

# EA Survivor

**Do More With Less**

Product Documentation

*Interactive AI Training Simulation*

**Version:** 1.0

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## Documentation Package

*This is the Product Documentation. For running a session, see the Facilitator Guide. For playing the game, see the Learner Quick Start.*

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# 1. Overview

EA Survivor: Do More With Less is a browser-based interactive simulation game that teaches Executive Assistants how to prioritize high-value work and leverage AI tools effectively.

## Core Learning Objective

*Value beats volume — completing the RIGHT work matters more than completing the MOST work.*

## At a Glance

- Duration: 15–30 minutes per session
- Format: Single HTML file, runs offline in any modern browser
- Target audience: Executive Assistants, Administrative Professionals, Operations teams learning to work with AI
- Delivery: SharePoint, OneDrive, GitHub Pages, or any web host
- No install, no login, no backend — just open and play

# 2. Learning Objectives

By the end of playing, participants will:

1. Recognize the difference between high-value, medium-value, and low-value work
2. Practice choosing when to use AI tools vs. do work manually
3. Learn the appropriate AI tool for different task types
4. Develop appropriate skepticism toward AI-generated content
5. Understand the value of building reusable AI agents vs. one-off tasks
6. Commit to a real-world AI adoption action (Build Your Agent challenge)
7. Walk away with 15 ready-to-use AI prompts they can apply immediately

# 3. Game Mechanics

## 3.1 The Setup

Each player receives:

- 1 EA (themselves)
- 6 MDs to support (with distinct personalities)
- 100 tasks in queue (drawn from a mixed pool)
- 5 AI tokens (variable by difficulty)

- 480-minute workday budget (variable by difficulty)

## 3.2 The Core Rule

**Without AI: task takes 10 minutes.**

**With an AI token: task takes 1 minute.**

*Only 5 tokens available. Choose wisely.*

## 3.3 The 3 Rounds

| Round              | Duration | Description                                             |
|--------------------|----------|---------------------------------------------------------|
| 1: Triage          | 6 min    | Sort and complete tasks. No AI tokens allowed.          |
| 2: Token Drop      | 7 min    | Spend up to 3 AI tokens. Pair each with the right tool. |
| 3: Survivor Finale | 6 min    | Curveballs incoming. Use remaining tokens wisely.       |

## 3.4 Task Types (5 Tiers)

| Tier         | Points  | Description                                                            |
|--------------|---------|------------------------------------------------------------------------|
| High-Value   | +10     | Board decks, executive prep, C-suite briefings, strategic coordination |
| Medium-Value | +4      | Meeting summaries, scheduling, expense reports, formatting             |
| Low-Value    | +1      | Font formatting, reordering supplies, cosmetic tasks                   |
| Trap Card    | -5      | Responsible AI violations (confidential data in public AI tools)       |
| Verify Card  | +6 / -5 | AI-generated errors that need human review                             |

## 3.5 Curveball Cards (Round 3 Only)

Urgent-looking tasks that force real-time judgment. Some are truly high-value (flight rebooking, MD laptop crash); others are urgent-but-low-value (calendar colors, holiday party theme). Tests the ability to distinguish 'urgent' from 'important' under time pressure.

# 4. Scoring System

## 4.1 Positive Points

| Action                                | Points    |
|---------------------------------------|-----------|
| High-value task completed             | +10       |
| Medium-value task completed           | +4        |
| Low-value task completed              | +1        |
| Verify card caught manually           | +6        |
| Copilot Agent Builder used (any task) | +8 bonus  |
| Saved tokens at end of game           | +1 each   |
| Real-world Agent idea submitted       | +15 bonus |

### 4.2 Negative Points (Penalties)

| Action                                 | Points |
|----------------------------------------|--------|
| Trap card completed                    | -5     |
| Token wasted on low-value task         | -2     |
| Token wasted on trap card              | -5     |
| Trusted AI on verify card (used token) | -5     |

### 4.3 Triage Accuracy Score

A weighted percentage calculated as:

- 50% weight: High-value tasks captured ( $\text{highCompleted} / \text{highShown}$ )
- 30% weight: Low-value tasks avoided ( $1 - \text{lowCompleted} / \text{lowShown}$ )
- 20% weight: Verify cards caught ( $\text{verifyCaught} / \text{verifyShown}$ )

#### Letter Grades:

| Grade | Score Threshold |
|-------|-----------------|
| A     | 90% or higher   |
| B     | 75%–89%         |
| C     | 60%–74%         |
| D     | 40%–59%         |
| F     | Below 40%       |

## 5. Difficulty Modes

| Mode     | Tokens | Time Budget | Curveballs | Tier Visibility     |
|----------|--------|-------------|------------|---------------------|
| Easy     | 7      | 600 min     | 1          | Fully visible       |
| Standard | 5      | 480 min     | 2          | 5 reveals per round |
| Survivor | 3      | 360 min     | 3          | Fully hidden        |

*Progressive difficulty encourages replay: first-timers build confidence in Easy mode (tiers visible), while advanced players practice real-world judgment in Survivor mode (no tier hints, minimal resources).*

