

Ideation Phase


Brainstorm & Idea Prioritization Template

Date	28 June 2025
Team ID	LTVIP2025TMID59203
Project Name	EDUCATIONAL ORGANISATION USING SERVICENOW
Maximum Marks	

Brainstorm & Idea Prioritization Template:

In an educational organization, brainstorming creates an open and collaborative environment that encourages faculty, administrators, and students to actively engage in creative problem-solving. Leveraging platforms like ServiceNow, teams can log, track, and refine ideas in real time, even when working remotely. Prioritizing volume over immediate value, the process welcomes unconventional thinking and promotes collective development of innovative solutions. With ServiceNow's integrated workflows, each idea can be categorized, assigned, and monitored through to implementation—ensuring that the best concepts evolve into practical improvements. Use this template during institutional brainstorming sessions to spark imagination and co-create impactful strategies across your campus community.

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

 Educational organization 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 👤 5-8 people recommended	1 Educational organization A little bit of preparation, goes a long way with this session. Here's what you need to do to get going. ⌚ 10 minutes Team gathering Get all relevant participants who session and need on group also make a common mission, you need ahead. Set the goal State the problem to focus on solving - solving in the brainstorm system. Learn how to use the facilitation tools Use the scenarios. Encourage by for a happy and profitable account. Open article	2 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 <div>example How might we be our problem statement?</div> <div>Key rules of brainstorming To maximize our productive session ⌚ Stay in scope 💡 Encourage wild ideas. ⌚ Derive judgment 👂 Listen to others. ⌚ Go for volume 🗣️ If possible, be visual.</div>
---	--	--

Step-2: Brainstorm, Idea Listing and Grouping

Brainstorm

Were down any ideas that come to mind that address your problem statement,

30 minutes

BP

You're in this session designed to discuss, create and/or learn your group's

Educator 1

Have offer insights

Educator 2

Educator 3

Present 3

Educator 2

Step-3: Idea Prioritization