# Brainstorming & Idea Prioritization Template

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| Date | 30 October 2025 |
| Team ID | NM2025TMID07475 |
| Project Name | Laptop Request Catalog Item |
| Maximum Marks | 4 Marks |

**Brainstorming & Idea Prioritization Template**

The team generated and organized ideas to improve the laptop request process. Key priorities included creating a unified request form, auto-filling user details, and adding real-time tracking. These ideas were prioritized based on impact and effort to ensure quick, high-value improvements.

**Step 1: Team Gathering, Collaboration and Problem Selection**

The team collaborated to identify key issues in the existing laptop request process. During discussions, members highlighted delays, manual approvals, and lack of request tracking as major pain points. After evaluating the challenges, the team selected the problem statement — *“How might we simplify and automate the laptop request process to make it faster and user-friendly?”* This step helped set a clear direction for developing the **Laptop Request Catalog Item** project.

A screenshot of a computer screen

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**Step 2: Brainstorming, Idea Listing and Grouping**

In this phase, the team conducted a brainstorming session to generate ideas for improving the laptop request process. Each member contributed suggestions focused on simplifying the catalog form, enhancing user experience, and introducing automation. The collected ideas were then grouped into key categories such as **Simplification**, **User Experience (UX)**, **Automation**, **Innovation**, and **Sustainability**.  
This step helped the team organize creative inputs and identify practical solutions to make the **Laptop Request Catalog Item** more efficient and user-friendly.

A diagram of a group

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**Step 3: Idea Prioritization**

The team evaluated all ideas based on impact and effort. High-impact, low-effort ideas like a unified request form, auto-fill details, and tracking were prioritized first, while advanced features such as automation and AI suggestions were planned for future phases.

A close-up of a graph

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