

Ideation Phase

Brainstorm & Idea Prioritization Template


Date	21 October 2023
Team ID	NM2023TMID03075
Project Name	Transparent Education Data Management
Maximum Marks	4 Marks

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.


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




Brainstorm & idea prioritization

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 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


The lack of transparency and standardized data management in education systems creates barriers to informed decision-making, resource allocation, and accountability.


Key rules of brainstorming
To run a smooth and productive session


 Stay in topic.


 Encourage wild ideas.

 Defer judgment.

 Listen to others.

 Go for volume.

 If possible, be visual.



Need some inspiration?
See a previous session of this template to kickstart your work.

[Open example](#) →

Step-2: Brainstorm, Idea Listing and Grouping

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Brainstorm

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

10 minutes

Person 1

Clearly define what data needs to be collected, including student demographics, attendance, performance, and more.

Implement data collection tools that minimize errors and reduce bias.

Implement data encryption and access controls to protect sensitive information.

Person 2

Create user-friendly, publicly accessible portals for stakeholders to access relevant education data.

Collect feedback from stakeholders on data management processes and make improvements accordingly.

Establish data quality assurance processes to ensure data accuracy and reliability.

Person 3

Regularly review and update data management policies and practices to reflect evolving needs and best practices.

Stay informed about and comply with all relevant laws and regulations regarding education data management.

security incidents to protect student information and maintain trust.

Person 4

Seek feedback and input to make data management more accountable.

Create user-friendly dashboards and reports to present data effectively.

Use digital tools to collect and record data to reduce human errors.

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

Person 1

Create user-friendly, publicly accessible portals for stakeholders to access relevant education data.

Clearly define what data needs to be collected, including student demographics, attendance, performance, and more.

Person 2

Regularly review and update data management policies and practices to reflect evolving needs and best practices.

Establish data quality assurance processes to ensure data accuracy and reliability.

Stay informed about and comply with all relevant laws and regulations regarding education data management.

Seek feedback and input to make data management more accountable.

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Step-3: Idea Prioritization

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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 fingers to point at where sticky notes should go on the grid. The facilitator can confirm this idea by using the laser pointer holding the H key on the keyboard.

Importance

If each of these boxes could not do anything, and nothing is lost, which would have the most positive impact?

Feasibility

Regardless of the importance, which boxes are more realistic than others? (Cost, time, effort, complexity, etc.)

Seek feedback and input to make data management more accountable.

Implement data collection tools that minimize errors and reduce bias.

security incidents to protect student information and maintain trust.

Regularly review and update data management policies and practices to reflect evolving needs and best practices.