**Nominal Group Technique – Template**

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| **1. Select participants to participate in the technique that represent different functions of the organisation and have sufficient knowledge to make a valid contribution.** |

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| **2. Explain the focal problem and the rules of the session to participants.** |

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| **3. Allow participants approximately 10 minutes to write down as many ideas as possible. Quantity is of greater importance than quality and no interaction between participants is permitted.** |

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| **4. Ask each participant to anonymously submit their best idea. Record these on a large sheet or whiteboard so that they are visible to all participants. Request that each participant anonymously submit their next best ideas, sequentially, until all ideas are displayed.** |

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| **5. Clarify each of the ideas through dialogue with participants. Avoid making a judgement or evaluating ideas at this point.** |

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| **6. Ask participants to anonymously vote by submitting their selection of the best 5 ideas. Specify that the lowest rated idea of the 5 is given the lowest score (i.e. 1) and the most preferred idea is given the highest score (i.e. 5). Once all votes have been collected, calculate the total score for each idea. The top 5 ideas according to all participants is discussed as a group.** |

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| **7. If required, conduct further discussion or rounds of voting until consensus regarding the prioritisation of ideas has been agreed.** |