



# MINIGAME Planning Guide

MiniGames at Paul Mueller Company are an important tool to solve company weaknesses or capitalize on business opportunities for your team. The resources included in this planning guide are designed to aid you and your team in organizing every step to help you get the most out of your MiniGame.

## INCLUDED MATERIALS:

- The MiniGame [Introduction](#) outlines the intended objective of MiniGames. Use this reference to determine if a MiniGame is the right solution for your goals.
- MiniGame [Pre-Charter Discussion Questions](#) should be used to facilitate a conversation about the finer details involved in your MiniGame. These questions will help guide your MiniGame to success and serve as a reminder of the often overlooked aspects of planning a game.
- Paul Mueller Company MiniGame participants have compiled advice and helpful tips based on their experiences in [Tips From Your Co-Workers](#). Use this guide to avoid similar missteps in planning your MiniGame.
- The [Rewards Guide](#) gives examples of incentives to reward team members for their efforts within the MiniGame.
- The MiniGame [Team Charter](#) is the foundational agreement between co-workers and their managers stating objectives and detailing the action steps necessary to achieve a common goal.

## PACKET INSTRUCTIONS:

1. Review this packet with your MiniGame planning committee and complete the Team Charter at the end.
2. After completion, tear off the charter and deliver to the [Open Book Management Specialist](#) for review.
3. Turn the signed charter in to your supervisor or general manager for approval.
4. Upon approval, scan and email completed charter to [quality@paulmueller.com](mailto:quality@paulmueller.com).

**MUELLER**

## MiniGames are played to:

- **EFFECT A CHANGE**
- **REINFORCE BUSINESS EDUCATION**
- **BUILD TEAMWORK**
- **DEVELOP A WINNING ATTITUDE**

### **EFFECT A CHANGE**

The primary reason for playing a MiniGame is to strengthen the business by driving results through improved performance. MiniGames help companies boost workgroup, departmental, and corporate performance by focusing on an operational or financial number that represents a weakness or an opportunity. MiniGame teams are challenged to find solutions to current problems and take advantage of new opportunities—whatever it takes to get to the goal!

### **REINFORCE BUSINESS EDUCATION**

MiniGames are one of the most effective tools used to “build a business of business people.” They reinforce key components of success—goal setting, mutual responsibility, and performance management—by teaching players to track, measure, and report team activity, by showing them how they can contribute to team success, and by rewarding them when they do.

### **BUILD TEAMWORK**

MiniGames provide the players on a team (business unit/product line, company) with a shared, common goal. While individual contribution is valued, individuals must unite as a team in order to reach the goal. MiniGame rewards are based on the success of the team. The shared reward gives each player a vested interest in helping their team achieve its goal. Teams can give special recognition to each other for additional personal effort toward a goal.

### **DEVELOP A HABIT OF WINNING**

MiniGame play creates a winning environment where players are recognized and results are rewarded. MiniGames instill the desire to win and, when used often, can make winning a habit.

## In Our Own Words:

“Through MiniGames I’ve seen process improvements, problems solved, and an overall positive impact on Paul Mueller Company. More importantly, MiniGames put participants on a platform to build direct connections within a group they might not typically interact with and allow them to win as a team.”

- Mike Mills, *Dairy Farm Equipment General Manager*

## Pre-Charter Discussion Questions

The questions below serve as a tool for facilitating conversation around critical aspects of your game and should be used to keep your MiniGame on-track. Forward these answers to Kellie Jayne Vaughn at [kvaughn@paulmueller.com](mailto:kvaughn@paulmueller.com)

- ☐ Where did the MiniGame idea come from?
- ☐ What is the calculated labor cost to run the MiniGame? How long do you plan to meet per week?
- ☐ What is the theme for the MiniGame?
- ☐ How are the prizes tied back to the theme? How were the prizes decided on?
- ☐ What is the measurable metric or expected positive change?
- ☐ What does success mean to this group? How will you celebrate the win?
- ☐ What positive changes could potentially come from this game, even if the goal is not achieved?
- ☐ How do the MiniGame team leader and record keeper plan to work together?
- ☐ Who will be taking minutes/notes during the MiniGame meetings?
- ☐ Who is responsible for submitting reports of progress to management?
- ☐ Who will share highlights of the game in their weekly huddles?
- ☐ How will the progress milestones be identified?
- ☐ Are the MiniGame team members enthusiastic about playing the game?
- ☐ How were game participants chosen?
- ☐ Who is identified as having a stake in the outcome?
- ☐ What is management's planned involvement with the game?
- ☐ What is the cost of the planned prizes?
- ☐ How will you celebrate the efforts of the game even if it does not have a "win"?

