

Menials of Production
a game by Jon Back

v.1.0

Welcome to the office!

In this short, 1 hour, scenario you will play out the happenings in a bureaucratic office. All gameplay is silent, and all communication will happen through the passing of forms and files, following the company structure.

Game Setup

Before the game, gather all materials needed. See *Table 1*, materials.

Before the game start, set up seats and tables in a pyramid structure to symbolize the offices of the people working in the office. In the front, there should be 1 seat. Behind that, 2 seats. Behind those two per seat in front, for a total of 4. And in the final row, there should also be two for each seat in front, for a total of 8 seats (see *Figure 1*). All seats should be facing the row in front; the first seat should face the wall. If needed, tables can be shared between several seats. In that case prioritize individual tables for the seats in the top.

Place one table in front of the offices, this is the Senior Office.

Place three chairs to the side, in a line. This is the Unemployment Office.

Place the correct material resources on the table related to each seat. See *Table 2*, positions. Only the lowest level (workers) has material resources, for all other positions the resources are the people working for them.

Place 1 communication form and 1 request form on each position.

Each seat has a unique name and represents a position in the organization. During game each player will be placed in a position and will have to follow the rules set up for that position. The rules for each position can be found in *Table 3*, position descriptions. Place the Position Descriptions on the corresponding table. Place the Senior Position Description on the Senior Office Desk.

Divide the characters (*Table 4*) among the players, and randomly assign them to the positions in the office. This is the starting position of the game.

The Game

There will be no talking for the duration of the game.

Everyone needs to follow the rules, unless you have an ability that can override the rules.

The game is played by filling in forms and transferring Cases back and forth.

Cases can consist of several Forms, with the top form being the current active task.

There are four types of forms, relating to four main activities:

- 1) Communication form – Related to communications that informs but does not make a decision.
- 2) Announcement Forms – Related to communications that enforces a decision, e.g. a new rule for how to handle Forms. An announcement is always addressed from supervisor to a subordinate.
- 3) Request Form – Related to acquisition of new material or to applications for changes in organisation etc.
- 4) Decision Form – A reply to a Request Form

Players may only handle one Case at a time, if they have several, the rest must be kept in a pile, referred to as the inbox.

At least at the beginning of the game, the inbox is handled through the FILO-system (First In, Last Out, i.e. files are taken from the top of the pile). This, as well as any other rule, may be changed by your superior. If you implement a rule, you can only affect your subordinates (neither your superior, nor yourself is affected).

If something is unclear, a player may quietly ask the game master for clarifications. Although, it is preferable to also handle these types of questions through a Request Form or Communications Form. Address this to the Senior Office. (As Game Master, make sure to handle any case that ends up in the Senior Office).

Now, we are ready to start playing!

As all positions are filled at the beginning of the game, the player in HQ will immediately get promoted to the Senior Office. Congratulations!

Figures

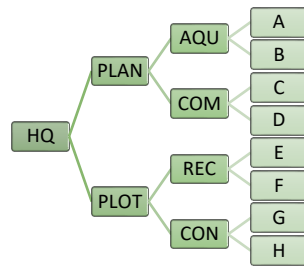


Figure 1, Structure of seats.

Tables

1. Material
2. Positions
3. Position Descriptions
4. Characters
5. Character Descriptions
6. Communication Forms
7. Announcement Forms
8. Decision Forms
9. Request Forms

Tabel 1: Material

Materials needed	Amount
Chairs	15
Tables	7 - 15
Pens	8
Pencils	20
Folders	20
Paper Clips	20
Post-it notes	1 block
Request forms	∞
Communication forms	∞
Descision forms	∞
Announcement forms	∞
Position desicriptions (Table 3)	16 (different)
Character Descriptions (Table 4)	15 (different)

Table 2: Positions

Position	Long name	Level	Reports to	Material Resource	Work Task Actions
HQ	Head quarter	1	Main Office (i.e. none)		If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below.
PLAN	Planning	2	HQ		If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below.
PLOT	Plotting	2	HQ		If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below.
AQU	Aquisition	3	PLAN		If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below.
COM	Communication	3	PLAN		If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below.
REC	Recording	3	PLOT		If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below.
CON	Connections	3	PLOT		If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below.
A		4	AQU	Request Forms	
B		4	AQU	Descision Forms	
C		4	COM	Communication Forms	
D		4	COM	Announcement Forms	
E		4	REC	Pens	
F		4	REC	Pencils	
G		4	CON	Folders	
H		4	CON	Paper clips	

