

Ideation Phase

Brainstorm & Idea Prioritization Template

Date	19 February 2026
Team ID	LTVIP2026TMIDS64983
Project Name	Importing And Securing Data In ServiceNow
Maximum Marks	4 Marks

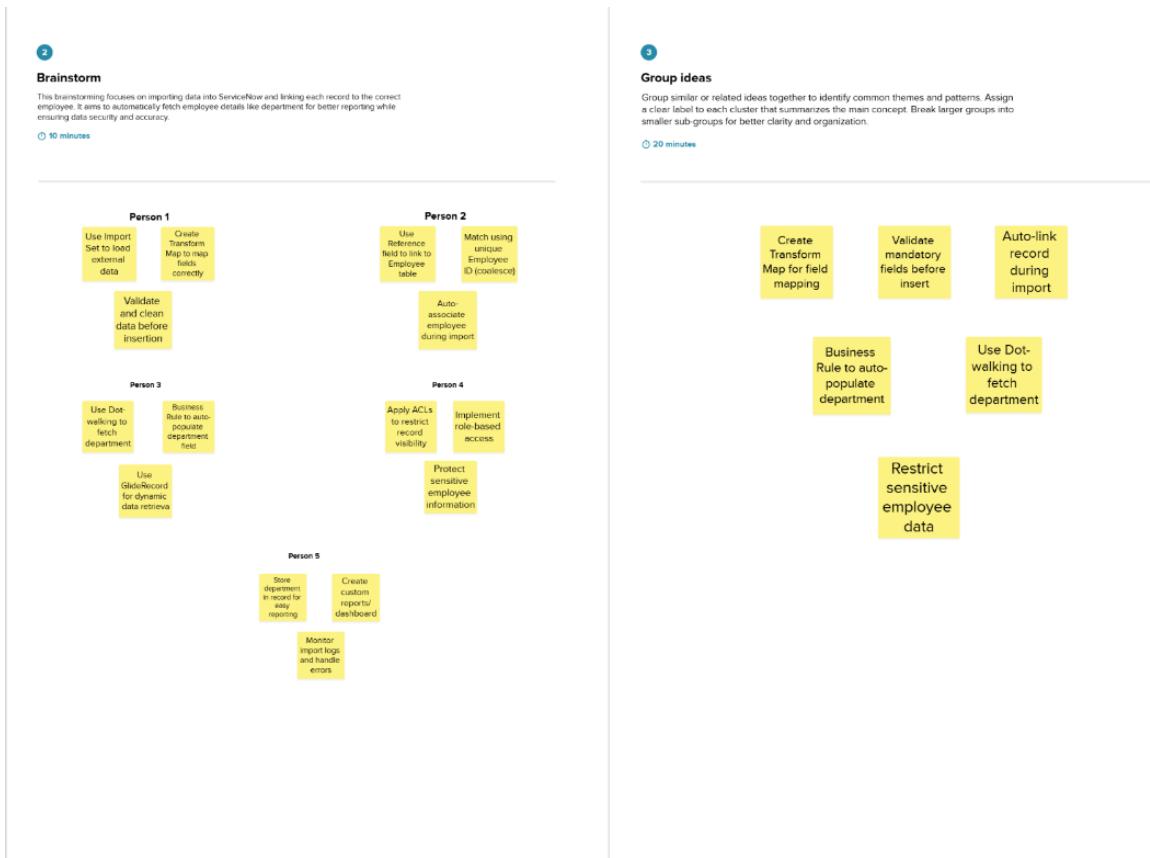
Brainstorm & Idea Prioritization Template:

Brainstorming for the “Importing and Securing Data in ServiceNow” project involves generating ideas to securely import employee training records and manage access effectively. Key ideas include using Import Sets and Transform Maps for automated data import, creating a custom table linked to employees via reference fields, and using dot-walking to auto-fetch details like department and email. Security can be ensured through role-based access control, field and row-level ACLs, and restricted visibility for authorized roles. This collaborative approach helps design a system where data is accurately imported, securely stored, and properly linked to employees for better reporting and data management.

