



Brag Boards – A Brief Overview

Contents

What are they?.....	1
What can you use them for?	1
How do you create a Brag Board?	1

What are they?

Brag boards communicate a team’s achievements in solving problems or creating opportunities for stakeholders. They normally take the form of a poster which clearly states the problem or opportunity, the solution and most importantly comments from happy stakeholders.

What can you use them for?

Brag boards can help communicate service offerings and capabilities – that is the value add a team can provide. They can help lift the profile of a team and are a great motivator for showcasing successes. Use them to communicate the benefits of a project or specific things you and your team have done that have resulted in improvements or resolved problems.

How do you create a Brag Board?

You don’t need to be an artist. You can use PowerPoint or Word. As long as they tell a clear story in terms of what you or your team did, the result and how the benefits helped stakeholders and / or the organisation. Below is a very simple example of a brag board demonstrating the benefits of an approved retention and disposal schedule.

Our Approved Retention & Disposal Schedule

Legal document that gives us authority to dispose of information. Contains 120 classes that describe information created by our organisation and how long we need to keep information for.

The scheme has retention periods ranging from **a few weeks to 40 years**. It covers information ranging from:

- Board minutes
- Design briefs
- Long Term Strategic Plans

Consulted with:

82 Staff



19 External Agencies



& the Public of New Zealand



This has already resulted in significant savings in storage costs and productivity savings as we are only keeping what we need to.
Sarah Jones
Chief Executive



Business benefits include

- Reduced storage costs
- Critical business information is retained
- Ensures compliance with public records act and a raft of other legislation