



## Step-2: Brainstorm, Idea Listing and Grouping

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### Brainstorm

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

🕒 10 minutes

**TIP**

You can select and hit the sketch icon

**Person 1**

Testing the quality of the water

Emergency Response Planning

**Person 2**

Customer Complaint Tracking

Quality performance

**Person 3**

Providing better customer service

Regular updation of service

Disinfection Treatments

**Person 4**

Assessing the source water

Adapting to the Climate change

Performance level

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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

Add customized notes to make browsing, organizing, and categorizing important themes within



Step-3: Idea Prioritization

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### 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

#### TIP

Participants can use their cursor 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.

