Remote Brainstorm Facilitation Planning Template

Topic of the Brainstorm/Goal:

Sponsor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants

|  |  |  |
| --- | --- | --- |
| Who | Location | Contact Info |
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Person/Team Responsible for Moving Forward

Brainstorm Type:

\_\_\_\_\_\_\_\_\_\_Asynchronous

Timeframe (Start/Open - End/Close)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_Synchronous

Date & Time \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_:\_\_\_\_\_\_ AM/PM

Duration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Online Tool for Brainstorming (include a link to the specific page or board, once created)

Method/Tool for Narrowing (include a link, if different from above)

Checklist for Preparation:

* Determine Purpose of Brainstorm
* Identify the players (sponsor, participants, team moving ideas forward)
* Identify logistical constraints (e.g., timezones, technology, timeline, etc)
* Choose a TYPE of brainstorm
* Choose a TOOL for brainstorming
* Identify a starting prompt or How Might We statement
* Set up the tool for the brainstorm
* Identify Inspiration, Pre-Work and Warm-ups
* Identify Narrowing method and approach
* Set up the tool for the Narrowing, if needed
* Identify method for moving ideas forward / handoff
* Create or download tools for moving ideas forward
* Send out Pre-Work Instructions
* Send out Invitations with instructions to the participants, including starting prompt

Agenda/Timeline

| Time | Activity | Materials | Goal |
| --- | --- | --- | --- |
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