

Ideation Phase


Brainstorm & Idea Prioritization Template

Date	19 September 2022
Team ID	PNT2022TMID02117
Project Name	Project - Data Analytics for DHL
Maximum Marks	4 Marks

Brainstorm & Idea Prioritization Template:

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

Template




Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

- 10 minutes to prepare
- 1 hour to collaborate
- 2-8 people recommended

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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

A

Team gathering

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B

Set the goal

Think about the problem you'll be focusing on solving in the brainstorming session.

C

Learn how to use the facilitation tools

Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#)

1


Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

5 minutes

PROBLEM


To provide Analytics to improve New Marks and grow the business.



Key rules of brainstorming

To run a smooth and productive session

- Stay in topic.
- Defer judgment.
- Go for volume.
- Encourage wild ideas.
- Listen to others.
- If possible, be visual.



Need some inspiration?

See a finished version of this template to kickstart your work.

[Open example](#)

Step-2: Brainstorm, Idea Listing and Grouping

2

Brainstorm

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

10 minutes

Person 1

Identify the problem statement

Define the scope

Identify the stakeholders

Identify the resources

Identify the constraints

Identify the risks

Identify the opportunities

Person 2

Identify the problem statement

Define the scope

Identify the stakeholders

Identify the resources

Identify the constraints

Identify the risks

Identify the opportunities

Person 3

Identify the problem statement

Define the scope

Identify the stakeholders

Identify the resources

Identify the constraints

Identify the risks

Identify the opportunities

Person 4

Identify the problem statement

Define the scope

Identify the stakeholders

Identify the resources

Identify the constraints

Identify the risks

Identify the opportunities

TIP

You can select a sticky note and hit the pencil (switch to editing) icon to start drawing!

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 can break it up into smaller sub-groups.

20 minutes

Identify the problem statement

Define the scope

Identify the stakeholders

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TIP

Add customizable tags to sticky notes to make it easier to link between, organize, and categorize important ideas as themes within your mural.

1

2

3

1

2

3

1

2

3

1

2

3

1

2

3

1

2

3

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

