

Brainstorm & Idea Prioritization Template

Date	29 April 2023
Team ID	NM2023TMID06329
Project Name	Assessing the Safety of Municipal Drinking Water
Maximum Marks	4 Marks


Brainstorm & Idea Prioritization Template:

To assess the safety of municipal drinking water, regular water quality tests can be conducted to identify harmful contaminants, while monitoring the water treatment facilities can ensure their proper operation. Checking the source of water and conducting regular inspections of infrastructure can also identify potential issues. Public education can inform the public about the importance of clean water and maintaining private water systems, and emergency response plans can be implemented for water-related emergencies. Consulting with water quality experts can also provide valuable guidance on how to assess and maintain the safety of municipal drinking water.

Reference: <https://www.mural.co/templates/empathy-map-canvas>




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.

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1

Define your problem statement

The problem is that municipal drinking water can contain harmful contaminants, which can cause health problems. To ensure safety, we need to regularly monitor and test water quality.



 5 minutes

PROBLEM

Assessing the safety of Municipal Drinking water

Key rules of brainstorming

To run a smooth and productive session

 Stay in topic.
  Encourage wild ideas.

Step-2: Brainstorm, Idea Listing and Grouping

2

Brainstorm

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

🕒 10 minutes

TIP

You can select ideas and hit the sketch icon

Person 1

Testing the quality of the water

Emergency Response Planning

Person 2

Customer Complaint Tracking

Quality performance

Person 3

Providing better customer service

Regular updation of service

Disinfection Treatments

Person 4

Assessing the source water

Adapting to the Climate change

Performance level

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 customized notes to make browsing, organizing, and categorizing ideas within themes easier.



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 cursor 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.

