

Ideation Phase

Brainstorm and Idea

Prioritization

Date	02 November 2025
Team ID	NM2025TMID07161
Project Name	Laptop Request Catalog Item Template:
Maximum Marks	4 Marks

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

The team discussed organizational challenges related to hardware requests and identified the lack of automation and dynamic user guidance in the existing process. After evaluating multiple ideas, the team chose to create a ServiceNow Laptop Request Catalog Item that ensures a faster, more structured, and transparent process for employees and IT administrators.

Before you collaborate
A little bit of preparation goes a long way with this session. Here's what you need to do to get going.
🕒 10 minutes

Define your problem statement
Employees in the organization need a quick and efficient way to request laptops for work. The current process is manual and lacks dynamic behavior to guide users or ensure accurate data collection. To address this, a Service Catalog item needs to be created, allowing users to easily request a laptop, with dynamic fields, clear instructions, and additional functionality like resetting the form if needed. The solution should also ensure all changes are tracked for governance and deployment in ServiceNow.

Specs & requirements

- Automated Requests:** Implement a fully automated ServiceNow process for requesting laptops via email.
- Dynamic Form Behavior:** Display relevant fields based on user input (e.g., show justification if a high-end laptop is selected).
- Accuracy:** Ensure required details like laptop model, duration, and business justification are properly captured.
- Efficiency:** Allow users to edit and re-enter data easily without reloading the form.
- Approval Workflow:** Automatically route requests to the appropriate approver.
- Tracking & Audit:** Maintain logs of requests and changes for governance and transparency.
- User Experience:** Provide a clean, guided interface that minimizes confusion and incomplete submissions.

Step-2: Brainstorm, Idea Listing and Grouping:

Person 1	Person 2	Person 3	Person 4
Automate laptop request process in ServiceNow.	Implement dynamic form behavior using UI Policies.	Simplify form layout to reduce errors.	Ensure compliance with IT governance policies.
Include approval workflow for managers	Display only relevant fields for each request.	Improve accuracy of collected data.	Missing or incomplete request information.

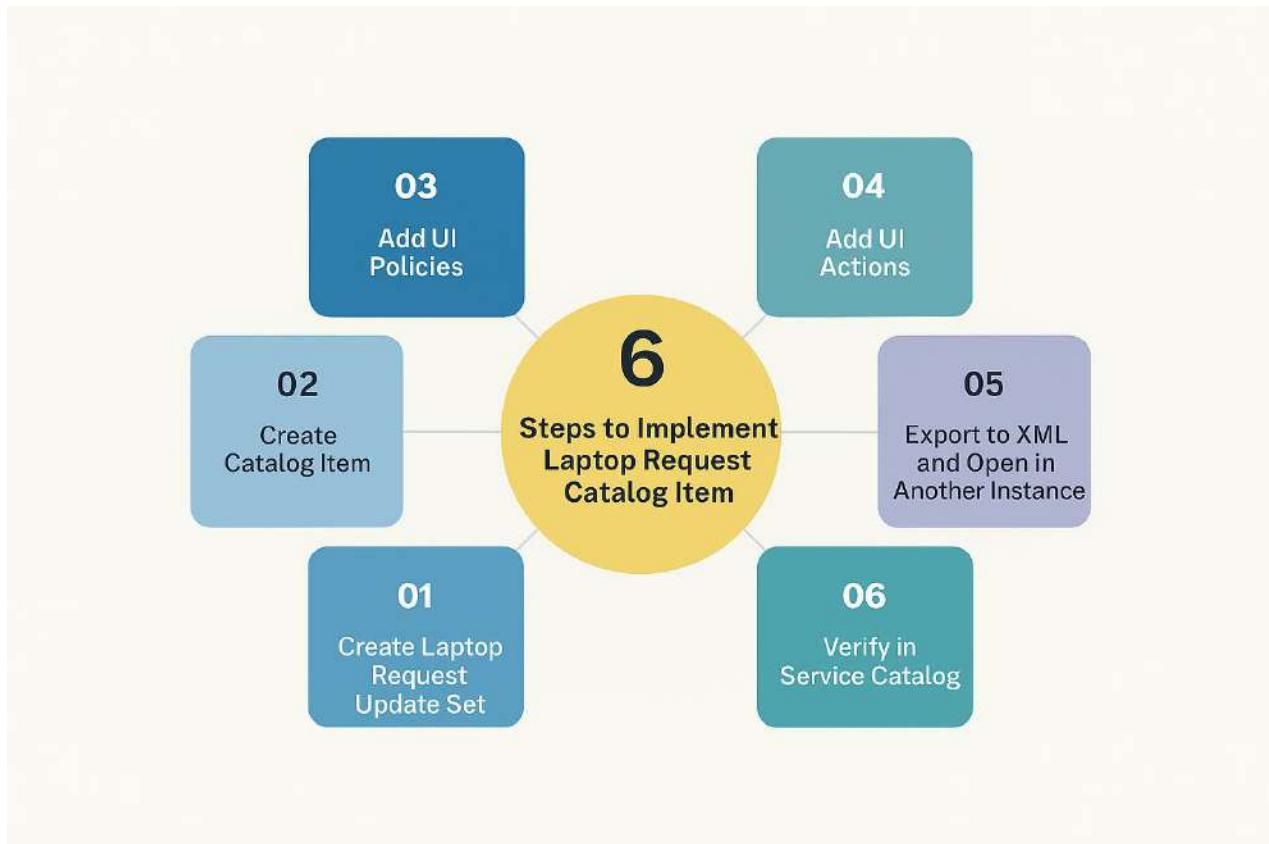
Brainstorm:

Team members contributed ideas about essential catalog item features such as conditional visibility, automated approvals, form reset, and user role-based visibility.

Idea Listing:

All suggestions were compiled — including options for workflow automation, UI policies, client scripts, and catalog UI policies to enhance user experience.

Step-3: Idea Prioritization:



Idea Prioritization:

Prioritization focused on addressing critical business needs first—automating laptop requests and ensuring accurate data collection. The most important component identified was the dynamic behavior of the catalog form, as it enhances user experience and prevents incomplete submissions.

Subsequent priorities included integrating reset functionality, audit tracking, and deployment governance. This structured prioritization ensures the solution delivers tangible efficiency improvements and scalability. Visual workflows and test cases will validate each feature's behavior before deployment to production.

By organizing and polarizing ideas in this way, the project team ensures a clear roadmap for development and implementation within ServiceNow, leading to a robust and user-friendly catalog item.