**Ideation Phase**

**Brainstorm & Idea Prioritization**

**Template**

| Date | 02 NOVEMBER 2025 |
|---|---|
| Team ID | NM2025TMID01749 |
| Project Name | Educational Organisation Using ServiceNow |
| Maximum Marks | 4 Marks |

**Educational Organisation Using ServiceNow Template:**

This guided project demonstrates how to create a digital management system for educational institutions using the ServiceNow platform. The project focuses on automating day-to-day academic and administrative workflows, such as student admission, staff management, and request handling. By using ServiceNow's powerful workflow automation, the system helps replace traditional paper-based processes with efficient, trackable, and transparent digital solutions.

This ensures smooth communication between students, teachers, and administrators while improving productivity, reducing delays, and maintaining accurate records. The project also showcases how ServiceNow can be customized to support different educational activities through automated approvals, notifications, and reporting tools.

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



Reference: https://www.mural.co/templates/brainstorm-and-idea-prioritization

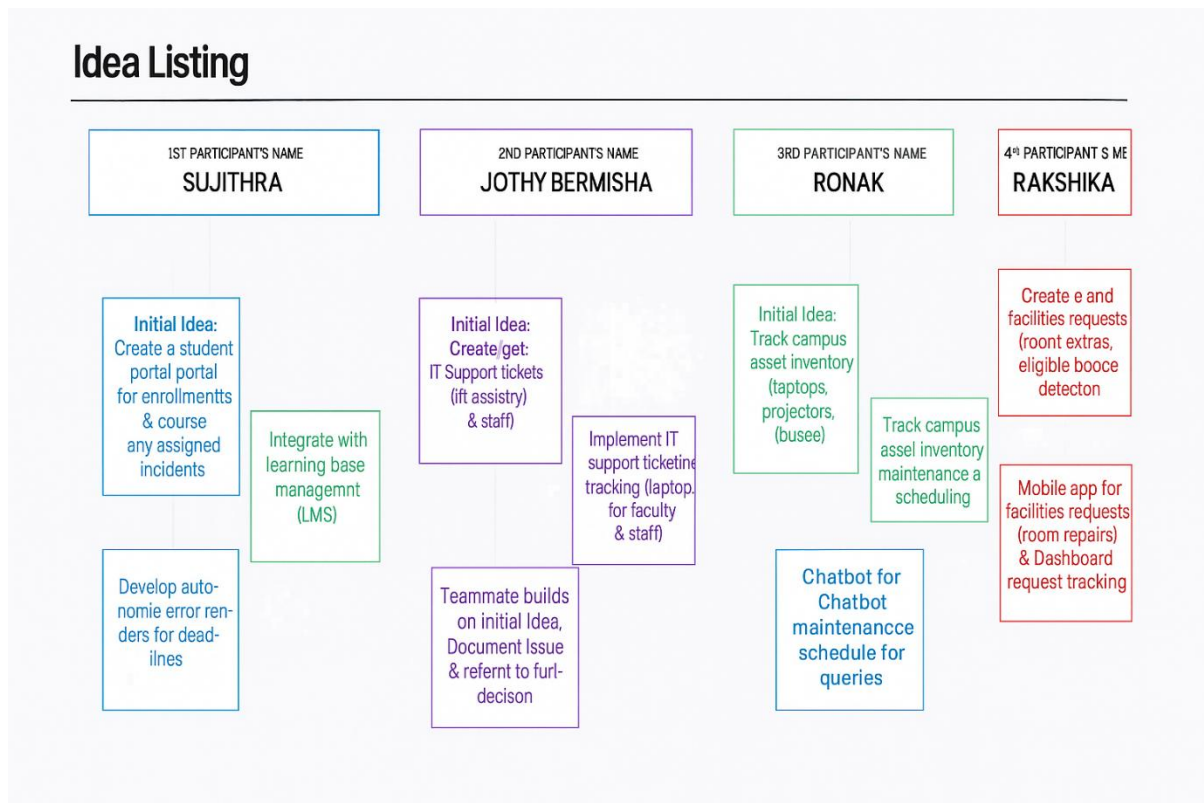**Step-2: Brainstorm, Idea Listing and Grouping:**



Fig2: Image that describes the work done by teammates.

**Brainstorm:**

Team members share creative ideas on how ServiceNow can be customized for educational use. Each suggestion—like creating admission tables, attendance tracking forms, and staff management dashboards—is freely discussed without judgment.

**Idea Listing:**

All proposed ideas are listed to capture every contribution, ensuring that no feature or process improvement is missed.

**Grouping:**

Similar ideas (like academic modules, student data management, or workflow automation) are grouped together for easier planning and prioritization.

**Action Planning:**

Selected ideas are converted into *clear implementation steps* with specific responsibilities and timelines, allowing smooth teamwork and progress tracking.

**Step-3: Idea Prioritization:**



**Fig 3:** Image of steps to manage educational data using ServiceNow.

**Idea Prioritization:**
Idea prioritization helps break the project into manageable components like **admission**, **attendance**, and **staff management modules**.
By focusing on these modules first, the project ensures a solid foundation for the entire system.

Prioritizing the workflow allows the team to:

- Identify the most critical functions for launch (e.g., admission and attendance).
- Design reusable modules that can be extended later.
- Maintain data consistency across all educational records.
- Simplify process automation and ensure role-based access control.

This structured approach improves project clarity, teamwork efficiency, and successful implementation of an **Educational Organisation Management System using ServiceNow**.