


Brainstorm & Idea Prioritization Template:

Brainstorming provides a free and open environment that encourages everyone within a team to participate in the creative thinking process that leads to problem solving. Prioritizing volume over value, out-of-the-box ideas are welcome and built upon, and all participants are encouraged to collaborate, helping each other develop a rich amount of creative solutions.

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.

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
- 3-8 people recommended

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. Invite relevant stakeholders to generate a list.

Set the goal

Take about 10 minutes to define the focus of the brainstorming session.

Learn how to use the facilitation tools

Run the first 20 minutes of the session to establish rules and product the session.

Open office →

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

Remember

Old people who are used ask questions and will assistance because they don't want to lose their credibility.

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Key rules of brainstorming

Explain an agreed (or just pick) other solutions

Stay in focus.	Encourage wild ideas.
Defer judgment.	Listen to others.
Go for volume.	If possible, do a round.

Step-2: Brainstorm, Idea Listing and Grouping

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Brainstorm

We're down any ideas that come to mind that address your problem statement.

 Springer

TIP
You can avoid a sticky table
and all associated problems by
using a table border attribute.

8-Prize

Good only hard	Trickle down to poor	Spice Burger
Good the whole	Big government not good to a point	
Spice Burger		

DE ADAM

<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p> <p>1.5</p> <p>1.6</p> <p>1.7</p> <p>1.8</p> <p>1.9</p> <p>1.10</p> <p>1.11</p> <p>1.12</p> <p>1.13</p> <p>1.14</p> <p>1.15</p> <p>1.16</p> <p>1.17</p> <p>1.18</p> <p>1.19</p> <p>1.20</p> <p>1.21</p> <p>1.22</p> <p>1.23</p> <p>1.24</p> <p>1.25</p> <p>1.26</p> <p>1.27</p> <p>1.28</p> <p>1.29</p> <p>1.30</p> <p>1.31</p> <p>1.32</p> <p>1.33</p> <p>1.34</p> <p>1.35</p> <p>1.36</p> <p>1.37</p> <p>1.38</p> <p>1.39</p> <p>1.40</p> <p>1.41</p> <p>1.42</p> <p>1.43</p> <p>1.44</p> <p>1.45</p> <p>1.46</p> <p>1.47</p> <p>1.48</p> <p>1.49</p> <p>1.50</p> <p>1.51</p> <p>1.52</p> <p>1.53</p> <p>1.54</p> <p>1.55</p> <p>1.56</p> <p>1.57</p> <p>1.58</p> <p>1.59</p> <p>1.60</p> <p>1.61</p> <p>1.62</p> <p>1.63</p> <p>1.64</p> <p>1.65</p> <p>1.66</p> <p>1.67</p> <p>1.68</p> <p>1.69</p> <p>1.70</p> <p>1.71</p> <p>1.72</p> <p>1.73</p> <p>1.74</p> <p>1.75</p> <p>1.76</p> <p>1.77</p> <p>1.78</p> <p>1.79</p> <p>1.80</p> <p>1.81</p> <p>1.82</p> <p>1.83</p> <p>1.84</p> <p>1.85</p> <p>1.86</p> <p>1.87</p> <p>1.88</p> <p>1.89</p> <p>1.90</p> <p>1.91</p> <p>1.92</p> <p>1.93</p> <p>1.94</p> <p>1.95</p> <p>1.96</p> <p>1.97</p> <p>1.98</p> <p>1.99</p> <p>2.00</p>	<p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> <p>2.10</p> <p>2.11</p> <p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p> <p>2.16</p> <p>2.17</p> <p>2.18</p> <p>2.19</p> <p>2.20</p> <p>2.21</p> <p>2.22</p> <p>2.23</p> <p>2.24</p> <p>2.25</p> <p>2.26</p> <p>2.27</p> <p>2.28</p> <p>2.29</p> <p>2.30</p> <p>2.31</p> <p>2.32</p> <p>2.33</p> <p>2.34</p> <p>2.35</p> <p>2.36</p> <p>2.37</p> <p>2.38</p> <p>2.39</p> <p>2.40</p> <p>2.41</p> <p>2.42</p> <p>2.43</p> <p>2.44</p> <p>2.45</p> <p>2.46</p> <p>2.47</p> <p>2.48</p> <p>2.49</p> <p>2.50</p> <p>2.51</p> <p>2.52</p> <p>2.53</p> <p>2.54</p> <p>2.55</p> <p>2.56</p> <p>2.57</p> <p>2.58</p> <p>2.59</p> <p>2.60</p> <p>2.61</p> <p>2.62</p> <p>2.63</p> <p>2.64</p> <p>2.65</p> <p>2.66</p> <p>2.67</p> <p>2.68</p> <p>2.69</p> <p>2.70</p> <p>2.71</p> <p>2.72</p> <p>2.73</p> <p>2.74</p> <p>2.75</p> <p>2.76</p> <p>2.77</p> <p>2.78</p> <p>2.79</p> <p>2.80</p> <p>2.81</p> <p>2.82</p> <p>2.83</p> <p>2.84</p> <p>2.85</p> <p>2.86</p> <p>2.87</p> <p>2.88</p> <p>2.89</p> <p>2.90</p> <p>2.91</p> <p>2.92</p> <p>2.93</p> <p>2.94</p> <p>2.95</p> <p>2.96</p> <p>2.97</p> <p>2.98</p> <p>2.99</p> <p>3.00</p>
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Pauline

[illegible]

St. Clare's

$\frac{1}{2}$
 $\frac{1}{3}$
 $\frac{1}{4}$

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 *local* if a cluster is larger than six sticky notes, try and see if you can break it up into smaller sub-groups.

20 minutes

Discussion

Smart fans start

Spencer 2010-01-01	What Spencer is looking for today	Spencer has a lot of information about the company
What Spencer is looking for today	What Spencer is looking for today	What Spencer is looking for today
What Spencer is looking for today		

Hardness clastic

Learning based on trial and error	Learn with guidance from teacher (supervised)	Learn without
State space discrete	State space is continuous	

At the same time, I agree that the
 system is not a good one. In fact,
 it is a very bad one. It is a system
 that is not only bad, but it is also
 very bad. It is a system that is not
 only bad, but it is also very bad.

read: reader

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Direct Marketing



Step-3: Idea Prioritization



importance

It would not therefore be surprising if you could do without any difficulty or cost, which would have been a good assumption.

5.000

Participants can use their phones to point at where sticky notes should go on the grid. The facilitator can confirm this spot by using the space between making the H key on the keyboard.