


# 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**

**A**

### Team gathering

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

**B**

### Set the goal

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

**C**

### Learn how to use the facilitation tools

Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#)



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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 main idea of competency and job recommender is to provide a recommendation which corresponds to the profile of the job seeker

## Key rules of brainstorming

To run an smooth and productive session



Stay in topic.



Listen to others.



Defer judgment.



Encourage wild ideas.



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!

### HIMA VASINI M

Online job searching	Recent or current job openings	Frequent job alerts
Well conceived user interface	Recommender outline	Choosing based on locations
Login and Authentication	Updating job applications	web searches that corresponds to job description

### ASVITHA K

Technology design and programming	Active learning and learning strategies	Critical thinking and analysis
Time management	Recommendation based on skills	Interpersonal skill
Analytical thinking and innovation	Leadership and social influence	Complex problem solving

### ESHASWETHA E

Carefully analyze the paperwork	Club together	Work ethics
Job responsibilities	Recommendations based on past experience	Self-confidence
Mental flexibility	Upload chronological resume	Convey the problem statement in a well defined manner

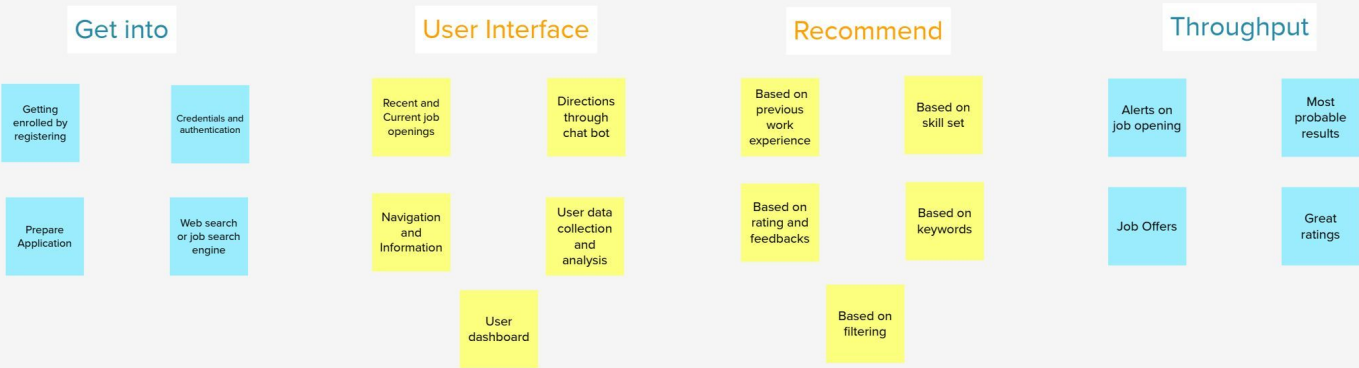
### BARKAVI R

Tokenize job description	Resume analysis	Keyword extraction
Calculate similarity	Recommendations based on keywords match	Calculate keywords match percentage
Provide personalized suggestions	Users data privacy and security	Notify matched job applications

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 can break it up into smaller sub-groups.

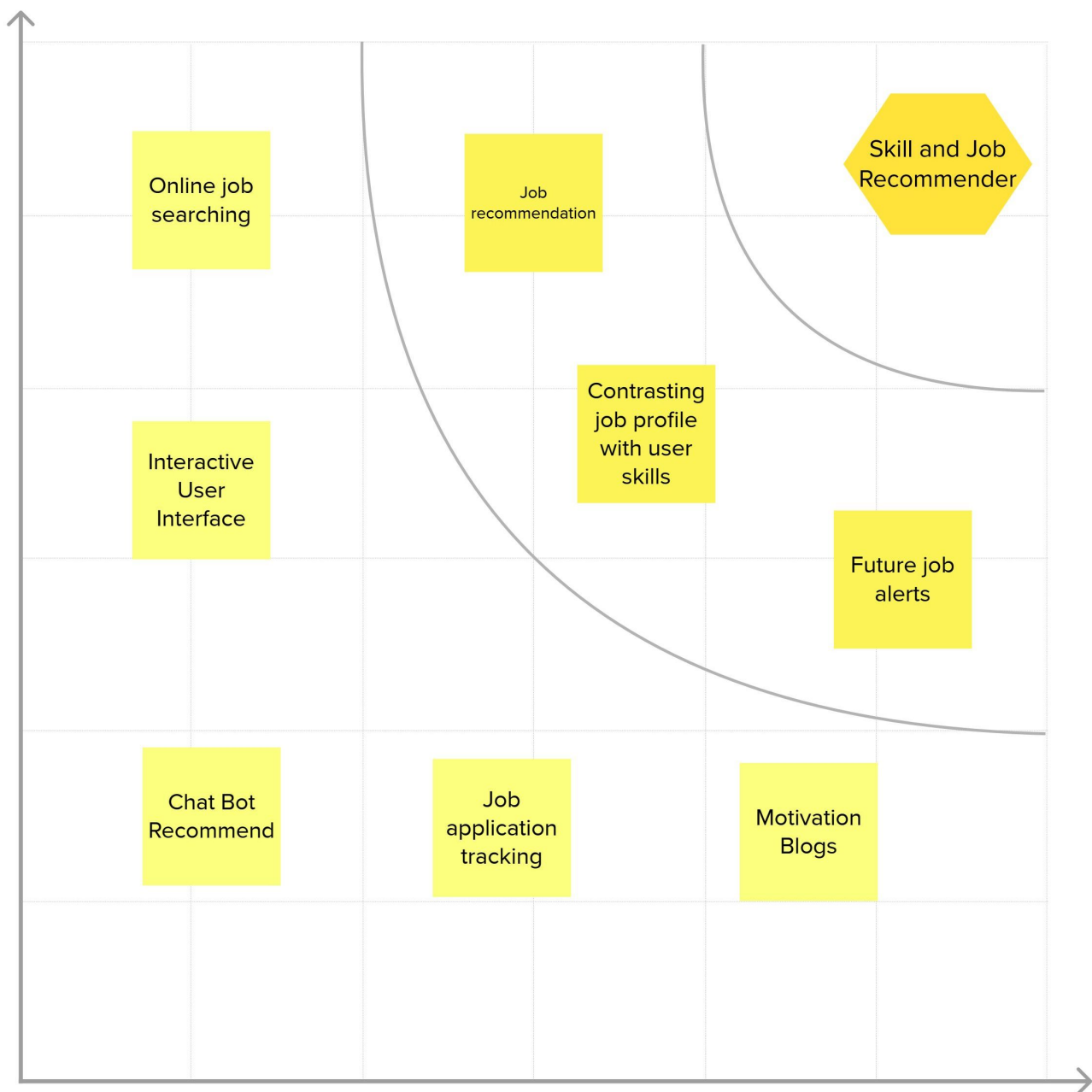
🕒 20 minutes



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



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.

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### 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.

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### 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 →](#)



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