Ideation Phase
Brainstorm & Idea Prioritization Template
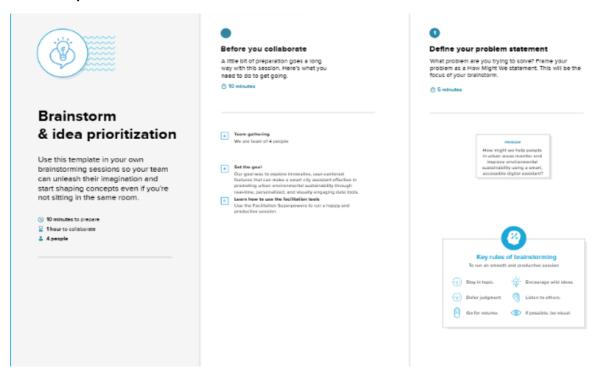
Date	31 May 2025
Team ID	LTVIP2025TMID60708
Project Name	Sustainable Smart City Assistant Using IBM Granite LLM
Maximum Marks	4 Marks

Brainstorm & Idea Prioritization Template:

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

The first step in any effective brainstorming session is assembling a diverse and motivated team. Collaboration plays a critical role at this stage, as varied perspectives help in understanding the problem from multiple angles. Open communication is encouraged to ensure that all voices are heard.

Selecting a precise and meaningful problem statement anchors the brainstorming process. It defines the scope, aligns the team's direction, and focuses the ideation effort toward a common goal. This statement should be specific enough to inspire actionable ideas while leaving room for creative exploration.
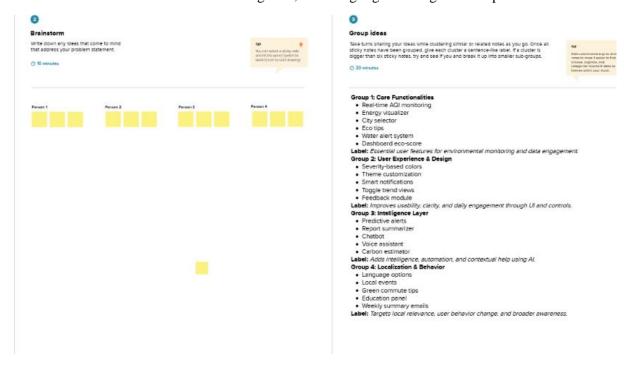

Step-2: Brainstorm, Idea Listing and Grouping

Once the problem is defined, the team moves into ideation. This is a divergent thinking phase where quantity is valued over quality — the aim is to generate as many ideas as possible, regardless of feasibility at this stage. Creativity, spontaneity, and free association are encouraged.

Ideas are typically documented using visual tools like sticky notes or digital whiteboards. After sufficient idea generation, the team begins to organize them into thematic clusters. Grouping helps in

identifying patterns, redundancies, and categories that can inform later prioritization. This step ensures that related ideas are evaluated together, and it highlights emergent concepts.

Step-3: Idea Prioritization

After grouping, the team transitions into convergent thinking. This involves evaluating the ideas based on factors such as impact, feasibility, resource requirements, and alignment with project goals. A common tool used here is the Impact vs. Effort matrix, which helps categorize ideas into:

- **Quick Wins (High impact, Low effort)**

- **Major Projects (High impact, High effort)**

- **Fill-ins (Low impact, Low effort)**

- **Time Wasters (Low impact, High effort)**

This prioritization enables strategic decision-making, helping the team focus on ideas that deliver maximum value within available constraints. The final outcome is a clear, actionable set of prioritized ideas ready for implementation or further exploration.

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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

Importance

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

Feasibility

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