Table 3: Position Descriptions

HQ	
Headquarters	
Main Task	
Your task is to make sure the company runs smoothly, and make sure all departments collaborate and communicate. You will need to receive and delegate most cases.	
Sub-Tasks	
You are head responsible for all matters of the company. If at any point you are missing an employee, you need to temporarily fill that role until a replacement is found.	
Actions Available	
<p>If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below. Make sure to fill in the correct Descision Form, and adress this to the intended emplyee.</p> <p>If all positions in the company are filled, you are considered to be successful, and will be promoted into the parent company. You must as soon as possible promote one of your subordinates to your position by filling in a Descision Form and adress this to the employee, and then immediately move to your new position.</p>	
Common Company Policy	
<p>A case is represented by a form, and always travels as one package</p> <p>If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.</p> <p>Only filled out forms, and folders may be connected by paper clip. Never an empty form.</p> <p>Any resources, such as pens, or unfilled forms, needs to travel in a folder.</p>	
Reporting to	Supervisor for
none	PLAN PLOT

Senior
Senior Office
Congratulations!
<p>Congratulations! You have been promoted to a new position in the mother companly, where the tasks are much harder.</p>
Action
<p>As the tasks are much harder in your new position, you are considered incompetent. You lose your job and must immediately report to the unemployment office.</p>

PLAN	
Planning Office	
Main Task	
Your task is to plan communications, and make sure correct forms are available as needed. Handle all Request Forms related to the subject, and fill out correct Descision Forms for your subordinates to process.	
Sub-Tasks	
You are responsible for handling all matters related to your branch of the company. If at any point you are missing an employee, you need to temporarily fill that role until a replacement is found.	
Actions Available	
If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below. Make sure to fill in the correct Descision Form, and adress this to the intended emplyee. Also make sure to fill in the correct Announcement Form to inform your superiors.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
HQ	AQU
	COM

PLOT	
Plotting Office	
Main Task	
Your task is to plot the tasks in the office, and make sure everyone got the correct materials. Relay all Request Forms to the right sub-office, and relay and fulfill all completed Descision Forms.	
Sub-Tasks	
You are responsible for handling all matters related to your branch of the company. If at any point you are missing an employee, you need to temporarily fill that role until a replacement is found.	
Actions Available	
If you have an empty spot among your subordinates, you may fill this position by promoting someone from the level below. Make sure to fill in the correct Descision Form, and adress this to the intended employee. Also make sure to fill in the correct Announcement Form to inform your superiors.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
HQ	AQU
	COM

AQU	
Aquisition Office	
Main Task	
Your task is to handle all aquisitions, mainly by delivering the right forms to the right offices. Make sure to delegate all requests down the hierarchy, and to forward all fulfilled errends towards the right office.	
Sub-Tasks	
You are responsible for handling all matters related to your branch of the company. If at any point you are missing an employee, you need to temporarily fill that role until a replacement is found.	
Actions Available	
If you have an empty spot among your subordinates, you may fill this position by employing someone from the unemployment office. This errand then needs to be approved by HQ. Make sure to fill in the correct Request and Descision Forms. Once this is finished the errand needs to be communicated with HQ. Make sure to fill in the right Communication Form.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
PLAN	A
	B

COM	
Communications Office	
Main Task	
Your task is to handle all communication tasks, mainly by delivering the right forms to the right offices. Make sure to delegate all requests down the hierarchy, and to forward all fulfilled errends towards the right office.	
Sub-Tasks	
You are responsible for handling all matters related to your branch of the company. If at any point you are missing an employee, you need to temporarily fill that role until a replacement is found.	
Actions Available	
If you have an empty spot among your subordinates, you may fill this position by employing someone from the unemployment office. This errand then needs to be approved by HQ. Make sure to fill in the correct Request and Descision Forms. Once this is finished the errand needs to be communicated with HQ. Make sure to fill in the right Communication Form.	
Common Company Policy	
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If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
PLAN	C
	D

