

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



Need some inspiration?

See a finished version of this template to kickstart your work.

Open example



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.

① 10 minutes

Team gathering

Set the goal

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

Think about the problem you'll be focusing on solving in

the brainstorming session.

Learn how to use the facilitation tools

Use the Facilitation Superpowers to run a happy and

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productive session.

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 to estimate business travel expenses/



Key rules of brainstorming

To run an smooth and productive session









If possible, be visual.



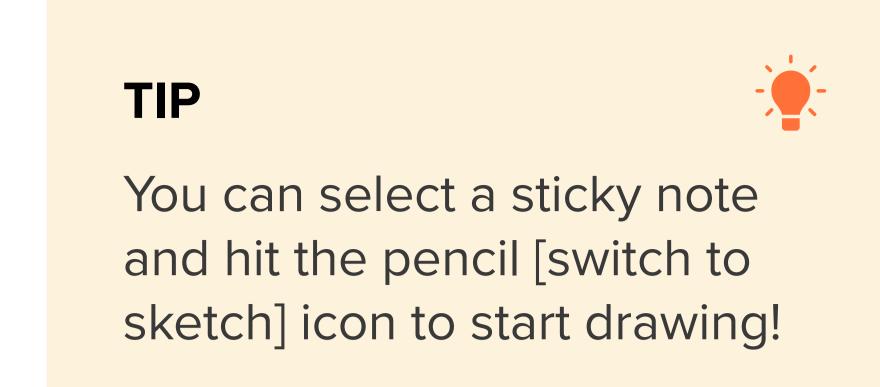
Go for volume.



Brainstorm

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

① 10 minutes



Person 1

Effort, scope

and cost

An approximate projection of future expenses incurred in goods

project.

Expenses related to employee travel are one of the biggest costs for a business and almost every production or company would expect completion of a to incur these throughout the year.

A few years ago ACTE researched the reasons why people travel for business the most important reason: maintaining customer relationships(42% of trips), internal meetings(22%), and then developing new business(20%).

Person 2

Using a travel and expense system that determine your captures all expenses and project's budget, travel bookings in one place will enable you to report on historical data, schedule the work necessary and and use that to help manage new predict future spend.

Helps you

resources.

Person 3 Maintaining a comprehensive record of your business travel costs is crucial to cost calculation and optimisation. Decide on a timeframe with your

finance team, after which you will reconcile, tally and audit your expenses.

Tracking past travel Categorising purchase, expenses based on categorising these department, project expenses, and type, business analysing past travel type, and spending patterns expense type. categorically.

Person 4 Communicate with your employees that you are trying to cut down on business travel costs. Ask them if they will be comfortable using public transport like buses, metros, subways or rickshaws

to travel within the city. this

can help you save a lot on

taxi rentals.

Encourage your employees to plan trips to minimise the number of nights they spend at the destination. this will significantly reduce the per diem cost per employee.

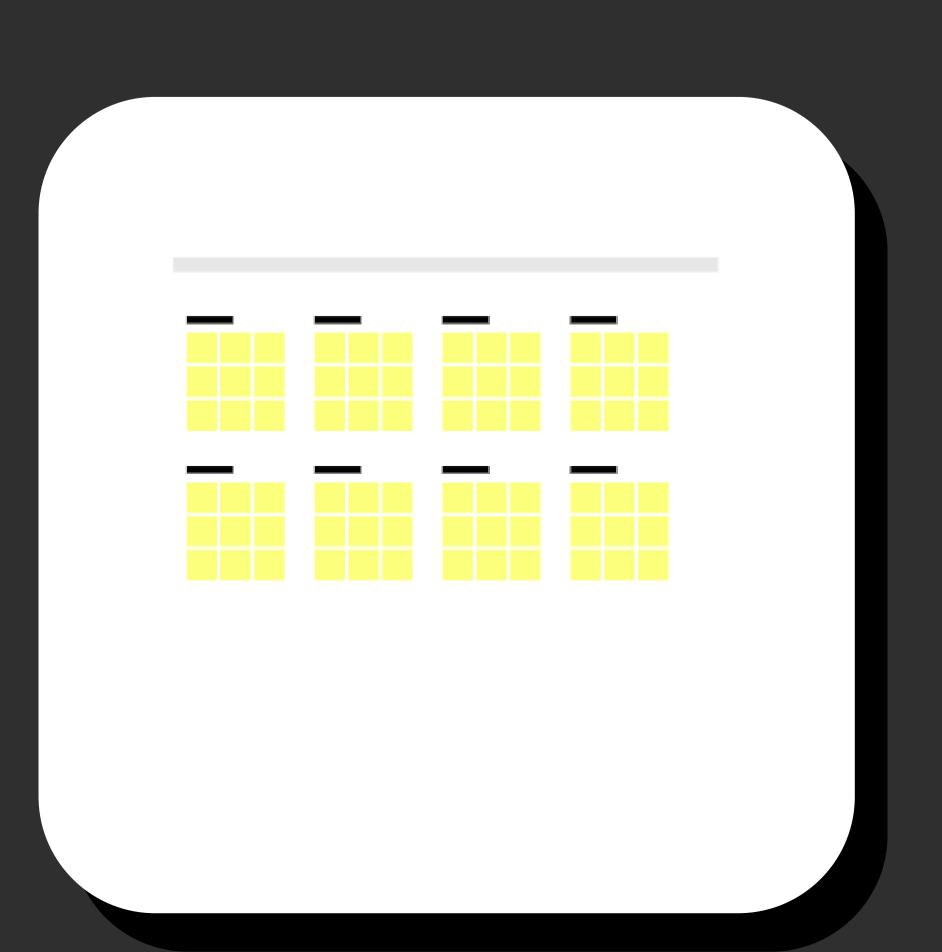
An analysis of past expense reports can show you which vendor your business frequently does business with. You can use this information to negotiate better deals with these vendors and get company discounts.

