

## Ideation Phase

### Brainstorm & Idea Prioritization Template

|               |   |
|---------------|---|
| Date          | 30 October 2025   |
| Team ID       | NM2025TMID07048   |
| Project Name  | Optimizing user,Group,and Role Management with Access control and Workflows |
| 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.

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

#### 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

**Team gathering**

Invite:

- Alice (Project Manager) – oversees project execution and assigns tasks.
- Bob (Team Member) – performs project tasks and reports progress.
- System Admin (optional) – helps define technical access control.

**Set the goal**

To design a simple and efficient user, group, and role management workflow with proper access controls that ensures clarity in task assignments, accountability, and transparency throughout the project lifecycle..

**Learn how to use the facilitation tools**

Use Mural features:

- Sticky notes (for ideas)
- Voting session (for prioritizing)
- Clustering/grouping
- Feasibility/importance grid

[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**

How might we create a structured user, group, and role management system in our project management setup to ensure clear accountability, secure access control, and efficient workflows between the Project Manager (Alice) and Team Member (Bob)?



**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.

## 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 a sticky note and hit the pencil icon to switch to sketch mode to start drawing!



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 end break it up into smaller sub-groups.

🕒 20 minutes

**TIP**  
Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

## 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 cursors 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.

