THE **TEAMS** GAME

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What is it?

The Teams Game provides a fun, collaborative way to plan for the rollout of Microsoft Teams into your organization. Rather than sitting in another dull, long workshop the game is intended to be quick, visual, and fun way to reach a common understanding of how Teams can be implemented – whether for your whole organization or just for a team.

We hope you have as much fun with it as we have!

www.TheTeamsGame.com

Game Contents

10 Team Cards
20 Channel Cards
50 App Cards
10 Event Cards
10 Fun Event Cards
6 Team Profile Cards
Team Buy-in and Events Board
Team Buy-in Counter

Objective

Reach level 5 on the Team buy-in board by designing a Teams configuration that addresses the needs of your target team or group.

You can play one round or as many as you want.

Setup

- Unpack the card decks

- Shuffle the event card deck and place on the designated area on the team buy in board

- Place the team buy-in counter on the buy-in board in the starting position.

- Put the card decks in their respective piles where they can be reached by everyone playing: one for teams, one for channels and one for apps.

- Nominate a facilitator (see below for information on the facilitator role)

Facilitator Role

The facilitator is responsible for creating an agreed Team Profile, as well as making the final call on the Team buy-in level after each event.

How to Play

The game is played in rounds. For each round one player is nominated as the Facilitator.

Each round has the following steps:

1. Hand out a Team Profile card to each player.
2. Set a timer/stopwatch for 60 seconds. Every player fills out a Team Profile card scoring each team need with a score from 1-5.
3. The facilitator reviews each player's score card and creates a single profile based on the thoughts of the players. The profile card should be used as an ongoing reference point throughout the round.

4. The Facilitator starts the timer/stopwatch for 10 minutes.
5. Through open discussion players come up with ideas for Teams they could create to meet the needs of the target team. Agreed teams should be captured by writing them down on a Teams Card and placing them on the table so every player can see them.

Each team should have its basic settings captured by ticking the relevant box if the setting is required:

- Is the Team Public accessed within the organization?
- Does the Team require access from people outside of the organization ("guest access")?

6. Once you have some teams captured, move the conversation to Channels, adding them to the captured Team(s). Capture by writing the name of the channel on a channel card and placing them under their associated Team card.
7. Discuss what Apps or Tabs would be useful within the Teams and Channels. Capture by writing the app name/type on an App card and placing them under their corresponding Channel cards.

Players continue to discuss their team setup until the 10-minute timer runs out. When it does the Facilitator pauses discussion and takes two actions:

1. The Facilitator asks each player whether they are currently "bought into" or in agreement with the suggested setup. Players should respond with a simple thumb up/down or yes/no response.

Once each player has responded the facilitator makes the decision on where the team sits on the buy-in scale from 1-5 and places the counter on that level.

2. The facilitator turns over an Event card from the Events board and reads it out aloud to all players.

Players then discuss how the event impacts their current Team setup. Changes to the configuration are then made accordingly. Changes could include adding additional teams, channels, or apps; removing existing proposed cards, combining existing cards, or change nothing.

When the players feel they have dealt with the event the Facilitator asks each player whether they are currently bought into the suggested setup. Once again, the Facilitator decides how in sync the playing group is.

Events
After the initial 10 minutes an event card is turned over. The role of an event is to challenge the thinking of your group. It does this by posing hypothetical situations. There are also fun event cards. These are optional but are intended to inject a bit more fun and craziness into the game. If you wish to use them, simply shuffle them into the Event card deck.

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