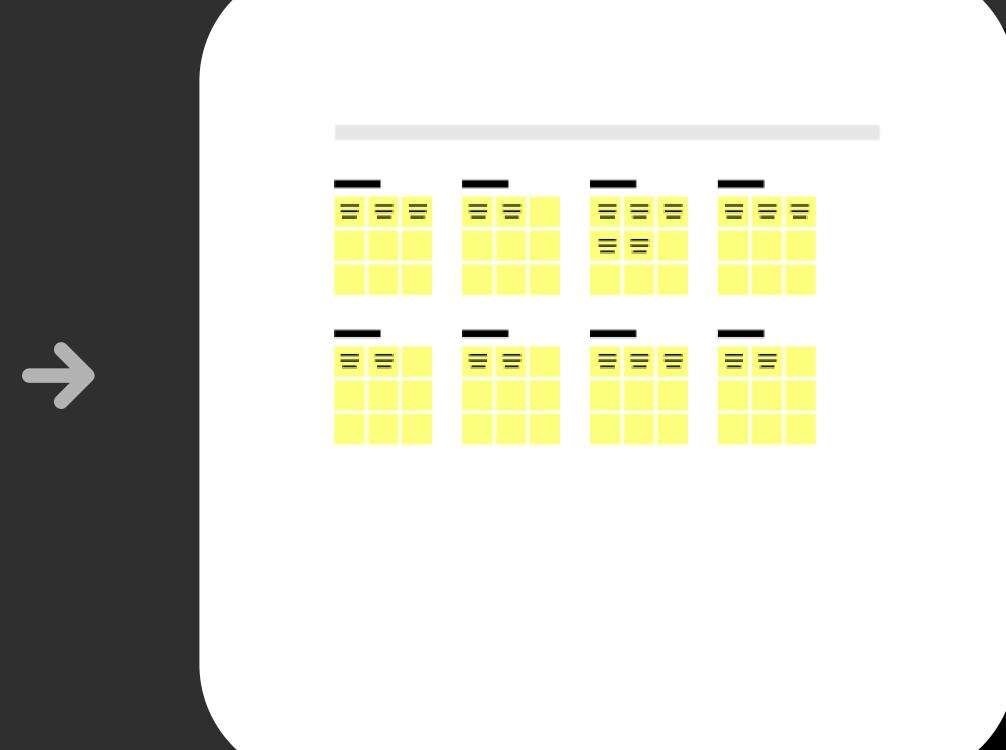
Person 5

Person 6

Person 7

Person 8



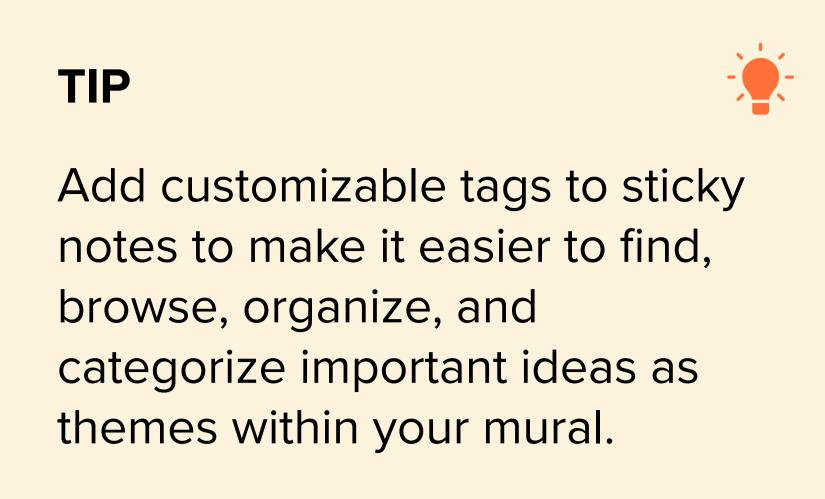




Group ideas

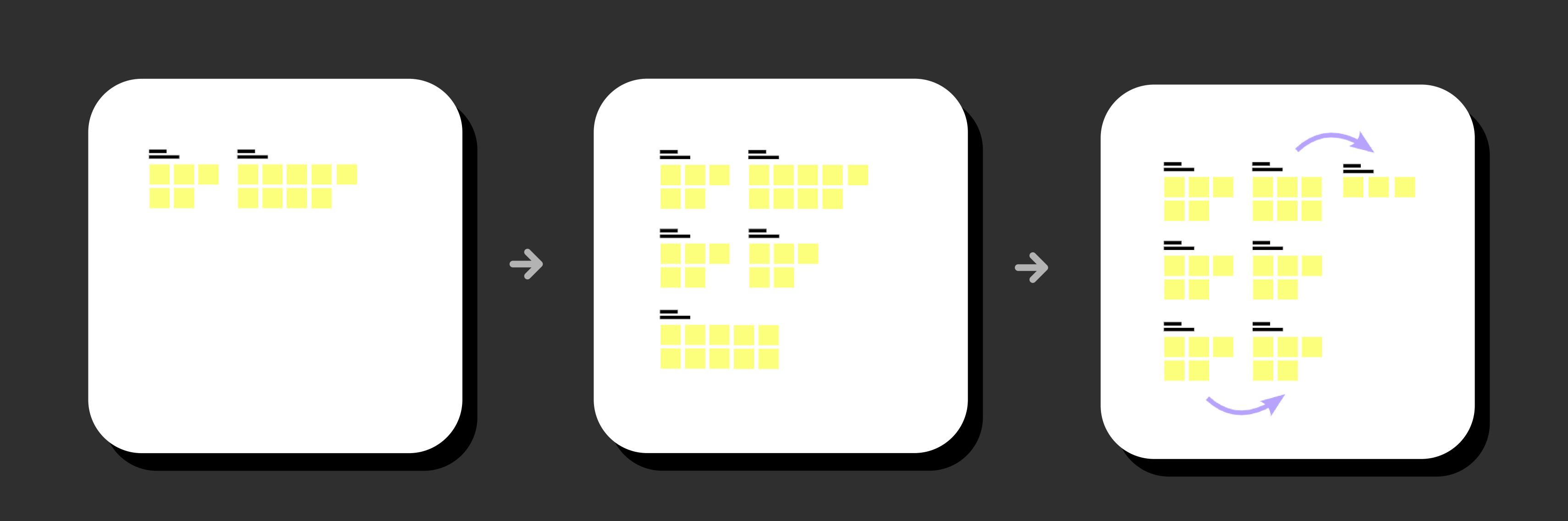
Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

① 20 minutes



While a large number of factors influence the practice of cost estimating, the ten most important are complexity of the project, scale and scope of construction, site constraint, client financial position, buildability and location of the project.

Influence creative freedom and personal satisfaction





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.

① 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.

While a large number of factors influence the practice of cost estimating, the ten most important are complexity of the project, scale and scope of construction, site constraint, client financial position, buildability and location of the project.

Influence creative freedom and personal satisfaction

Effort, scope and cost

Categorising expenses based on department, project type, business travel type, and expense type.

