

Ideation Phase Brainstorm & Idea Prioritization Template

Date	2 November 2025
Team ID	NM2025TMID02535
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

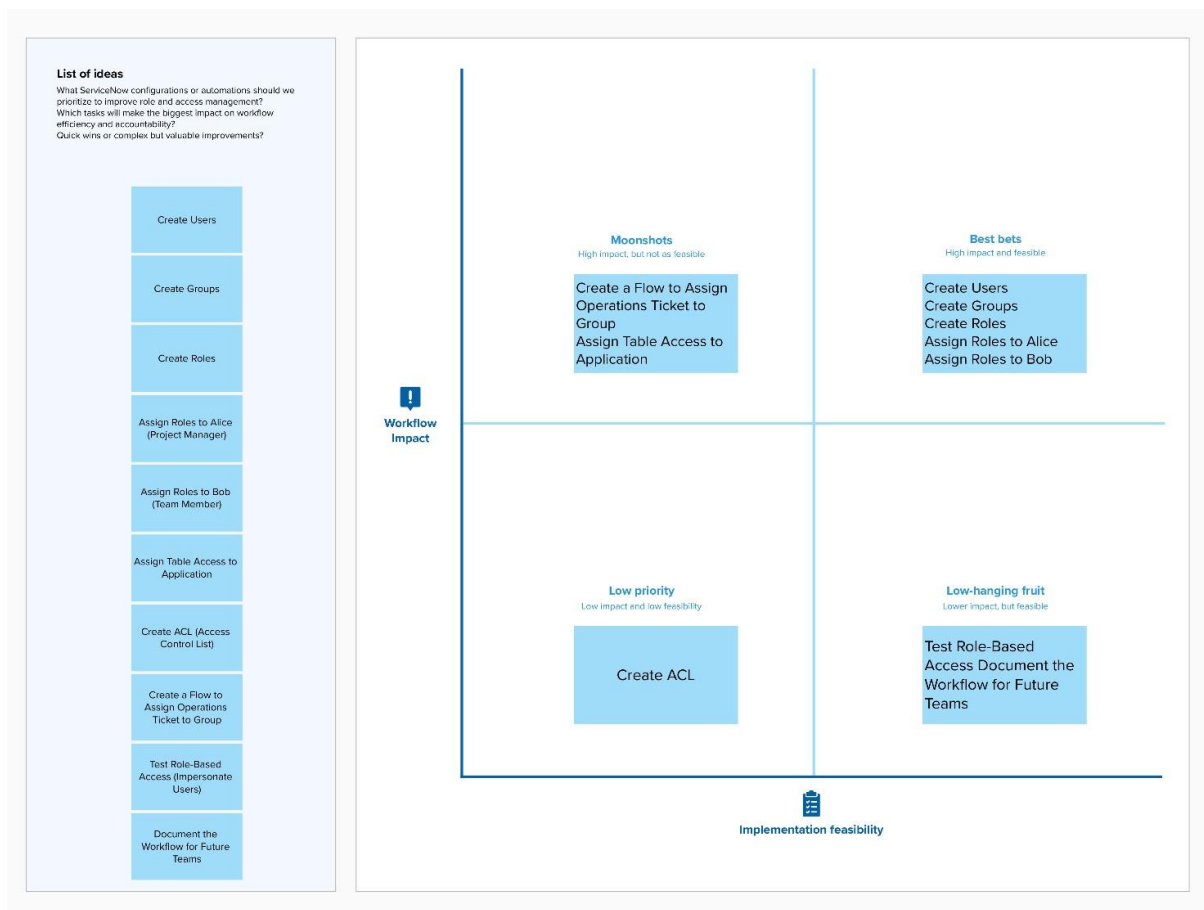
Task	Owner	Priority	Status	Deadline	Expected Outcome
Create Users in ServiceNow	Alice	High	To Do	30 Oct 2025	Add Alice (PM) and Bob (Team Member) as users
Create Groups	Alice	High	To Do	30 Oct 2025	Create Project and Operations groups
Create Roles	Alice	High	To Do	30 Oct 2025	Define project_member and 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