Our co-workers have experienced many successes conducting MiniGames, but they've also seen the missteps that can occur throughout the process. This list is advice from contributing co-workers. Use their experience to guide future success for your MiniGames at Paul Mueller Company.

## In Our Own Words:

### PICK A TARGET

- Choose only one target per game and clearly define it
- Keep targets narrow (laser v. spotlight)—beware of complex targets
- Understand the issue and what might be involved before tackling the game
- Do your homework—understand the problem before you establish the game
- Establish a baseline—good data is key
- Take your time and make sure this is well-planned
- If the data isn't readily available, take the time to figure out how to gather it
- Determine the metric that will reflect the desired change if it is achieved
- Get buy-in from your management team

### BUILD THE TEAM

- Keep the team small (8–10 core members)—participation is better in smaller groups
- Make sure the team has the right skills—cross-functional teams work the best to help people understand others' responsibilities and challenges
- Assign a team leader—the person who identified the issue is often the best candidate
- Identify all of the resources that will be required (people who might not be on the team but who may need to contribute to the solution)
- Make sure the facilitator/leader is good at understanding data

### SET THE GOALS

- Make sure the goals are attainable and reflect the desired result
- Ensure that the team will be able to control the outcome—goals that can be derailed by outside forces feel unfair
- Involve the entire team in setting the goals
- Set the goals to reward improvement
- Set incremental goals to keep people engaged
- Think about setting clear yes/no goals if appropriate for your game as these goals are easily measured

### DETERMINE THE TIME FRAME

- Keep the game short—momentum and focus are hard to keep if the game is too long
- Try to keep the time frame as short as possible to avoid unnecessary costs
- If your game looks too long, consider sub-dividing it into multiple small games
- Plan around your goal—if your rewards are time sensitive, your time frame should reflect that
- Involve your team in setting the time frame— this will make them more likely to buy into it

### DESIGN THE SCOREBOARD

- Use bright colors and have pizzazz, but don't let design obscure the data
- Set up your graphs to clearly show improvements—format axes as required (might be requested)
- Keep the scoreboard near where the work is taking place
- Display your goals as well as your progress
- Keep it simple—too much data is overwhelming

### DECIDE ON REWARDS

- Consider having the team vote on their rewards—have suggestions on hand to inspire ideas
- Think about symbolic prizes
- Make the rewards desirable to every team member

### RUN THE HUDDLES

- Make everyone feel like an owner in the process—don't let the most vocal participants dominate the discussion
- Tread carefully—people take what they do seriously, so keep criticism constructive
- Keep the objectives in front of the team to keep them on target—rein the team in if they start to stray
- Clearly define the rules to everyone on the team
- Designate two note-keepers so nothing is missed
- Distribute notes to the team in a timely fashion
- Predefine the huddle agenda
- If the members don't have a Paul Mueller Company email address, ask for permission use their personal email addresses or give out hard copies of all documents
- Structure your communications so all team members are equally informed

### PLAN THE CELEBRATION

- Involve upper management if your team wants it—keep it private if that's what the team wants, especially for the intermediary goals
- Everyone should be recognized and have a chance to speak
- Emphasize group celebrations
- Take pictures of the party and consider giving group photos to the team members as part of the reward

# MINIGAME

## Rewards Guide

MUELLER



This is a short list of non-cash rewards to help you brainstorm other ways to recognize individuals, workgroups, or all of your employees for special achievements. **Rewards should be a reflection of your game theme to remember your successes.** Remember, rewards should also be customized to the receiving individual as much as possible. Generic rewards like gas cards or supermarket gift cards tend to be quickly forgotten. However, rewards offering an experience that is out of the ordinary—no matter how simple or inexpensive—are typically remembered by the employee for years to come.

- “Trophy” to display (i.e. actual trophy/medal/plaque or a unique item that others will talk about)
- Letter to employee’s family touting accomplishments
- Personalized tools or office supplies
- Group lunch to celebrate the accomplishment
- Company logo-wear

## In Our Own Words:

“Rewards and prizes are a way for MiniGame participants to celebrate the milestones of their successes together. Well thought out prizes have lasting value on the morale of the team and can positively influence the momentum of future efforts.”

