



LESSON  
#10

## SET UP A BID BOARD

When you reach the pointy end of a bid, all the months of work are finally coming to fruition. The stakes are high. It's an exciting time. But the team is also tired and feeling stretched. For this reason, you need a robust finalisation process.

We like to set up a visual tracking system, sometimes called a **bid board** or a **status wall**. It needs to be accessible to the whole team so they can gather around, update each other on progress and tackle any issues. The bid board can be as simple as a whiteboard or a plain wall.

- ✓ **Creates a sense of intensity and urgency**
- ✓ **Single source of truth**
- ✓ **Keeps the team focused**
- ✓ **Drives action with clear accountability**



### SETTING UP A BID BOARD

Create a column for each step in the process and an individual strip for each deliverable. At a glance, the team can see where the work is within the process. And if you've used a 'Traffic Light' system, it is easy to see which deliverables require urgent attention or significant effort to finalise.

GOLD REVIEW	PENS DOWN	PRODUCTION 1	APPROVAL	PRODUCTION 2	SSO SIGN OFF	FINAL PRODUCTION

### A SQUEEZY PIG NAMED KEVIN

Invest in a squeeze toy as the call to attention for the team to assemble. We find it is a fun and lighthearted way to get the team engaged and boost morale.

When it's time for the whole team to convene at the bid board, squeeze Kevin (or your preferred name and animal) to assemble the troops. It's hard to be stressed or grumpy when a squeeze pig is involved!

