

Ideation Phase

Brainstorm & Idea Prioritization

Date	20 Feb 2026
Team ID	LTVIP2026TMIDS91120
Project Name	Calculating Family Expenses Using Service Now
Maximum Marks	4 Marks

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

The screenshot displays the 'Brainstorm & Idea Prioritization' template interface. It is divided into three main vertical sections:

- Before you collaborate:** This section includes a lightbulb icon and a timer icon indicating 10 minutes. It contains three steps: A. Team gathering (Define who should participate), B. Set the goal (Think about the problem), and C. Learn how to use the facilitation tools (Open article). There is also a note: "A little bit of preparation goes a long way with this session. Here's what you need to do to get going."
- Define your problem statement:** This section includes a timer icon indicating 5 minutes. It contains a box labeled "PROBLEM" with the placeholder text "How might we [your problem statement]?"
- Key rules of brainstorming:** This section includes a brain icon and a timer icon indicating 10 minutes. It lists six rules with corresponding icons:
 - Stay in topic.
 - Encourage wild ideas.
 - Defer judgment.
 - Listen to others.
 - Go for volume.
 - If possible, be visual.

Step-2: Brainstorm, Idea Listing and Grouping

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!

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. 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

TIP
Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize your notes as themes within your mural.

Step-3: Idea Prioritization

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

Importance
If each of these tasks could get done without any other task, which would have the most positive impact?

TIP
Participants can use their cursors to point at where they think their idea should go on the grid. The facilitator can confirm the spot by using the laser pointer and hitting the H key on the keyboard.

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