- Kellie Jayne Vaughn, *Open Book Management Specialist*



MiniGame Notebook Checklist

- ☐ Copy of Approved MiniGame Charter
- ☐ Planning Calendar
- ☐ MiniGame Planning Guide
- ☐ MiniGame Toolkit
- ☐ Paper for taking meeting notes
- ☐ Clear page protectors (if needed)

Player Information

First and Last Name	Cell Phone	Email

MiniGame Huddle Day & Time:

Meeting Location:

1

### Safety Topic

With our commitment to safety, it's important to keep top of mind. Every meeting at Mueller should start with a safety topic, and MiniGame huddles are no exception. **Take turns each week proposing a new safety topic.**

2

### Successes

MiniGames are all about celebrating accomplishments. **Identify 3 things that have gone right in the past week** (*work related*) and discuss with team the positive effects on your MiniGame.

3

### Past Changes

**Based on the game goals, what changes have been made in the last week?** Discuss with the team the effects that these changes have shown throughout the last week.

4

### Suggested Changes

As your MiniGame progresses, each of you will identify areas of improvement to positively impact your game. **Based on the game goals, what improvements will you make in the coming week?**

5

### Learning OBM

Part of the MiniGame philosophy is in learning more about Open Book Management. **Take turns each week posing an open book management question to the group.** Make it fun.

6

### Timeline Check-In

MiniGames are designed to run for a designated period of time. **Assess whether or not your team is on track with your MiniGame Scoreboard. If not, what adjustments need to be made?**

7

### Appreciation

Teamwork and recognition are a big part of the success of MiniGames. **Who did you appreciate this week?** Call them out and recognize their contributions.



# MINIGAME

## Conclusion Report

MUELLER

Give this completed report to Kellie Jayne Vaughn. She will remit a copy to Quality and the appropriate parties. Use extra paper as need with this report.

MiniGame Name: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Business Unit / Product Line: \_\_\_\_\_

Gamers First and Last Names + their Business Unit / Product Line:

---

---

---

Did you invite the Open Book Management Specialist to your huddle? Yes No

If they were able to, on what date did the OBM Specialist attend your huddle? \_\_\_\_\_

Which members of your MiniGame have attended MiniGame Training in the last 24 months?

---

---

Overall Game Goal: \_\_\_\_\_

Did you meet your stated goal? Yes No

If you answered no, what were the contributing factors? If you answered yes, what was essential for your success?

---

---

What were your game variables? (What were you measuring?) \_\_\_\_\_

What variables did you actually achieve? \_\_\_\_\_

Did you meet your goal milestones? Yes No

If you answered no to the previous question, which goals were missed? \_\_\_\_\_

How many MiniGame meetings did you have in total? \_\_\_\_\_

About how long were your MiniGame meetings? \_\_\_\_\_

## MINIGAME

**MUELLER**

What was the total prize cost for this game? (Please list prizes and approximate costs with each prize.)

---

<b>Did you have the support you needed to play the game?</b>	<b>Yes</b>	<b>No</b>
--	------------	-----------

If you answered no to the previous question, please explain what support you lacked.

---

Did you have the necessary resources to be successful?      Yes      No

**If you answered no to the previous question, please explain what resources you lacked.**

---

**Share any unexpected positive and/or negative outcomes as a result of playing this MiniGame.**

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# MINIGAME

## Team Charter

MUELLER

Business Unit / Product Line: \_\_\_\_\_

MiniGame Name: \_\_\_\_\_

1

### OBJECTIVE

What improvement or opportunity is targeted?

2

### GOAL

What is the desired impact?

3

### VARIABLES

What variable are you measuring?

WHAT VARIABLE ARE YOU GOING TO MEASURE?

CURRENT

DESIRED

4

### RESOURCE

What special resources are needed?

Send a copy of this charter to the [Open Book Management Specialist](#).

# MINIGAME

## Team Charter

MUELLER

5

### WHEN

What is the date range of this game?

START

END

6

### WHO

Which co-workers will be involved?

TEAM LEADER

TEAM RECORD KEEPER

TEAM MEMBERS

7

### SCOREBOARD SKETCH & PRIZE SCHEDULE

Use this area to sketch your scoreboard and list your planned prizes along with their estimated cost.

8

### APPROVAL

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Open Book Management Specialist: \_\_\_\_\_

Staff: \_\_\_\_\_

Send a copy of this charter to the Open Book Management Specialist.