


Brainstorm & Idea Prioritization Template

Date	01 November 2025
Team ID	NM2025TMID02606
Project Name	Educational Organisation Using ServiceNow
Maximum Marks	4 Marks




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


Template



Brainstorm & idea prioritization


Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

 10 minutes to prepare
 1 hour to collaborate
 2-8 people recommended



Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

 10 minutes

A

Team gathering

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B

Set the goal

Think about the problem you'll be focusing on solving in the brainstorming session.

C

Learn how to use the facilitation tools


Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#) →

1


Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

 5 minutes


PROBLEM


Administrative and academic data management in educational institutions is inefficient due to manual processes and lack of system integration.





Key rules of brainstorming


To run a smooth and productive session


 Stay in topic.

 Defer judgment.

 Go for volume.

 Encourage wild ideas.

 Listen to others.

 If possible, be visual.

Step-2: Brainstorm, Idea Listing

2

Brainstorm

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

🕒 10 minutes

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Person 1

Automate student admission workflow using ServiceNow forms and approvals.

Integrate ServiceNow workflows for leave requests and academic updates.

Person 3

Develop progress tracking dashboards for teachers and admins.

Implement access control to ensure data privacy.

Person 2

Create a student and teacher database integrated with roles and permissions.

Enable cloud-based report generation and data analytics.

Person 4

Use automated notifications for admission updates and attendance reports.

Add chatbot support for student queries and admission FAQs using ServiceNow Virtual Agent.

Grouping

3

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 customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

Automation:
Admissions, attendance, and notifications.

Security:
Access control and user authentication.

Analytics & Reports: Student performance and progress tracking.

Data Management:
Centralized database for users and roles.

Step-3: Idea Prioritization

4

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 cursors 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.

