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

→

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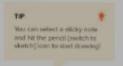Use the Facilitation Superpowers to run a happy and productive session.

Open article →

Need some inspiration?

See a finished version of this template to kickstart your work.

Open example →

Brainstorm

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

🕐 10 minutes

Person 1

Event management system is the process of creating and maintaining an event.	An event management system is a tool to assist organizers with the planning, execution and management of events.
Reduce administration workload, maximize flexibility, save time planning events.	Social media compaigns, Ticket generation, Itinerary management, recording management

Person 2

Event management system is the process of planning and hoisting a variety of public and private events for social or business purposes.	An event management system helps organizers plan, execute reports on events, driving success for their business.
Opportunities for creativity, digitize how your events are run, Ability to work on different events.	Event feedback and review, post event campaigns, Manage event attendance.

Person 3

Event management is the application of project management to the creation and development of small and large-scale personal.	An event management system is typicaly made up of client agents that reside in the remote devices and a central component for gathering the events.
Access in-depth reports and analytics, chance to work with diverse clients, time saver and integrations.	Secure payment gateway and manitor turnout and attendance, captions in multiple languages.

Person 4

Event management is a process. Requiring the use of business management and skills. To imagine, plan and execute social and business events	A software application that manitors activity and transaction in a distribution center and triggers workflow or alert message based on pre-defined triggers and theresolds.
Few aducational requirements, collaborate work environment, high projection for job growth.	Optional Q&A and an attendee engagement report, Reduce email, salesforce mobile app, workflow and approvals.

④

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

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Importance

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

Event management is a process. Requiring the use of business management and skills. To organize, plan and execute social and business events.

Event management system is the application of project management to the creation and development of small and large-scale personal.

An event management system is a tool to assist organizers with the planning, execution and management of events.

Event management is the process of creating and maintaining an event.

Reduce administration workload, maximize flexibility, save time planning events.

A software application that monitors activity and transactions in a distribution center and triggers alerts or and sends up source on physical and logical and its networks.

An event management system is typically made up of client agents that reside in the remote devices and a central component for gathering the events.

Access in-depth reports and analytics, chance to work with diverse clients, time saver and integrations.

Opportunities for creativity, digitize how your events are run. Ability to work on different events.

TIP

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.

Event feedback and review, post event campaigns. Manage event attendance.

⚑

Feasibility

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