

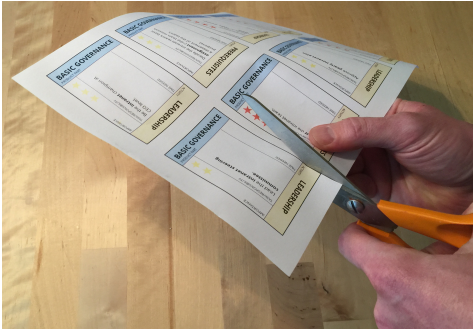
The Intranet Governance Game lite

First

Download all files from intranetgovgame.com/igg-lite-version/ .

Print all files.

Prepare the cards from the file "50 game cards" and "Extra cards".



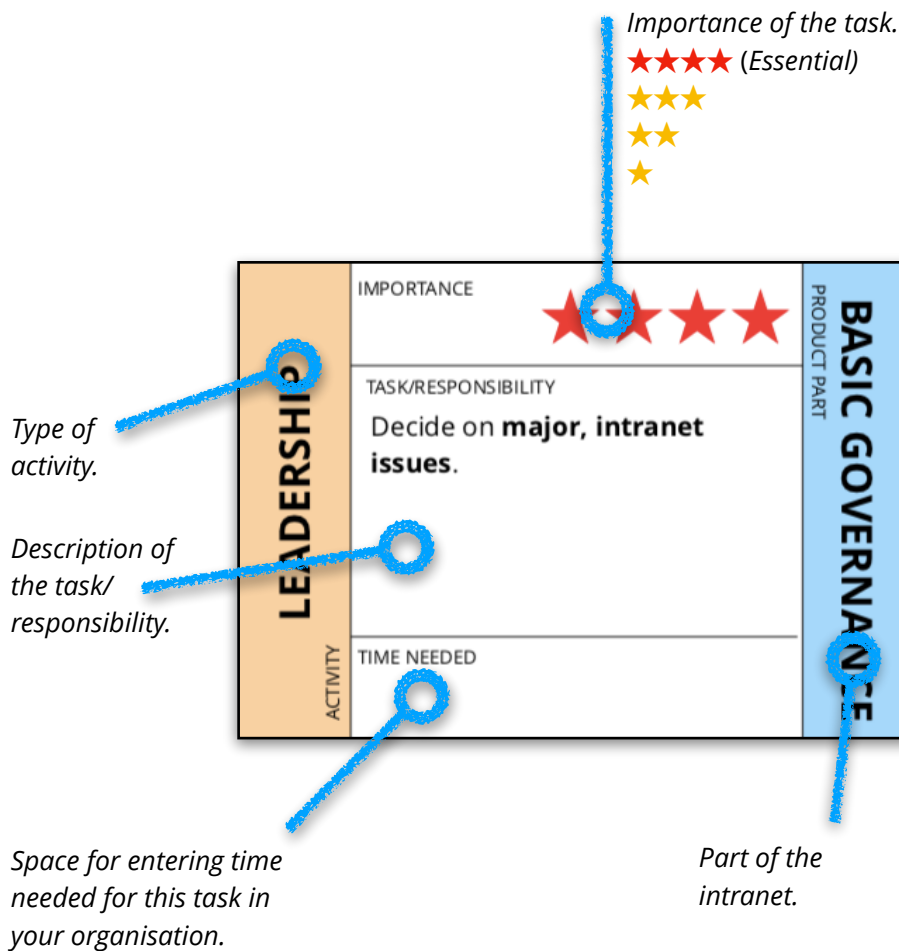
Create as many extra cards as you can, by taking inventory of everything intranet-related you do.

Playing the game

Place the game boards on the meeting table like you see in the picture below.



Every card represents a task or responsibility.



Pick a card in the deck and read it out loud to the participants.

Discuss and settle whose task it is. Place the card according to this model:

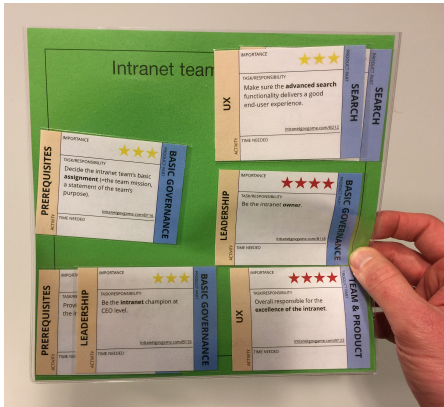
- ◆ If the task belongs to someone in the **team**—place the card on that team member's green game board.
- ◆ If the task belongs to the **owner**—place the card on the owner's green game board.
- ◆ If the task is done by some **other person/team/function in the organisation**—place the card on the blue "Other teams/functions" blue game board.
- ◆ If the task is done by **consultants**—place the card on the consultants' brown game board.
- ◆ If the task **isn't relevant** for your intranet—place it on the gray game board.
- ◆ If you **can't decide** about the card at the moment, there is a yellow parking space. (Cards put here must sometime later in the game move to another place.)
- ◆ If you decide a card is important but **no-one is or can be responsible**—place the card on the red game board "Problem/can't handle".

Repeat until all cards have been placed.

If you have any cards on the yellow or red game boards, see if the group can remove some of them. In the end, those cards are the responsibility of the intranet owner.

After the game

After the game every participant has a group of cards (=responsibilities) that could be said to be the start of the job role instructions for a team member.



The intranet owner is responsible for **cards in the Parking space and in the Problem/can't handle space**. These cards should be urgently analysed. Tasks and responsibilities not handled degrade the quality of the intranet. The more stars, the more serious the problem is.

"Time needed" on the cards

- If you want to, you can use the "Time needed" area on the cards to register how much time every task takes/should take.

Some post game advice

- Not every card has to be acted on every week/month. Some cards describe daily activities. **The team and owner have to find the balance.** Some tasks are more seasonal or only relevant within projects and big intranet iterations.
- **Being responsible for a task is about ensuring the task is done, it doesn't mean you are alone in this.** On many occasions you have colleagues within and outside the intranet team to help solve the task. However, someone always has to "carry the buck". bit.ly/buckpassing
- **Changes in team staffing or other work conditions** probably means you have to redistribute some (or all) cards. You could say the cards allocated to a leaving team member are being moved to the parking space in the game and then have to be redistributed.
- Decide if and when it's time for **a long-time follow up**. It could be a good thing to continue discussing the distribution of tasks every year.