presentations, videos (Optional)

List + values – Success indicators (Optional)

Auto-generated (Required)

Auto-generated – Change tracking (Required)

New Best Practice

Title *

Description *

Category *

Functional Area *

Region / Site *

Applicability *

☐ Local

☐ Regional

☐ Global

Owner *

Status *

Supporting Documents

Upload

Expected KPIs

Submit

Cancel

Implementation Tracker

- **My local deployments**
 - List of potential best practices for local implementation (shopping cart) – Only approved Best Practices
 - Upload evidence of implementation
 - Submit finished implementation
 - Assign responsible users
- **Table or Kanban view of deployment status by site**

Go to Best Practice
Library

Go to Submission
Form

Go to Implementation
Tracker

Go to Audit &
Verification

Go to Admin Panel



LOCAL
IMPLEMENTER

...new page to fill out

Audit & Verification

- **List of implementations submitted, and best practices (BPs) created**
 - Checklist interface for auditors
 - Upload findings and notes
 - Linked to KPIs and dashboards

Go to Best Practice Library

Go to Submission Form

Go to Implementation Tracker

Go to Audit & Verification

Go to Admin Panel



...new page to fill out

Admin Panel

- **Manage users, roles, categories**
- **Configure workflows and notifications**

Go to Best Practice
Library

Go to Submission
Form

Go to Implementation
Tracker

Go to Audit &
Verification

Go to Admin Panel



REVIEWER/
COMMITTEE