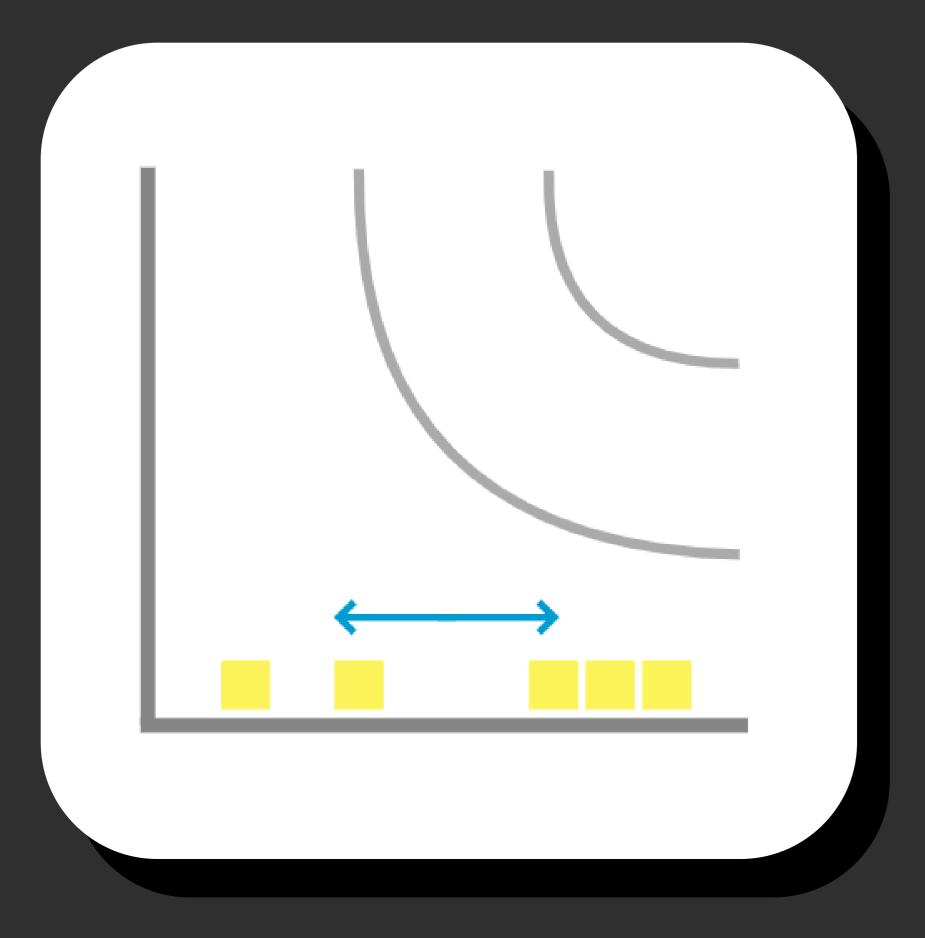
Importance

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

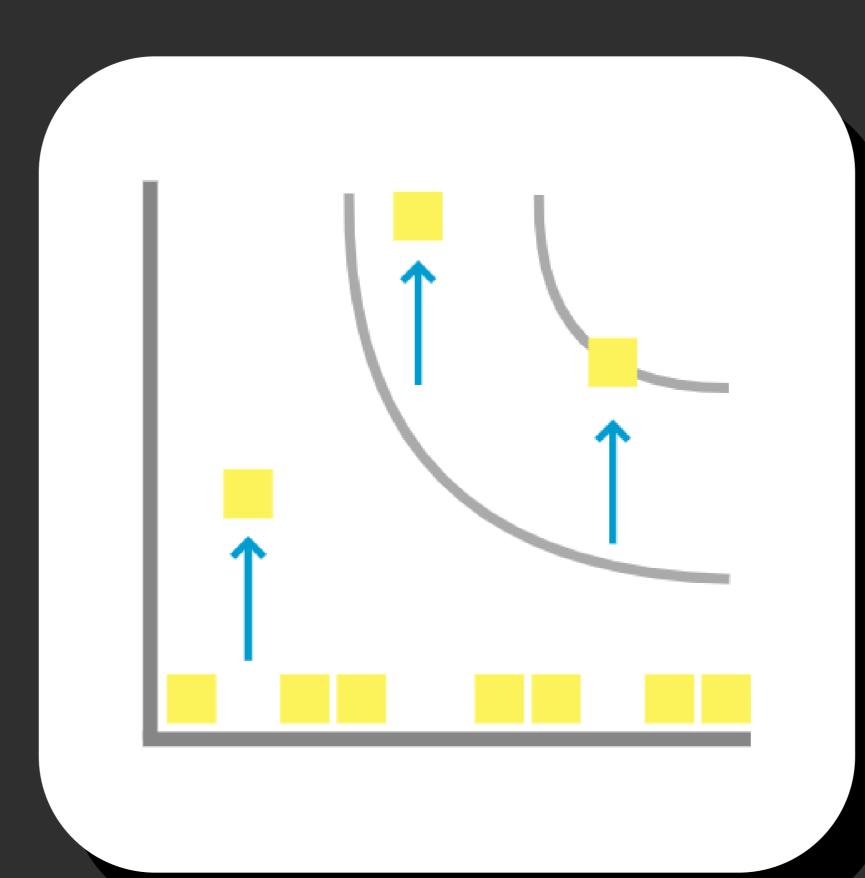
Communicate with your employees that you are trying to cut down on business travel costs. Ask them if they will be comfortable using public transport like buses, metros, subways or rickshaws to travel within the city. this can help you save a lot on taxi rentals.

Feasibility

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











After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

Share the mural

Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.

Export the mural Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward



Strategy blueprint

Define the components of a new idea or strategy.

Open the template →



Customer experience journey map

Understand customer needs, motivations, and obstacles for an experience.

Open the template →



Strengths, weaknesses, opportunities & threats

Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

Open the template →

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