## Before you collaborate

A little bit of preparation goes a long way to do to get going.

## 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

with this session. Here's what you need

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

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 How might we [your problem statement]?

#### Key rules of brainstorming To run an smooth and productive session

Stay in topic. Encourage wild ideas.

Go for volume.

## Define your problem statement

Defer judgment. Listen to others.

If possible, be visual.



utilization of

available

Sundhar

Brainstorm

10 minutes

Surya prakash

Write down any ideas that come to mind

that address your problem statement.

must have provision for the users to give their feedback.

Analyze Different

types of

disease





You can select a sticky note

sketch] icon to start drawing!





Vandhana



## Sundhar

time to time











#### Akash vimal





## 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 and break it up into smaller sub-groups.

20 minutes

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

#### Choosing and Training Algorithms

# Try various algorithms to pick the one with high accuracy









Recommendation.



Farming Guide & Uses



## 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

Try various algorithms to pick the one with high accuracy





## Importance

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

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 H 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.

R 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

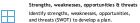
Define the components of a new idea or strategy.

Open the template

#### Customer experience journey map

Understand customer needs, motivations, and obstacles for an experience.

Open the template



Open the template

Share template feedback