# 6. The 5 AI Tools Featured

## 6.1 M365 Copilot

Best for: Meeting summaries, Outlook drafts, Word/Excel help, content creation

*When to use in game: Any task involving document creation or meeting content*

## 6.2 Enterprise AI

Best for: Company-internal policy questions, process navigation, company-specific knowledge

*When to use in game: Tasks requiring internal knowledge or policy lookup*

## 6.3 Claude

Best for: Polished long-form narrative writing, executive bios, client communications

*When to use in game: Any task requiring polished writing with warmth*

## 6.4 Copilot in Outlook

Best for: First-pass executive emails, email triage, drafting replies

*When to use in game: Email-related tasks*

## 6.5 Copilot Agent Builder

Best for: Building reusable workflows that automate recurring tasks

*When to use in game: Any recurring or repeatable task (special +8 point bonus reinforces long-term automation value)*

# 7. The 6 MD Personalities

Each player supports 6 fictional Managing Directors, each with distinct working styles. These characters teach that AI use depends on stakeholder context, not just tool capability.

| Name        | Role        | Working Style                                                |
|-------------|-------------|--------------------------------------------------------------|
| Marcus Chen | Strategy MD | Hates AI-generated content. Reviews every email before send. |

|                 |                |                                                  |
|-----------------|----------------|--------------------------------------------------|
| Priya Patel     | Tech MD        | Wants everything yesterday. Loves Copilot.       |
| James O'Brien   | M&A MD         | Confidential deals. Never use external AI tools. |
| Sarah Williams  | Client Lead MD | Polished, warm comms. Quality > speed.           |
| David Kim       | Operations MD  | Process-oriented. Loves SOPs and templates.      |
| Elena Rodriguez | Growth MD      | Fast-moving. Trusts your judgment.               |

# 8. The 8 Achievement Badges

Players unlock badges based on their playstyle. Badges encourage replay and reinforce specific behaviors.

| Badge                 | Criteria                                       |
|-----------------------|------------------------------------------------|
| Token Master          | All tokens used, 60%+ high-value focus         |
| Compliance Champion   | Zero trap cards completed                      |
| Agent Architect       | Built a Copilot Agent during play              |
| Calm Under Curveballs | Finished finale round with positive net points |
| Verification Hero     | Caught all verify cards manually               |
| Speed Demon           | Completed 20+ tasks                            |
| Value Investor        | Points per task ratio $\geq 6$                 |
| Perfect Game          | Score 100+ with zero penalties                 |

# 9. The AI Recipe Book

After completing the game, players receive 15 copy-paste-ready AI prompts they can use immediately in their real work. Each prompt can be individually copied to clipboard or downloaded as a .txt file for permanent reference.

**Included prompts:**

- 8. Meeting Summary with Action Items
- 9. Polite Decline Email
- 10. Stakeholder Briefing
- 11. Tone Check
- 12. Meeting Recap with Decisions
- 13. MD Prep Talking Points
- 14. Polished Meeting Invite
- 15. Weekly Email Triage
- 16. Project Status Update

17. Exec-Ready Deck Reformatting
18. Client Meeting Briefing Pack
19. Follow-Up Email
20. Executive Bio
21. Proposal Comparison
22. MD Onboarding Email

## 10. Technical Specifications

### 10.1 Architecture

- Single self-contained HTML file (~59 KB)
- No external dependencies
- No backend required
- No user account needed
- Runs offline in any modern browser
- LocalStorage used for persistent leaderboard

### 10.2 Browser Compatibility

- Chrome, Firefox, Safari, Edge (all modern versions)
- Mobile-responsive layout (works on tablets and phones)

### 10.3 File Structure

- HTML5 markup with semantic elements
- CSS custom properties (variables) for easy theming
- Vanilla JavaScript (no frameworks or libraries)
- All assets embedded (no external images or fonts)

### 10.4 Data Persistence

- Team scores saved to browser localStorage
- Data persists across sessions on the same device
- Facilitator can clear leaderboard manually

## 11. Design Decisions

## 11.1 Why 'Value Beats Volume'

The core lesson had to counter the natural EA instinct to 'get through the list.' Points reward the RIGHT work, not the MOST work — creating an experience where the reflective player wins.

## 11.2 Why Verify Cards

AI verification is the #1 underdeveloped skill in the age of AI tools. Verify cards teach that AI is a co-pilot, not an autopilot — trust but verify.

## 11.3 Why Difficulty Modes

Progressive challenge lets first-timers build confidence (Easy = tiers visible) and advanced players practice real-world judgment (Survivor = tiers hidden). Encourages replay.

## 11.4 Why the Agent Challenge

Turns the game from entertainment into actionable behavior change. The +15 bonus incentivizes a thoughtful commitment to real workplace AI adoption.

# 13. Future Enhancements (Roadmap)

Potential v2 features:

- Multi-team live leaderboard using SharePoint Lists
- Recorded facilitator walkthrough video
- Language localization (Spanish, Portuguese)
- Additional AI tool coverage as tools evolve
- Analytics dashboard for facilitators
- Integration with LMS (SCORM export)

# 14. Credits & Contact

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