



BRAINSTORMING SESSION TEMPLATE

Session Overview

Provide an overview of the session's key details for reference and context:

- **Date:**
- **Facilitator:**
- **Participants:**
- **Topic/Focus Area:**

Idea	Potential Impact	Feasibility	Action Item	Responsible Person(s)	Timeline	Notes /Comments



Usage instructions:

1. Idea:

Record each idea generated during the brainstorming session.

2. Potential Impact:

Assess how significantly the idea could affect the organisation or project, categorised as High, Medium, or Low.

3. Feasibility:

Measure how realistically the idea can be implemented, considering current resources, time, and constraints, categorised as High, Medium, or Low.

4. Action Item:

Define the specific steps required to progress the idea, ensuring clear direction for implementation.

5. Responsible Person(s):

Assign designated individuals or teams accountable for executing the action items.

6. Timeline:

Specify the expected timeframe for the completion of each action item.

7. Notes/Comments:

Include any additional remarks or observations that may assist in the implementation process.