### 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

## to do to get going.

A little bit of preparation goes a long way with this session. Here's what you need → 10 minutes

Before you collaborate

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

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

Learn how to use the facilitation tools
Use the Facilitation Superpowers to run a happy and

#### Define your problem statement The hospital requires a gas pipeline monitoring system to ensure the safe and reliable delivery of gas throughout the

facility. The system should be capable of continuously monitoring gas pipelines, detecting leaks, and alerting staff in real-time to prevent potential hazards to patients, staff, and the environment

How might we [your

problem statement]?

Key rules of brainstorming To run an smooth and productive session

Go for volume. If possible, be visual.

Encourage wild ideas.

Brainstorm

→ 10 minutes

Write down any ideas that come to mind

that address your problem statement.





You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!







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. → 20 minutes

Take turns sharing your ideas while clustering similar or related notes as you go. Once all

3

Group ideas

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

# Prioritize

4

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

Participants can use their the grid. The facilitator can confirm the spot by using the laser pointer holding the H key on the keyboard.

Quick add-ons

R 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

Share a view link to the mural with stakeholders to keep

them in the loop about the outcomes of the session.

After you collaborate

might find it helpful.

Share the mural

You can export the mural as an image or pdf to share with members of your company who

> Strategy blueprint Define the components of a new idea or strategy.

Open the template → Customer experience journey map

obstacles for an experience. Open the template →

Understand customer needs, motivations, and

Strengths, weaknesses, opportunities & threats Identify strengths, weaknesses, opportunities,

and threats (SWOT) to develop a plan. Open the template >

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

Feasibility

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

Need some inspiration?

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

Share template feedback











