

Ideation Phase

Brainstorm & Idea Prioritization

Date: 28 June 2025

Team ID: LTVIP2025TMID28676

Project Name: Optimizing Role-Based Access and Task Workflows

Maximum Marks: 4 Marks

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

Selected Problem:

“Lack of structured roles and access leads to confusion and delays in task management and progress tracking.”

Step-2: Brainstorm, Idea Listing and Grouping

Ideas Generated:

- Define roles: Project Manager, Team Member
- Use ServiceNow groups for grouping users
- Implement ACLs for task visibility and actions
- Introduce task workflow (New → Assigned → In Progress → Completed → Reviewed)
- Trigger notifications on task state changes
- Build a dashboard for role-based task tracking
- Maintain audit logs for accountability
- Create onboarding scripts for new users with default access

Grouped Ideas:

- Access Control: ACLs, Role Definitions, Group Management
- Workflow Management: Task lifecycle, Notifications, Dashboards
- Accountability: Audit Trail, Activity History

Step-3: Idea Prioritization

Idea	Feasibility	Impact	Priority
Role & Group Definition	High	High	★★★★★
ACL Implementation	Medium	High	★★★★
Task Lifecycle Workflow	Medium	High	★★★★
Notifications	High	Medium	★★★
Audit Trail	Medium	Medium	★★★
Dashboards	Medium	Medium	★★
User Onboarding Scripts	Low	Low	★