**Brainstorm & Idea Prioritization Template**

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| Date | 24 June 2025 |
| Team ID | LTVIP2025TMID30609 |
| Project Name | Workforce Administration Solution(dev) |
| Maximum Marks | 4 Marks |

1. **Brainstorming:** 
   * + Define the Problem:

Clearly articulate the specific challenges in workforce administration that the Salesforce solution aims to address (e.g., inefficient onboarding, lack of centralized employee data, inaccurate time tracking).

* + - Gather Participants:

Include stakeholders from HR, IT, management, and potentially even employees to get diverse perspectives.

* + - Use Brainstorming Techniques:

Employ techniques like:

* + - Mind Mapping: Visually organize ideas and their connections.
    - Brainwriting: Participants write down ideas individually before sharing, promoting more diverse contributions.
    - SCAMPER: Use prompts like Substitute, Combine, Adapt, Modify, Put to other uses, Eliminate, and Reverse to spark new ideas.
    - Encourage Free Thinking:

Create a safe space for all ideas, even seemingly unconventional ones, without judgment.

* + - Document Everything:

Record all ideas, even those that might not be immediately pursued, for future consideration.

1. **Idea Prioritization:** 
   * + Establish Criteria:

Define clear criteria for evaluating ideas, such as:

* + - Business Impact: How much will the solution improve efficiency, reduce costs, or increase revenue?
    - Feasibility: Can the solution be implemented with existing resources and technology?
    - User Benefit: How will the solution improve the experience for employees and administrators?
    - Alignment with Business Goals: Does the solution support overall business objectives?
    - Technical Complexity: How complex is the solution to build and maintain?
    - Prioritization Frameworks:
    - MoSCoW Method: Categorize ideas as Must have, Should have, Could have, and Won't have.
    - Impact/Effort Matrix: Plot ideas on a matrix based on their impact and effort required for implementation. High impact/low effort ideas should be prioritized.
    - Forced Ranking: Rank ideas against each other based on the chosen criteria.
    - Salesforce Ideas Exchange: Utilize the Salesforce Ideas Exchange to gauge community interest and gather feedback on specific ideas.
    - Stakeholder Input:

Involve key stakeholders in the prioritization process to ensure alignment and buy-in.

* + - Transparency and Communication:

Communicate the prioritization process and results clearly to all stakeholders.

* + - Regular Review:

Revisit priorities regularly to adapt to changing business needs and user feedback.

1. **Implementation Planning:** 
   * Develop a Roadmap: Create a phased implementation plan based on the prioritized ideas.
   * Assign Ownership: Clearly assign ownership and responsibility for each task.
   * Track Progress: Use project management tools to track progress against the plan.
   * Monitor and Evaluate: Continuously monitor the impact of implemented solutions and evaluate their effectiveness.
   * Gather User Feedback: Establish a feedback loop to collect user feedback and identify areas for improvement.

By following these steps, you can effectively brainstorm, prioritize, and implement a Salesforce workforce administration solution that meets the needs of your organization and drives positive outcomes.