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

Step-2: Brainstorm, Idea Listing

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Brainstorm

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

⏱ 10 minutes

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

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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 and break it up into smaller sub-groups.

⏱ 20 minutes

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.

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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.

Importance

If each of these tasks could get done without any difficulty or cost, which would have the most positive impact?

Implement access control to ensure data privacy.

Enable cloud-based report generation and data analytics.

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

Develop progress tracking dashboards for teachers and admins.

Automate student admission workflow using ServiceNow forms and approvals.

Integrate ServiceNow workflows for leave requests and academic updates.

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

Use automated notifications for admission updates and attendance reports.

Feasibility

Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)