


Brainstorm & Idea Prioritization Template:

Brainstorming provides a free and open environment that encourages everyone within a team to participate in the creative thinking process that leads to problem solving. Prioritizing volume over value, out-of-the-box ideas are welcome and built upon, and all participants are encouraged to collaborate, helping each other develop a rich amount of creative solutions.

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.

Step-1: Team Gathering, Collaboration and Select the Problem Statement

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
- 3-8 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. Invite relevant roles (design or product) if useful.

Set the goal
Think about the problem you'd like to solve and define up the brainstorming session.

Learn how to use the facilitation tools
Run the first 20 min of the session to make things and product vs session

Open office →

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

Remember
Old people who are used ask questions and will assistance because they don't want to lose their credibility.

Key rules of brainstorming
Everyone needs to get their ideas out there

- Stay in focus
- Defers judgment
- Go for volume
- Encourage wild ideas
- Listen to others
- If possible, improvise

Step-2: Brainstorm, Idea Listing and Grouping

2

Brainstorm

We lay down any ideas that come to mind that add to your problem statement.

 Springer

TIP
You can avoid a sticky note
and still improve yourself by
reading your to-do list.

Abstract

Overall grade B+	Grade A- (2%) for work	Grade B- (2%) for work
2-10 for work	10 for work	
10 for work		

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<p>What is the purpose of the study?</p>	<p>What is the research design?</p>	<p>What is the sample size?</p>
<p>What is the data collection method?</p>	<p>What is the data analysis method?</p>	

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3

Group ideas

Take 1 min, sharing your ideas while clustering similar or related notes as you go. In the last 5 minutes, give each cluster a sentence like *local* if a cluster is larger than six sticky notes, try and see if you can break it up into smaller subgroups.

20 minutes

2019
 2020
 2021
 2022
 2023
 2024
 2025
 2026
 2027
 2028
 2029
 2030

Flowchart, revision



Event has started

Quantitative data	Qualitative data	Secondary data
Primary data	Experimental data	Observational data
Survey data	Interview data	Focus group data

Hardware devices

read the code

Training week	End of training
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Start Training

100

Step-3: Idea Prioritization



importance

It is worth mentioning that the results could not be obtained without any difficulty or cost, which would have been a small consideration.

500

Participants can use their e-mails to point at where sticky notes should go on the grid. This can then be confirmed once they've set up the space before taking the class on the keyboard.