REC	
Recording Office	
Main Task	
Your task is to handle all recording tasks, mainly by lending the right resources to the reight office. Make sure to delegate all requests down the hierarchy, and to forward all fulfilled errends towards the right office. Also make sure the lends are returned after use, as resources are limited.	
Sub-Tasks	
You are responsible for handling all matters related to your branch of the company. If at any point you are missing an employee, you need to temporarily fill that role until a replacement is found.	
Actions Available	
If you have an empty spot among your subordinates, you may fill this position by employing someone from the unemployment office. This errand then needs to be approved by HQ. Make sure to fill in the correct Request and Descision Forms. Once this is finished the errand needs to be communicated with HQ. Make sure to fill in the right Communication Form.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
PLOT	E F

CON	
Connections Office	
Main Task	
Your task is to handle all connecting tasks, mainly by lending the right resources to the reight office. Make sure to delegate all requests down the hierarchy, and to forward all fulfilled errends towards the right office. Also make sure the lends are returned after use, as resources are limited.	
Sub-Tasks	
You are responsible for handling all matters related to your branch of the company. If at any point you are missing an employee, you need to temporarily fill that role until a replacement is found.	
Actions Available	
If you have an empty spot among your subordinates, you may fill this position by employing someone from the unemployment office. This errand then needs to be approved by HQ. Make sure to fill in the correct Request and Descision Forms. Once this is finished the errand needs to be communicated with HQ. Make sure to fill in the right Communication Form.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
PLOT	G H

A	
Request Form Office	
Main Task	
Your task is to deliver Request Forms upon request.	
Sub-Tasks	
You may also have to support your superiors in other task they need workers for.	
Actions Available	
You have access to Request Forms and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
AQU	none

B	
Descision Form Office	
Main Task	
Your task is to deliver Descision Forms upon request.	
Sub-Tasks	
You may also have to support your superiors in other task they need workers for.	
Actions Available	
You have access to Descision Forms and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
AQU	none

C	
Request Form Office	
Main Task	
Your task is to deliver Communication Forms upon	
Sub-Tasks	
You may also have to support your superiors in other task they need workers for.	
Actions Available	
You have access to Communication Forms and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
COM	none

D	
Announcenet Form Office	
Main Task	
Your task is to deliver Announcement Forms upon	
Sub-Tasks	
You may also have to support your superiors in other task they need workers for.	
Actions Available	
You have access to Announcement Forms and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
COM	none

E	
Pens Office	
Main Task	
Your task is to lend Pens upon request.	
Sub-Tasks	
Make sure the lends are returned after use, as resources are limited.	
Actions Available	
You have access to Pens and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
REC	none

F	
Pencils Office	
Main Task	
Your task is to lend Pencils upon request.	
Sub-Tasks	
Make sure the lends are returned after use, as resources are limited.	
Actions Available	
You have access to Pencils and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
REC	none

G	
Folders Office	
Main Task	
Your task is to lend Folders upon request.	
Sub-Tasks	
Make sure the lends are returned after use, as resources are limited.	
Actions Available	
You have access to Folders and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
CON	none

H	
Paper Clips Office	
Main Task	
Your task is to lend Paper Clips upon request.	
Sub-Tasks	
Make sure the lends are returned after use, as resources are limited.	
Actions Available	
You have access to Paper Clips and may distribute these upon request, as long as the correct Request Form is filled out.	
Common Company Policy	
A case is represented by a form, and always travels as one package	
If a case contains more than one form, they need to be connected by paperclip, with the current subject on top.	
Only filled out forms, and folders may be connected by paper clip. Never an empty form.	
Any resources, such as pens, or unfilled forms, needs to travel in a folder.	
Reporting to	Supervisor for
CON	none

