**Brainstorming – Template**

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| **1. Select a group of between 5-7 people that represent various organisational functions and meet in a comfortable location.** |
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| **2. Outline the focal problem and provide any information or criteria that participants should know about the problem or potential solutions.** |
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| **3. Provide participants with 5 minutes to generate ideas in silence.** |
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| **4. Conduct a guided group discussion that allows each participant and opportunity to share ideas. Recorded these on a white board or using post-it notes.** |
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| **5. Conduct a more open group discussion where proposed ideas can be developed or new ideas suggested. Continue until a sufficient number of high quality ideas have been generated.**  |
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