Brainstorm & Idea Prioritization Template

Date	01 November 2025
Team ID	NM2025TMID01508
Project Name	Optimizing User, Group and Role Management with Access Control and Workflows
Maximum Marks	4 Marks

Step-1: Team Gathering, Collaboration and Select the Problem Statement

Step-2: Brainstorm, Idea Listing

2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

⏱ 10 minutes

Person 1

Implement a clear **approval workflow** so all task completions require manager validation.

Create **role-based access** to ensure only authorized members can update or approve project data.

Person 2

Enable **task update access** only for assigned users to avoid confusion in progress tracking.

Introduce **automatic status notifications** to alert both manager and team when a task changes.

Person 3

Configure **Access Control Lists (ACLs)** to secure project and task tables based on user roles.

Assign **dynamic roles and permissions** during user creation for easier management.

Person 4

Design a **ServiceNow Flow** to automatically assign tasks and update status upon completion.

Integrate **manager approval steps** within the workflow for accountability and tracking.

Grouping

3

Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

⏱ 20 minutes

Implement Role-Based Access and Workflow Automation
Define clear roles for users and automate task processes in ServiceNow to ensure accountability and efficiency.

Enhance Collaboration with Notifications and Access Controls
Use ACLs, approvals, and alerts to improve communication, security, and progress tracking within the project workflow.

Step-3: Idea Prioritization

4

Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

⏱ 20 minutes

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Implement a clear **approval workflow** so all task completions require manager validation.

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Enhance Collaboration with Notifications and Access Controls
Use ACLs, approvals, and alerts to improve communication, security, and progress tracking within the project workflow.

Importance

If each of these tasks could get done without any difficulty or cost, which would have the most positive impact?

Assign **dynamic roles and permissions** during user creation for easier management.

Implement a clear **approval workflow** so all task completions require manager validation.

Introduce **automatic status notifications** to alert both manager and team when a task changes.

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Feasibility

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Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)