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
2-8 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. 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 Miro templates or templates to run a happy and productive session.

Open article

1 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
Lack of Data quality

Key rules of brainstorming

To run an smooth and productive session

- Stay in topic.
- Encourage wild ideas.
- Defer judgment.
- Listen to others.
- 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 collect ideas in sticky notes, text, or upload images to the canvas.

TIP
Add a timer so everyone knows when time is up and is aware how much time is left during the session.

Person 1 | Person 2 | Person 3 | Person 4 | Person 5 | Person 6 | Person 7 | Person 8

3 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 can break it up into smaller sub-groups.

20 minutes

TIP
Ask the group to vote on which ideas they like the most, or give everyone a few votes to indicate their favorite ideas.

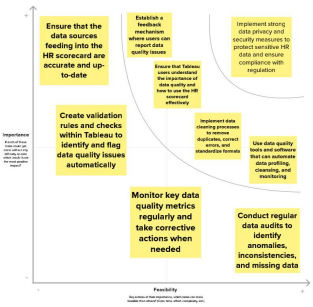
TIP
Participants can use their votes to signal to other people which ideas should go on to the next round, or to indicate the quality ratings the team prefers holding the 2 Map on the beginning.

- Implement strong data privacy and security measures to protect sensitive HR data and ensure compliance with regulation
- Ensure that Tableau users understand the importance of data quality and how to use the HR scorecard effectively
- Implement data cleaning processes to remove duplicates, correct errors, and standardize formats
- Establish a feedback mechanism where users can report data quality issues
- Ensure that the data sources feeding into the HR scorecard are accurate and up-to-date
- Create validation rules and checks within Tableau to identify and flag data quality issues automatically
- Conduct regular data audits to identify anomalies, inconsistencies, and missing data
- Use data quality tools and software that can automate data profiling, cleansing, and monitoring
- Monitor key data quality metrics regularly and take corrective actions when needed

4 Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on the grid to determine which ideas are important and which are feasible.

20 minutes



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.
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- **Strengths, weaknesses, opportunities & threats**
  Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.
  Open the template

Share template feedback

Next-level Graphic Organizer
Combine, link, and stack sticky notes to connect your ideas.
Open the angle