



Cal TF Custom Charette – Brainstorm Template

Use this template to document input during the small group brainstorm session(s).

Topic. Write down the selected custom improvement concept for this discussion.

Group Members. List the group members participating in this discussion. Aim for a group size of 4 with maximum group size of 5.

Problem Statement. What is the issue or challenge that needs to be overcome, or what needs to be improved?

Potential Solution. Describe a potential solution.

Value/Benefits. Describe the stakeholder benefits and/or value of fixing this issue.



Cost. Describe the costs/challenges with fixing this issue.

Process. What should be the process to address this issue and develop and/or implement the solution?

Success factors. What would be the measures of success?



Stakeholders. Which stakeholders need to be involved in addressing this challenge?

Priority. What priority level should this solution take for Stakeholders? Circle one and explain.

- Immediate
- Next few years
- Within 5 years
- Parking Lot

Previous Efforts. List any previous related efforts related to this issue that a working group or other stakeholders should be aware of.

Existing efforts. List any existing related efforts related to this issue that a working group or other stakeholders should be aware of.

Regulatory context. Describe any important regulatory decisions or context a working group should be aware of.