



# SimulTrain<sup>®</sup> 12

## **User Guide for the SimulTrain**

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### 1. INTRODUCTION

SimulTrain is a simulation of the planning and execution phases of a medium-sized project. In the planning phase you have to constitute your team and allocate resources. In the execution phase your objective is to cope with all arising events in order to finish the project on time and within budget.

IMPORTANT: You can, at any moment, interrupt the simulation and start again at a later stage with the same password.

To interrupt: simply close the software.

To continue: restart the simulator

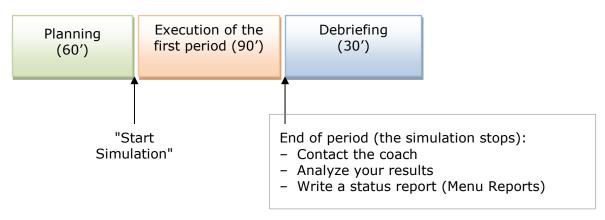
Attention: Do not open 2 or more sessions with the same password at the same time.



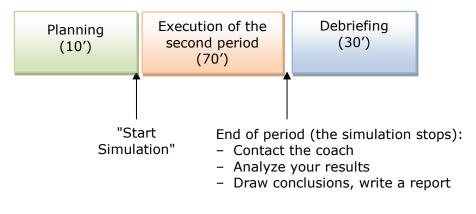


### 2. PROCEDURE

#### A. Program of the first period (simulation week 1 to week 4)



#### B. Program of the second period



### 3. LAUNCHING

When you launch the program, you find yourself in the virtual office of the project manager. Below the simulator's **main functions are presented**:







### 4. DURATION

The **simulation** is divided into two periods of 4 weeks and 8 weeks. After the first 4 weeks of the simulation (approximately 90 minutes), the simulation will be put on hold to allow you to assess your performance and plan corrective action before continuing.

### 5. PLANNING

In this phase, you must set up the project team and assign the activities to the different team members. You can always go back and change any allocation that was made and change it in the course of the planning period. When you've completed the planning phase and all tasks have resources you can launch the **executing / clock**.

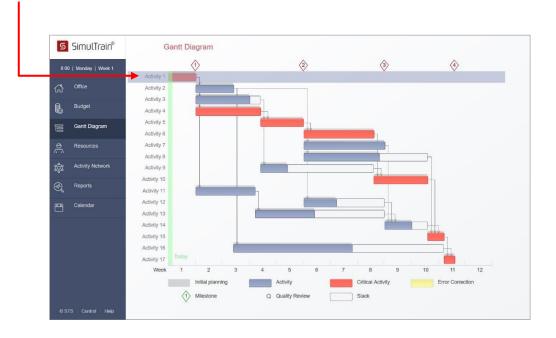
- A. Here are some indications for simple planning.
  - There are **three main buttons** in the simulation:
    - button Gantt to view the project activities,
    - button **Resources** to view people allocation,
    - button **Reports** to view information and reports.

In the "Reports" menu, look at the Project Description.

Furthermore, have a look at the **Organization Chart** which indicates the different resources and roles in the organization.

B. Have a look at the 17 project activities at the Activity Network. Some of the activities can be done in parallel! Some of them are critical! It means that a delay of the activity execution will delay the whole project. Read more detail about the activities by choosing one from "Gantt" chart:

Select an activity, for instance Activity 1.





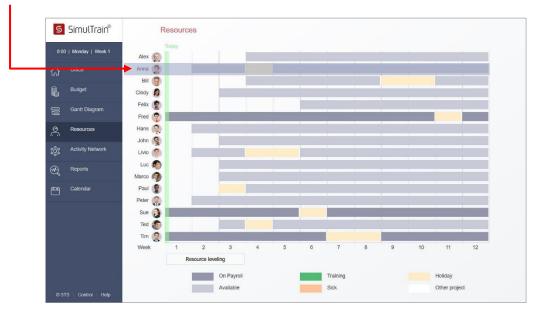


You will see that this task requires 2 people; its duration is 5 days. You can also consult the skills required for this activity: 2 in Web design, 5 in Business, and 3 in Sales & Marketing.

