

Brainstorm & idea prioritization

Use this template in your own can unleash their imagination and not sitting in the same room.

(L) 10 minutes to prepare 1 hour to collaborate

brainstorming sessions so your team start shaping concepts even if you're

2-8 people recommended

session. Here's what you need to do to get going.

Before you collaborate A little bit of preparation goes a long way with this What problem are you trying to solve? Frame your

⊕ 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.

Define your problem statement

problem as a How Might We statement. This will be the focus of your brainstorm.

Problem Statement

It is important to fix this problem because since everything in our day to day life is becoming/being converted to digital from a physical/analog entity.

It is necessary to access information from anywhere. It reduces the hassles of getting knowledge and information that has happened before and will promote everyone to know better about the current events and will motivate everyone to gain profound knowledge in their interests.

Key rules of brainstorming To run an smooth and productive session

Encourage wild ideas.

Brainstorm

ტ 10 minutes

Kiruthika T

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

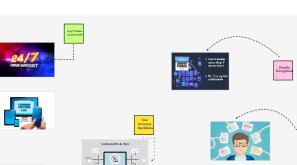
You can select a sticky note

and hit the pencil [switch to

sketch] icon to start drawing!

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.







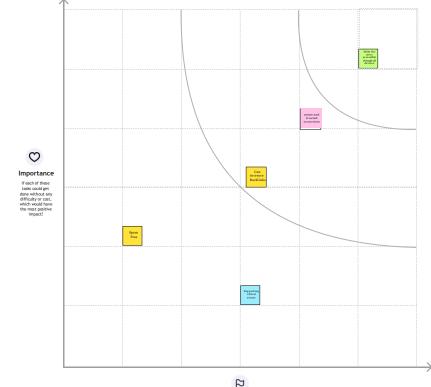




Prioritize

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.

ტ 20 minutes



Feasibility

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

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

After you collaborate

Quick add-ons

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

B 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

Share template feedback



















