

## Ideation Phase Brainstorm & Idea Prioritization Template

|               |   |
|---------------|---|
| Date          | 2 November 2025                           |
| Team ID       | NM2025TMID07809                           |
| Project Name  | Educational Organisation using ServiceNow |
| Maximum Marks | 4 Marks                                   |

### Step 1: Team Gathering, Collaboration, and Problem Statement Selection

- All five team members gathered virtually to initiate ideation on possible real-world problems that can be solved using low-code platforms.
- After evaluating common administrative inefficiencies in schools, the team chose the problem statement:

“How might we automate student admissions and academic performance tracking in educational institutions using ServiceNow?”

### Step 2: Brainstorming, Idea Listing, and Grouping

*Raw Ideas Collected:*

1. Auto-generation of admin number
2. Digital admission form
3. Auto-fill form data from existing tables
4. Pincode-based area detection
5. Auto-calculation of student total & percentage
6. Visual status flow of admission
7. Parent contact tracking
8. Conditional form field disabling
9. Role-based access control
10. Cloud-access from anywhere
11. Automate result declaration
12. Quick reporting system
13. Future integration with email/SMS notifications

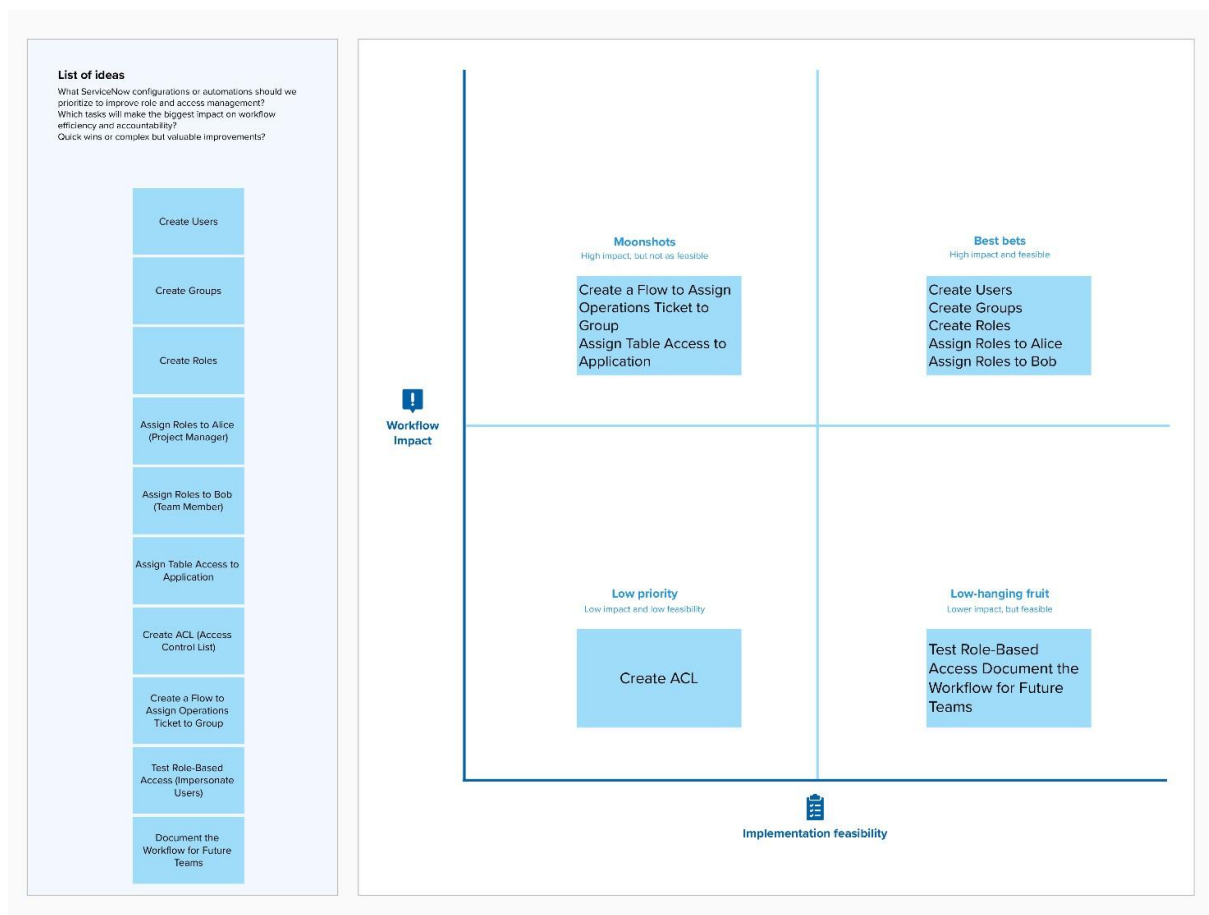
| Task   | Owner | Priority | Status      | Deadline    | Expected Outcome                               |
|--|-------|----------|-------------|-------------|--|
| Create Users in ServiceNow                   | Alice | High     | To Do       | 30 Oct 2025 | Add Alice (PM) and Bob (Team Member) as users  |
| Create Groups                                | Alice | High     | To Do       | 30 Oct 2025 | Create Project and Operations groups           |
| Create Roles                                 | Alice | High     | To Do       | 30 Oct 2025 | Define project_member and team_member roles    |
| Assign Roles to Users                        | Alice | High     | To Do       | 30 Oct 2025 | Grant appropriate access to Alice and Bob      |
| Assign Table Access to Application           | Bob   | Medium   | To Do       | 30 Oct 2025 | Restrict and allow table visibility by role    |
| Create ACL (Access Control List)             | Bob   | Medium   | To Do       | 30 Oct 2025 | Secure tables by defining specific permissions |
| Create Flow for Operations Ticket Assignment | Bob   | High     | To Do       | 30 Oct 2025 | Automate task assignment to the correct group  |
| Test Role-Based Access (Impersonate Users)   | Bob   | Medium   | Pending     | 30 Oct 2025 | Verify that access rules are correctly applied |
| Document Workflow and Configuration Steps    | Alice | Medium   | Not Started | 30 Oct 2025 | Maintain a record for future updates or audits |

### *Grouped Ideas:*

- Admissions Automation
- Auto-generated admin number

- Pre-filled form fields
- School & purpose selection
- Performance Tracking
- Subject marks input
- Auto calculation of total, percentage, result
- Workflow & UX
- Status-based flow
- Field disabling for safety
- Area update using pincode
- Scalability
- Role-based access
- Notifications
- Reporting features

### Step 3: Idea Prioritization



| Idea Group            | Priority | Reason for Priority                        |
|-----------------------|----------|--|
| Admissions Automation | High     | Core to system functionality, reduces time |

|                      |        |  |
|----------------------|--------|--|
| Performance Tracking | High   | Automates academic evaluation, boosts accuracy |
| Workflow & UX        | Medium | Enhances usability, but can be improved later  |
| Scalability Features | Low    | Useful in future scope, not immediate MVP need |