

## Ideation Phase

### Brainstorm & Idea Prioritization Template

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Team ID	LTVIP2025TMID31451
Project Name	Workforce Administration Solution (dev)

#### Brainstorm & Idea Prioritization Template:

Brainstorming provides a free and open environment that encourages everyone within a team to participate in the creative thinking process that leads to problem solving. Prioritizing volume over value, out-of-the-box ideas are welcome and built upon, and all participants are encouraged to collaborate, helping each other develop a rich amount of creative solutions.

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.

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

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

##### Problem Statement:

Identify and document the core problem related to workforce administration (e.g., employee data tracking, onboarding automation, leave and attendance management, etc.). Collaborate with your team to refine this statement.

Modern organizations, especially those growing rapidly, struggle to maintain efficient workforce administration processes. Traditional methods such as spreadsheets, paper forms, and isolated software tools often lead to:

**Inefficient** HR workflows due to manual processing.

**Data duplication** and inconsistency in employee records.

**Delayed approvals** for leave, shift changes, and onboarding.

**Lack of transparency** for employees to track their own information.

**Limited scalability** as workforce size increases.

**Security concerns** with sensitive employee data.

The absence of a centralized and automated system creates bottlenecks that affect employee satisfaction, productivity, and compliance with HR policies.

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

List down all possible ideas to solve the problem, no matter how wild or unpolished they may seem. Then, group related ideas into categories.

Sample Ideas:

Idea	Group/Category
Develop centralized employee dashboard	Interface Design
Automate leave application system	Process Automation
Role-based access control for HR/admin	Security
Integration with payroll system	System Integration
Mobile app for employee self-service	User Experience

### Step-3: Idea Prioritization

Evaluate and prioritize ideas based on criteria such as impact, feasibility, time, and resources required. Use scoring or ranking methods if needed.

Idea	Feasibility (1-5)	Impact (1-5)	Priority
Centralized dashboard	5	5	High
Automated leave system	4	5	High
Payroll integration	3	4	Medium
Mobile app	3	3	Medium
Role-based access	5	4	High

