|  |
| --- |
| Topic/Subject |
| **[write here the topic/subject/problem to be brainstormed** |
| Key Rules |
| **Follow the following Key Rules**   |  |  |  | | --- | --- | --- | | **Ref** | **Rule Name** | **Rule Description** | | **KR01** | **No Criticism** | **Encourage all participants to share ideas without judgment.** | | **KR02** | **Encourage Wild Ideas** | **No idea is too outlandish; creativity is key.** | | **KR03** | **Build on Others’ Ideas** | **Use others’ ideas as inspiration for new ones.** | | **KR04** | **Stay Focused on the Topic** | **Keep discussions aligned with the topic.** | | **KR05** | **One Conversation at a Time** | **Make sure everyone is to be heard** | |
|  |
| Ideas |
| **Capture all the ideas created/generated during this session.**   |  |  |  | | --- | --- | --- | | **Ref** | **Idea Description** | **Contributor** | | **I01** |  |  | | **I02** |  |  | | **I03** |  |  | | **I04** |  |  | | **I05** |  |  | | **I06** |  |  | |
|  |
| Evaluation/Assessment |
| **Evaluate/Assess and prioritise the ideas based on agreed criteria such as impact, cost feasibility and priority using the MoSCOW prioritisation (Must, Should-Have, Could-Have, Won’t Have)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Ref** | **Idea Description** | **Feasibility**  **(1 to 5)** | **Impact**  **(1 to 5)** | **Cost**  **(1 to 5)** | **Priority**  **(MoSCoW)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| Action Plan/Next Steps |
| **Outline the next steps and assign follow-up actions**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** | **Action Item** | **Responsible Person** | **Deadline** | **Status** | | **A01** |  |  |  |  | | **A02** |  |  |  |  | | **A03** |  |  |  |  | | **A04** |  |  |  |  | |