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

Share template feedback

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

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

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

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 overcome the existing defects like returning products because of cracks,complaints etc., through text,voice message in via our app

Key rules of brainstorming

To run an smooth and productive session

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

2 Brainstorm

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

10 minutes

TIP
You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Harini

- Deal for digital marketing
- E-Commerce
- Multi-channel billing support
- 24/7 response
- High securable for impact issues
- unlimited access

Keerthana

- Technical support
- customer aware support
- Timely response
- multi-language support
- Operational details encrypt to encrypt
- voice assistant

keerthana

- video assistant
- Voice assistant voice assistant voice assistant
- save money
- anti-alcohol
- Balance response support
- Full screen mode

Deepika

- Voice assistant
- Protection support
- screen sharing
- Voice assistant
- Voice assistant voice assistant
- Voice assistant voice assistant voice assistant

3 Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. In the last 10 minutes, 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

Notifications.

- 24/7 responses
- full screen mode
- save money
- smart notification
- Timely response

Vertical Assistant.

- voice assistant
- video assistant
- customer details encrypt to encrypt
- Reduce people-people direct communication
- memory backup

Marketing Assistant.

- E-Commerce assistant
- High securable
- screen sharing
- OMI-channel
- multi-channel billing support

Support services.

- Technical support
- Protection support
- multi language support
- customer aware support
- Instant response support

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

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

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

TIP
Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the M key on the keyboard.

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

After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

Share the mural
Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.

Export the mural
Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward

Strategy blueprint
Define the components of a new idea or strategy.
Open the template

Customer experience journey map
Understand customer needs, motivations, and obstacles for an experience.
Open the template

Strengths, weaknesses, opportunities & threats
Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.
Open the template

Share template feedback

Need some inspiration?
See a finished version of this template to kickstart your work.
Open example