8:00	Monday   Week 1			Initia	il plan	Actual		
	Office	Number (	of people	2		0		
Ĵ	Childe	Duration	(days)	5		5		
5	Budget	Costs		9000	)	0		
		Productiv	ity	1009	%	100%		
000	Gantt Diagram	Progress		0%		0%		
9 7	Resources							
8	Activity Network			0%			Q	uality Reviews
	Activity Network Reports	Skills(0-6)	?	0% Web Design	Database	Programming	Qu Business	uality Reviews Sales + Mkg
		Skills(0-6) Activity 1	0		Database 0	Programming 0		
3   	Reports		0	Web Design			Business	Sales + Mkg
	Reports		0	Web Design			Business	Sales + Mkg
	Reports		0	Web Design			Business	Sales + Mkg

C. Now you can look at the **resources**, which are available for your project. Click button **Resources**.

To consult the files of the different resources click on a team member's name – for instance, Anna.







#### You can also consult Anna's file. She's seems well qualified!

Sim	ultrain $\Phi$ 12   project $ imes$	+						<del></del>		×
$\leftarrow$	$\rightarrow$ O $  \blacksquare$	simultrain.swiss/smt12/index.html					□ ☆	= 12	۵	
S	SimulTrain®	Anna								
	30   Monday   Week 1	material physics inst tests, but she also is	ead, earning a degree the quality manager	e in those fields. She ha of the Production Depar		years. Not only is she i	n charge of lab	-		
វិ					s thus quickly become friends wit is/her team. Moreover, she is brill			0		
L		Anna enjoys working	alone, but she prefe contributes to a pleas	rs working on a team. S sant and productive grou	he helps others spot their mistake ip environment.	es. Because of her pers	onality and	()		
	Gantt Diagram	Hourly rate 160	Working 100	%						
9	Resources									
				-	Training	0	Overtime		0	
€		Skills (0-6)	0	Engineering	Tests + Analysis	Production	Logistics	Sales + Mkg	3	
(1770)	Calendar	Anna		6	5	6	3	0		
<b>—</b>		Add 🛠								
	Risk Register	Priority B								
		Priority C								
		Priority D								
		Priority E								
		Priority F								

You can also see her profile, her training and even her likes and dislikes.

#### D. Allocating an activity to a resource

	Anna
You can allocate 6 different activities to each resource, just click on the button in "Add" and	Add 🛠
select the activities.	Priority B

When you click on the button, a list of the activities appears: select one of them, for instance Activity 2. Anna will now work on Activity 2 in first priority.

You can, of course, allocate more than 6 activities to a resource: you will simply have to wait for one of the first 6 allocated activities to be finished to be able to allocate others...

#### E. Diagrams

We can now look at the Gantt diagram.









#### Here is the Gantt diagram - we see that Anna will work on Activity 2:

#### F. Core-team

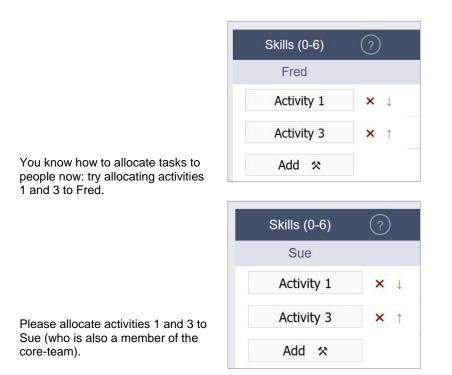
Three people have been allocated full-time to the project: **Fred**, **Sue** and **Tim**. Let's have a look at their skills:

S Sim	ultrain® 12   project × +	-							-	- 0	×
÷	ightarrow ( ) $ ightarrow$ sin	ultrain.swiss/smt12/index.htn	nl					<u> </u>	k   = 1	4 0	a
S	SimulTrain®	Fred							Θ	Θ	
8.0	00   Monday   Week 1	training He	has work	ed for several year	s in a factory that special	even attended night school in en izes in measuring instruments. He only completes a task well wi					
ជ		explained to	him. Fas	tidious regarding p	roblems of detail, he has	a hard time inventing new conce a has few enemies, even if some	pts. Within the company	everyone	30		
		Fred likes to	have ea one must	ch step of a task ex t not ask him to wo	plained in detail prior to rk overtime!	execution; indeed, it is a conditio	n of his commitment to th	ne task. Most	N		
6		Hourly rate	89	Working 90%							
ġ.	Resources										
ŵ						Training		Overtim	e		
⊛		Skills (	(0-6)	0	Engineering	Tests + Analysis	Production	Logistics	Sales + N	lkg	
ricio	Calendar	Fre	d		2	4	2	0	0		
Ë		Add	*								
0		Priori									
		Prioril									
		Priorit									
		Priorit									
		Priori	ty F								
0 5	STS Control Help										

Too bad... Fred doesn't seem to be the brightest star in the sky. Nevertheless, we have to work with him...