Table 4: Characters

Char.	Archetype	Strive and Fear	Ability
1	The Careful One	You have been here for years, but you still feel like a fake. You compensate by checking, double checking and tripel checking	You can add a problem to any Form.
2	Disillutioned Everyday Cubicle	You are aware your life is unfulfilling. You are aware the buerocracy is absurd. But instead of leaving, you mock the system and fantasize	You can "borrow" a pen from any nearby office.
3	The Non-Conforming Trickster	Corporate life is a scam. You're still stuck here. But you know it is possible to break the rules.	You can send Forms directly to the office to your left or
4	The Caregiver	You wish everybody well. You value the chit chats at the water cooler, the few minutes you're allowed away from your desk. You wish you	You can send informal messages via attached Post It.
5	The Striver	You are mistaking ambition for personal growth. You want to achieve,	You can send a File directly to
6	The Competent Victim	You are skilled but trapped in this bureaucratic absurdity. Staying put minimizes pain. You refuse to stive, not out of fear, but out of	You can refuse to be promoted.
7	The Loyal Soldier	You are obsessed with order and hierarchy, blindly loyalty to authority. You are bottled up. One day, if the system does not give	You can hold on to a file, even if it is supposed to be sent on.
8	Middle Management Drone	You are the gravity that holds others from fulfilling themselves. You are desperate for approval, your whole identity is built on	You can hold on to a file, even if it is supposed to be sent on.
9	The Frustrated Dreamer	You rage against mediocrity! You put pride into doing a good job, even though you are fully aware noone cares.	You can correct one Form yourself, without sending it
10	The Passive Revolutionist	You are awoken to absurdity of corporate life. You are intelligent and skeptic, a calm counterweight to the stressful buerocracy.	You can "borrow" a pencil from any nearby office.
11	The Attention	You crave love and validation, often above doing a good job. You are	You can send informal
12	The Corporate Devil	You enforces rules without empathy, finds meaning in hierarchy itself. You are cold efficiency, an instruments of systemic cleansing.	You can send a File directly to your superiors superior.
13	The Dreamer	You are sensitive and idealistic, struggling to balace between comfort	You can "borrow" a Folder
14	The Martyr	You are sad, underappreciated, and perpetually defeated by the system. A mistreated underdog, and a symbol of systemic neglect	You can "borrow" a Paper Clip from any nearby office.
15	The Narcissist	You are attention-driven, self-involved, chaotic, cryptic, and morally untethered.	You can go to the desk of any Form-office and pick up a

Table 5: Character Descriptions

1
The Careful One
Strive and Fear
You have been here for years, but you still feel like a fake. You compensate by checking, double checking and tripel checking everything. If anythign seems the lest bit off, it's better to send it back to fix, just to be sure.
Ability
You can add a problem to any Form.

2
Disillusioned Everyday Cubicle Dweller
Strive and Fear
You are aware your life is unfulfilling. You are aware the buerocracy is absurd. But instead of leaving, you mock the system and fantasize about leaving
Ability
You can "borrow" a pen from any nearby office.

3
The Non-Conforming Trickster
Strive and Fear
Corporate life is a scam. You're still stuck here. But you know it is possible to break the rules.
Ability
You can send Forms directly to the office to your left or right.

4
The Caregiver
Strive and Fear
You wish everybody well. You value the chit chats at the water cooler, the few minutes you're allowed away from your desk. You wish you could help, but you don't have the authority. You are empathy without agency.
Ability
You can send informal messages via attached Post It- notes

5
The Striver
Strive and Fear
You are mistaking ambition for personal growth. You want to achieve, at all costs!
Ability
You can send a File directly to your superiors superior.

6
The Competent Victim
Strive and Fear
You are skilled but trapped in this bureaucratic absurdity. Staying put minimizes pain. You refuse to stive, not out of fear, but out of fatigue.
Ability
You can refuse to be promoted.

7
The Loyal Soldier
Strive and Fear
You are obsessed with order and hierarchy, blindly loyalty to authority. You are bottled up. One day, if the system does not give back, you will explode!
Ability
You can hold on to a file, even if it is supposed to be sent on.

8
Middle Management Drone
Strive and Fear
You are the gravity that holds others from fulfilling themselves. You are desperate for approval, your whole identity is built on performance, yours and your subordinates.
Ability
You can hold on to a file, even if it is supposed to be sent on.

9
The Frustrated Dreamer
Strive and Fear
You rage against mediocrity! You put pride into doing a good job, even though you are fully aware no one cares.
Ability
You can correct one Form yourself, without sending it back.

10
The Passive Revolutionist
Strive and Fear
You are awoken to absurdity of corporate life. You are intelligent and skeptic, a calm counterweight to the stressful bureaucracy.
Ability
You can "borrow" a pencil from any nearby office.

