TOOL SHEET
Stormboard

DIFFICULTY: Easy

Page 1: general description and practical task walkthrough

A. General Description

TOOL NAME	Stormboard
LINK	https://stormboard.com/home
TYPE	Online collaborative whiteboard for sticky-note brainstorming and task planning
BEST FOR	**Youth groups and small teams** turning ideas into clear action steps, planning projects, and organising tasks by stage and priority. **Facilitators and youth workers** who want to maintain a visual task board and update it in real time.
LANGUAGES	Interface in English only Users can add content in any language
FREE/PAID	Freemium/paid, with limited free use and paid plans for additional features
KEYWORDS	#StickyNotes, #TaskPlanning, #Workflow, #Collaboration, #TaskManagement, #Whiteboard

1. What is this tool?

- Stormboard lets you add **digital sticky notes**, group them, and **turn them into a basic action plan** for your project
- It supports **real-time collaboration**, so youth can **co-create tasks** and **assign priorities** in one shared space
- Boards can be **organised in columns or sections**, which is perfect for **planning a small event**
- The tool helps **keep track of ideas and actions** instead of only talking about them

B. Practical Task & Step-by-Step

2. Practical task

- **Create 6 sticky notes** for the first “Spark-To-Pitch - Pilot Workshop”; give each one a short title and brief description
  Task examples: “Set workshop objectives, “Choose activities”, “Prepare materials”, “Recruit participants”, “Review workshop flow and timing”, “Prepare icebreakers”
- **Sort the sticky notes** by progression status by moving them into the “On Hold”, “In Progress”, “Needs Review” and “Approved” sections

3. Scenario / example business

- **Name**: Spark-To-Pitch
- **Service**: Short, co-created workshops helping 16-24-year-olds turn social problems into small, testable ventures, such as peer support groups, eco-delivery or homework clubs
- **Target audience**: Young people from low-income neighbourhoods, youth workers, local NGOs
- **Tone of voice**: Friendly, hopeful, practical, youth-to-youth, inclusive
- **Final goal**: Help young people design and test a small social venture in 4 weeks, and then pitch it to local partners
- **Tool use:** Organise the first pilot workshop to test the concept by creating a realistic, prioritised task list

4. Before you start

- Short **description** of the event (what, where, when, who)
- A first **list of 6 basic tasks**; it does not need to be perfect, they can be refined and rewritten at a later stage
- A list of potential people responsible for each task
- **Optional**: Logos, images, links to supporting documents (invitation draft, checklist, etc.)

#	Action	Instruction
1	**Open tool**	Go to Stormboard and sign in or create an account. You can try the Business plan free for 30 days. The steps below use a **free account**, with limited customisation.
2	**Choose format**	Click “**Create a Storm**”, then “**Template Library**” and select “**Choose Template**” on your chosen template. Select “Workflow” for this example.
3	**Add input**	Add **6 sticky notes**, one per task. Include short title and description. You may use colours for priority levels.
4	**Use AI feature**	**StormAI** is not available on free accounts. With an upgraded plan, you can use it to expand an idea or summarise sticky notes.
5	**Edit result**	**Move notes** to “On Hold”, “In Progress”, “Needs Review” or “Approved”. **Adjust wording** if necessary. **Assign owners** and add a **deadline**.
6	**Export/share**	**Share the board link** with the youth team and partners. Upgraded plans also allow you to **generate and share a report**.

Expected final result

One Stormboard board with 6 clear sticky notes, each showing a short task title and description and a status: On Hold, In Progress, Needs Review or Approved.
The result is a simple, visual checklist for preparing the workshop.

C. Tips & Complementary Information

Page 2: tips and complementary information

7. Example prompts / inputs

(StormAI is available on paid accounts)

- "Suggest 6 key tasks to prepare a pilot youth social business workshop called Spark-To-Pitch"
- "Review these tasks and suggest which should be High, Medium or Low priority, with a brief reason for each"
- "Rewrite these tasks in simple language that a 16-year-old can understand"

8. Tips for better results

- **Use structured templates**: Make the most of Stormboard's templates instead of starting with a blank board
- **Keep groups small**: The free plan supports up to 5 users per board, so split larger groups if needed
- **Keep uploads light**: Free accounts have limited storage, so avoid unnecessary large files and images
- **Use voting and comments**: Let participants prioritise ideas and add useful feedback
- **Export a report**: Save the results at the end of each session instead of copying notes manually

9. Common mistakes to avoid

- Using it as a basic sticky-note board and **ignoring the structured templates**
- **No prioritisation**: Not using colours, voting or scoring to identify the most important tasks or ideas
- **No time limit**: Running open-ended sessions that can lead to unfocused or repetitive input
- **Cluttered workspace**: Keeping old or unused storms instead of archiving them, making active projects harder to find
- **Skipping the reporting feature** in upgraded versions: Manually copying notes into another document instead of using available reporting features

10. Screenshot / visual example



Figure 1. Stormboard workflow for preparing the Spark-To-Pitch pilot workshop

11. Supporting material

- **Stormboard Academy**: A training area providing video-based learning. Accessible via the **Help** button once you log in.
- **Stormboard Video Tutorials**: Short visual tutorials covering the dashboard, folders, templates, sticky notes, voting, invitations, customisation, sections, reports, and exports. It also includes examples such as empathy maps and app design.
- **Stormboard FAQ**: A question-and-answer resource explaining the main concepts of Stormboard, including "Storms," templates, collaboration, automatic saving, supported devices, languages, security, plans, trials, and billing.
- **Stormboard Resource Hub**: A collection of introductory brochures, user guides, ebooks, quick-start materials, enterprise information, security documents, integrations, and training-program information.
- **Stormboard Help Centre**: The main technical support library. It contains articles on basic use, reports, templates, integrations, privacy and security, administration, account management, mobile applications, and troubleshooting.

12. Responsible AI

If AI features or templates are used, learners should always **check tasks and adapt them** to real responsibilities and local safety rules. AI-generated suggestions may overlook **safeguarding, accessibility or cultural needs**.

Trainer notes

- **Time needed**: 30-45 minutes
- **Format**: Group or pair work (2-5 youth)
- **Easier version**: Create 4 tasks and organise them by status
- **Harder version**: Add more tasks and show connections between them (for example, one task must be completed before another can start)