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

The screenshot shows a template for a Brainstorm & Idea Prioritization session. On the left, there's a vertical sidebar labeled "Template". The main area has a blue header bar with a lightbulb icon and the title "Brainstorm & idea prioritization". Below this, there's a section titled "Before you collaborate" with a sub-section "Define your problem statement". A box contains the problem statement: "How might we efficiently import external data into ServiceNow, link each record to the correct employee, and automatically fetch employee details like department for accurate and secure reporting?". It includes a timer icon showing "5 minutes". To the right, there are three columns of steps: "1. Before you collaborate", "2. Define your problem statement", and "3. Key rules of brainstorming". Each step has a small icon and a brief description. The "Define your problem statement" section also includes a "PROBLEM" box with the same text and a timer icon showing "5 minutes". The "Key rules of brainstorming" section includes a "Key rules of brainstorming" box with six rules: Stay focused on the problem, Avoid judging ideas early, Listen and build on other's ideas, Encourage creative solutions, Generate multiple approaches, and Keep ideas simple and clear.

Step-2: Brainstorm, Idea Listing and Grouping



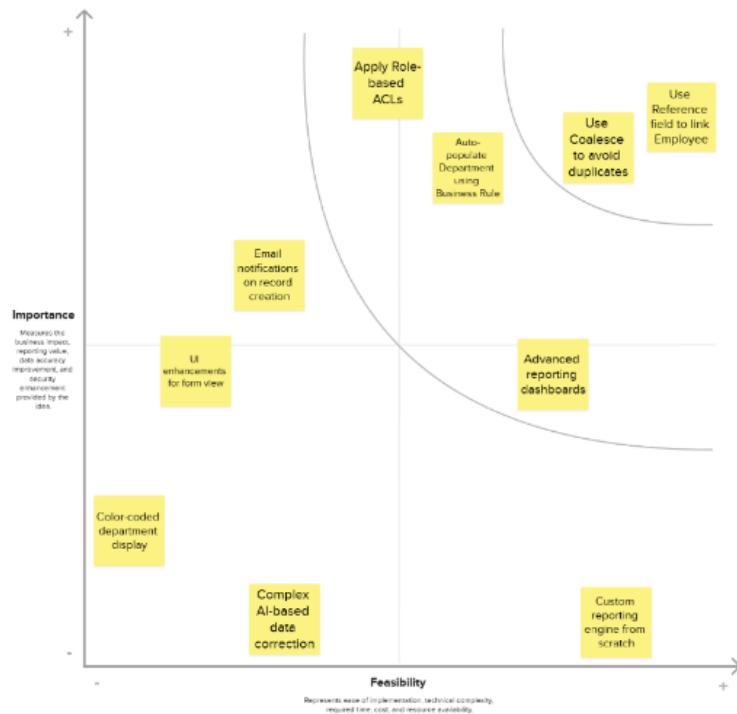
Step-3: Idea Prioritization

4

Prioritize

Evaluate all generated ideas based on their importance and feasibility. Focus on selecting ideas that provide maximum impact while being practical to implement. This helps identify quick wins and long-term strategic improvements.

20 minutes



5

After you collaborate

Once the brainstorming session is complete, consolidate the finalized ideas and share the outcomes with relevant stakeholders. Export the mural to ensure transparency, documentation, and future reference.

Quick add-ons

Share the mural
Share a view-only link with team members and stakeholders to keep them informed about the discussion outcomes and selected priorities.

Report the mural
Export the mural as a PNG or PDF to attach in emails, include in presentations, or store for documentation and reporting purposes.

Keep moving forward

Strategy blueprint
Define the key components, objectives, and execution plan for implementing the selected solution effectively.
[Open the template →](#)

Customer experience journey map
Analyze user interactions, needs, and pain points to ensure the implemented solution enhances overall experience.
[Open the template →](#)

Strengths, weaknesses, opportunities & threats
Identify strengths, weaknesses, opportunities, and threats to evaluate risks and create a well-informed implementation strategy.
[Open the template →](#)