11
The Attention Seeking Fool
Strive and Fear
You crave love and validation, often above doing a good job. You are well-meaning but misguided.
Ability
You can send informal messages via attached Post It-notes

12
The Corporate Devil
Strive and Fear
You enforces rules without empathy, finds meaning in hierarchy itself. You are cold efficiency, an instruments of systemic cleansing.
Ability
You can send a File directly to your superiors superior.

13
The Dreamer
Strive and Fear
You are sensitive and idealistic, struggling to balace between comfort and ambition.
Ability
You can "borrow" a Folder from any nearby office.

14
The Martyr
Strive and Fear
You are sad, underappreciated, and perpetually defeated by the system. A mistreated underdog, and a symbol of systemic neglect that will one day lead to revenge.
Ability
You can "borrow" a Paper Clip from any nearby office.

15
The Narcissist
Strive and Fear
You are attention-driven, self-involved, chaotic, cryptic, and morally untethered.
Ability
You can go to the desk of any Form-office and pick up a form.

Table 6: Communication Forms

Communication Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	

Communication Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	

Communication Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	

Communication Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	

Communication Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	

Communication Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	

Table 7: Announcement Forms

Announcement	
To be circulated throughout the organisation	To be treted as
	<input type="checkbox"/> Information <input type="checkbox"/> Descision
Message (PENCIL)	To / Reached
	<input type="checkbox"/> <input type="checkbox"/> HQ
	<input type="checkbox"/> <input type="checkbox"/> PLAN
	<input type="checkbox"/> <input type="checkbox"/> PLOT
	<input type="checkbox"/> <input type="checkbox"/> AQU
	<input type="checkbox"/> <input type="checkbox"/> COM
	<input type="checkbox"/> <input type="checkbox"/> REC
	<input type="checkbox"/> <input type="checkbox"/> CON
	<input type="checkbox"/> <input type="checkbox"/> A
	<input type="checkbox"/> <input type="checkbox"/> B
	<input type="checkbox"/> <input type="checkbox"/> C
	<input type="checkbox"/> <input type="checkbox"/> D
	<input type="checkbox"/> <input type="checkbox"/> E
	<input type="checkbox"/> <input type="checkbox"/> F
	<input type="checkbox"/> <input type="checkbox"/> G
	<input type="checkbox"/> <input type="checkbox"/> H

Announcement	
To be circulated throughout the organisation	To be treted as
	<input type="checkbox"/> Information <input type="checkbox"/> Descision
Message (PENCIL)	To / Reached
	<input type="checkbox"/> <input type="checkbox"/> HQ
	<input type="checkbox"/> <input type="checkbox"/> PLAN
	<input type="checkbox"/> <input type="checkbox"/> PLOT
	<input type="checkbox"/> <input type="checkbox"/> AQU
	<input type="checkbox"/> <input type="checkbox"/> COM
	<input type="checkbox"/> <input type="checkbox"/> REC
	<input type="checkbox"/> <input type="checkbox"/> CON
	<input type="checkbox"/> <input type="checkbox"/> A
	<input type="checkbox"/> <input type="checkbox"/> B
	<input type="checkbox"/> <input type="checkbox"/> C
	<input type="checkbox"/> <input type="checkbox"/> D
	<input type="checkbox"/> <input type="checkbox"/> E
	<input type="checkbox"/> <input type="checkbox"/> F
	<input type="checkbox"/> <input type="checkbox"/> G
	<input type="checkbox"/> <input type="checkbox"/> H

Announcement	
To be circulated throughout the organisation	To be treted as
	<input type="checkbox"/> Information <input type="checkbox"/> Descision
Message (PENCIL)	To / Reached
	<input type="checkbox"/> <input type="checkbox"/> HQ
	<input type="checkbox"/> <input type="checkbox"/> PLAN
	<input type="checkbox"/> <input type="checkbox"/> PLOT
	<input type="checkbox"/> <input type="checkbox"/> AQU
	<input type="checkbox"/> <input type="checkbox"/> COM
	<input type="checkbox"/> <input type="checkbox"/> REC
	<input type="checkbox"/> <input type="checkbox"/> CON
	<input type="checkbox"/> <input type="checkbox"/> A
	<input type="checkbox"/> <input type="checkbox"/> B
	<input type="checkbox"/> <input type="checkbox"/> C
	<input type="checkbox"/> <input type="checkbox"/> D
	<input type="checkbox"/> <input type="checkbox"/> E
	<input type="checkbox"/> <input type="checkbox"/> F
	<input type="checkbox"/> <input type="checkbox"/> G
	<input type="checkbox"/> <input type="checkbox"/> H

