

THE MERGER PLAN SIMULATION

Functionality Summary

What can we do?

1. Change the integration plan – only possible on 1, 2, 3 and 16, 17, 18 of the month.
2. Use the five forms of communication:
 - Email (1 message, up to 3 receivers)
 - Letter (10 messages, 1 receiver)
 - Press release (1 message, many potential readers)
 - Telephone call (3 messages, to 1, 2 or 3 people)
 - Meeting (must be fixed in advance with up to 3 people, 5 messages)
3. Use all the different types of messages in your communication:
 - Ask the stakeholder's overall OPINION OF THE PROJECT.
 - Inform the stakeholder and ask his/her opinion about a specific EFFECT OF THE PROJECT.
 - Inform the stakeholder and ask his/her opinion about OTHERS' OPINIONS of the project overall (only available for those whose opinion you know).
 - Ask a stakeholder for PROFILES (of any stakeholder) & ADVICE.

Note that some types of messages are not available in some forms of communication.
4. Read emails and letters in the in-tray
5. Check the opinions of the stakeholders – remember that the opinion scores are not updated until someone tells you their opinion about the plan, so you need to ask!

Think about what you would do in real life!

(place the following two pages next to each other for an overview of the software functionality)

THE MERGER PLAN SIMULATION - QUICK REFERENCE CHART

EACH HALF-DAY (IF YOU ARE NOT **BUSY** OR **IN A MEETING**) YOU CAN ...

View & Modify Plan

To modify plan, click on EFFECTS, then on arrows. You can only do this on the 1st, 2nd, 3rd, 16th, 17th and 18th of each month

Read newspaper article

The newspaper appears automatically on certain days: click on the newspaper to close it

Check opinions

This shows you what each stakeholder LAST TOLD YOU; it will ONLY change when you hear or read an OPINION message, e.g. during a phone call or reading an email


Read emails and letters in In-Tray

You have from 16th October to 22nd December to complete your mission. You can only work on Monday to Friday, and on some days you are **BUSY** !

EMAILS

Once read, emails and letters are **NOT** archived !

Unprompted



Replies

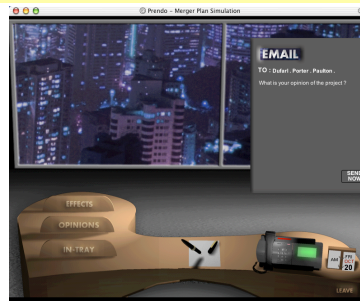
LETTERS

Communicate with stakeholders

SEND AN EMAIL

- 1-3 people
- 1 message
- Reply next day

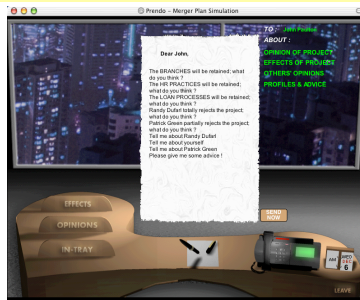
This is a good way, for example, to get a quick update on everyone's **OPINIONS**



SEND A LETTER

- 1 person
- 1-10 messages
- Reply in 4 periods

This is a good way, for example, to send the complete **PLAN** to one person



ISSUE A PRESS RELEASE

- 1 message
- Article next half-day

You can only issue press releases about the **PLAN**



ORGANISE A MEETING

- 1-3 people
- 5 messages

Meeting takes place on the first date everyone involved is available, and once fixed, cannot be changed; it starts automatically on that day



MAKE UP TO 3 PHONE CALLS

- 1 person at a time
- 3 messages per half-day

If the person you try to call is **BUSY**, the phone will not answer! You can call **ONE** person, and exchange 3 messages, **TWO** people, and exchange 2 messages with one and 1 with the other, or **THREE** people, and exchange 1 message with each



Jon Pettinger	Lorenzo Stanio	Bernie Stalton	Randy Dufarl	Simon Porter	John Paulton	Tonia Yoshiro	Elaine Bolta	Marie Calperra	Patrick Green	Nick Collyn	Pattie Mehrer	Hank Johnson
CEO	Retail	HR	IT	CFO	CEO	Retail	HR	Regulator	Customer	Consultant	Media	Shareholder

The Plan												
Branches												
HR Practices												
Loan Process												
IT System												
Managers												
Employees												
Product												
Announce												
Start												
Period												

Other People												
Pettinger												
Stanio												
Stalton												
Dufarl												
Porter												
Paulton												
Yoshiro												
Bolta												
Calperra												
Green												
Collyn												
Mehrer												
Johnson												

Communic'n												
Phone calls												
Emails												
Letters												
Meetings												
Opinion												
Profile												
Advice												

Worksheet

(use this to summarise the information you have about each stakeholder)