# 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**

**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.

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## 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**

The problem faced by the company is they do not have any systematic system to record and keep their inventory data.

It is difficult for the admin to record the inventory data quickly and safely because they only keep it in the logbook and not properly organized.

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

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

## 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!

**Sutharsan S**
- Using manual inventory tracking procedures across different spreadsheets.
- Inventory management controls at the warehouse and several steps.
- Receiving and finding the right stock in vital to efficient positive customer experiences.

**Sujith M**
- While keeping too little could leave you unable to fulfil customer orders.
- Managing inventory with paperwork and manual processes.
- Planning and designing warehouse spaces with inventory.

**Siddarthan S**
- One of the most common challenges to sound inventory management is preventing out.
- It can account for important factors such as available space.
- Using historical and seasonal data trends can help you predict customer orders.

**Stanly C**
- Many online retail strategies remove the large warehouse distribution centers.
- The loss of inventory due to damage or theft can be supply chain problem.
- Production planning is vital for avoiding delayed manufacturing and cost overruns.

## 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.
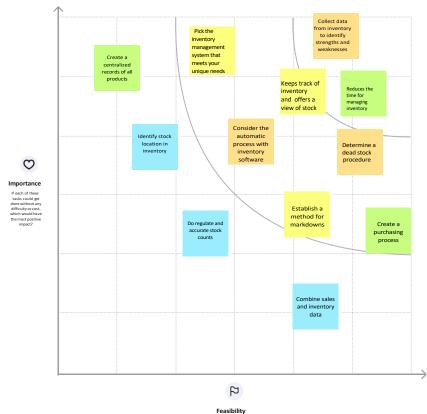
⏱ **20 minutes**

- Attractive Dashboard
- User Interface
- Light and Dark Mode
- Friendly Animation and Design
- All transactions and information transfers must be encrypted.
- Security
- Hosting and deploying the application on the IBM Cloud
- Login using their personal account's
- Build a stock receiving process
- Retail inventory management
- Pick your inventory KPIs
- Create a system for returns

## 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?

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

- Create a centralized records of all products
- Pick the inventory management system that meets your unique needs
- Collect gathering data from inventory to identify strengths and weaknesses
- Identify stock location in inventory
- Consider the automatic process with inventory software
- Keeps track of inventory and offers a view of stock
- Reduces the time for managing inventory
- Determine a dead stock procedure
- Do regulate and accurate stock counts
- Establish a method for markdowns
- Create a purchasing process
- Combine sales and inventory data

## 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.
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Share template feedback

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