Announcement	
To be circulated throughout the organisation	To be treted as
	<input type="checkbox"/> Information <input type="checkbox"/> Descision
Message (PENCIL)	To / Reached
	<input type="checkbox"/> <input type="checkbox"/> HQ
	<input type="checkbox"/> <input type="checkbox"/> PLAN
	<input type="checkbox"/> <input type="checkbox"/> PLOT
	<input type="checkbox"/> <input type="checkbox"/> AQU
	<input type="checkbox"/> <input type="checkbox"/> COM
	<input type="checkbox"/> <input type="checkbox"/> REC
	<input type="checkbox"/> <input type="checkbox"/> CON
	<input type="checkbox"/> <input type="checkbox"/> A
	<input type="checkbox"/> <input type="checkbox"/> B
	<input type="checkbox"/> <input type="checkbox"/> C
	<input type="checkbox"/> <input type="checkbox"/> D
	<input type="checkbox"/> <input type="checkbox"/> E
	<input type="checkbox"/> <input type="checkbox"/> F
	<input type="checkbox"/> <input type="checkbox"/> G
	<input type="checkbox"/> <input type="checkbox"/> H

Table 8: Decision Forms

Descision Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Descision Regarding Case (PEN)	
Descision (PENCIL)	

Descision Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Descision Regarding Case (PEN)	
Descision (PENCIL)	

Descision Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Descision Regarding Case (PEN)	
Descision (PENCIL)	

Descision Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Descision Regarding Case (PEN)	
Descision (PENCIL)	

Descision Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Descision Regarding Case (PEN)	
Descision (PENCIL)	

Descision Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Descision Regarding Case (PEN)	
Descision (PENCIL)	

Table 9: Request Forms

Request Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	
	Requesting
	<input type="checkbox"/> Communication F.
	<input type="checkbox"/> Announcement F.
	<input type="checkbox"/> Descision F.
	<input type="checkbox"/> Request F.
	<input type="checkbox"/> Pen
	<input type="checkbox"/> Pencil
	<input type="checkbox"/> Paperclip
	<input type="checkbox"/> Folder

Request Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	
	Requesting
	<input type="checkbox"/> Communication F.
	<input type="checkbox"/> Announcement F.
	<input type="checkbox"/> Descision F.
	<input type="checkbox"/> Request F.
	<input type="checkbox"/> Pen
	<input type="checkbox"/> Pencil
	<input type="checkbox"/> Paperclip
	<input type="checkbox"/> Folder

Request Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	
	Requesting
	<input type="checkbox"/> Communication F.
	<input type="checkbox"/> Announcement F.
	<input type="checkbox"/> Descision F.
	<input type="checkbox"/> Request F.
	<input type="checkbox"/> Pen
	<input type="checkbox"/> Pencil
	<input type="checkbox"/> Paperclip
	<input type="checkbox"/> Folder

Request Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	
	Requesting
	<input type="checkbox"/> Communication F.
	<input type="checkbox"/> Announcement F.
	<input type="checkbox"/> Descision F.
	<input type="checkbox"/> Request F.
	<input type="checkbox"/> Pen
	<input type="checkbox"/> Pencil
	<input type="checkbox"/> Paperclip
	<input type="checkbox"/> Folder

Request Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	
	Requesting
	<input type="checkbox"/> Communication F.
	<input type="checkbox"/> Announcement F.
	<input type="checkbox"/> Descision F.
	<input type="checkbox"/> Request F.
	<input type="checkbox"/> Pen
	<input type="checkbox"/> Pencil
	<input type="checkbox"/> Paperclip
	<input type="checkbox"/> Folder

Request Form	
To be forwarded to the recipient.	
Recipient (PEN)	Sender (PEN)
Message to communicate (PENCIL)	
	Requesting
	<input type="checkbox"/> Communication F.
	<input type="checkbox"/> Announcement F.
	<input type="checkbox"/> Descision F.
	<input type="checkbox"/> Request F.
	<input type="checkbox"/> Pen
	<input type="checkbox"/> Pencil
	<input type="checkbox"/> Paperclip
	<input type="checkbox"/> Folder