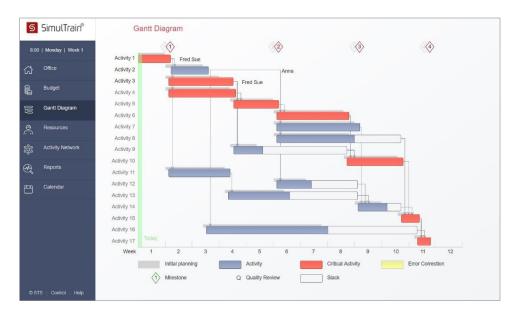






G. Check planning

Please click on the Gantt diagram now, it should look like this:



#### H. End of planning

The planning is completed when every single activity of the project has been assigned to one or several team members.





#### I. Risk Management

If the Risk Management is switched on for your simulation, you need to plan preventive actions in the Risk register. To access the risk register, please click on "Risk Register".



Click on an item in the list and choose one or several actions to prevent the risk. New items will appear in the Risk register during the simulation. We advise to visit the Risk register and to plan preventive actions at the beginning of each week of the simulation.

8:00   Monday   Week 1			
۲. Office		Response	Response Cost
Budget		I will ensure that the Charter and the scope statement are signed by the sponsor before the project starts,	0
Gantt Diagram		I will ensure that all scope changes are documented and approved according to existing company policy.	400
Resources	_		
Activity Network		I will escalate all scope changes to top management.	900
Reports		I will ensure that I plan enough time to collect requirements.	600
Calendar		I accept the risk but I will take none of these measures.	0
Risk Register			

### 6. SIMULATION

As the planning has been completed, we are now ready to **run the simulation**: click on the bottom **Control** in the left pane.



Please use the code "life".

You have now reached the "Simulation Control" screen.

It is better not to modify anything and leave the default values.





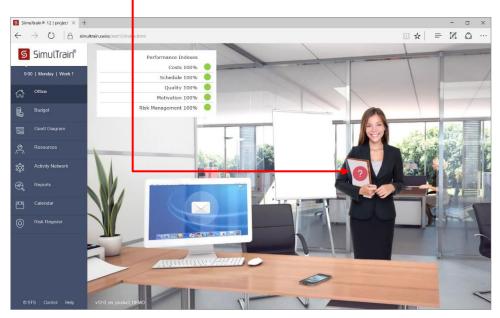
A. You can now click on the button "Start Clock".

S	SimulTrain®	Simulation Cont	rol				
8.00	Monday   Week 1						
්	Office	version online build 12.0.231	sessionID 48188660				
ß	Budget	Language	English	D	ifficulty Cost	Standard	
	Gantt Diagram	Scenario	product	Difficu	Ity Schedule	Standard	
0	Resources	Periods	2	Diffi	culty Quality	Standard	
ŵ	Activity Network	Speed	Standard	Difficult	y Motivation	Standard	
Ð,	Reports	Risk	Yes	r	ifficulty Risk	Standard	
<b>**</b>	Calendar	TUSK	105	-	initially reak	Stanuaru	
٩	Risk Register	RACI Matrix	No		ith the selected of ted duration of t		
		Plan Changes	No			d 2: 72 minutes	
			Start Clock	Pause Clock	E	Back to Office	

You will find yourself in the project manager's office again, however this time the simulation is running!

#### B. Your colleague enters the room

After a certain time, your colleague enters the room, holding some documents for you. Read the documents by clicking on the colleague's folder.



When you click on the documents, you get the following screen:





9.00	Monday   Week 1	Kick-off	meeting
ያ	Office	The projec	t team suggests a two-hour kick-off meeting.
	Budget	1	All right, I'll go along with that.
	Gantt Diagram Resources	2	OK, but seeing all the urgent work that's still to be done, the meeting will only last an hour.
1	Activity Network	3	No. Things are quite clear for everyone. There is absolutely no need for a meeting today.
2 9	Reports Calendar	4	I have no time now. I will make the decision later this week.
	Risk Register		

You must make a decision and you have 4 possible options. It's up to you to select the most adequate.

<u>Be careful</u>: if you choose the last one (you decide not to make a decision for the time being), your assistant will wait till Friday evening. Then, she will call the big boss (Jeff), and he will take the decision. But unfortunately, Jeff has a weak point: when making a decision, he usually chooses the worst option...

#### C. Making a decision

Let's choose the first option. After clicking on the button "I decide", you get some feedback.

S	SimulTrain®	Make up your mind!
12:00	)   Monday   Week 1	Kick-off meeting
ដ	Office	The project team suggests a two-hour kick-off meeting.
1	Budget	All right, I'll go along with that.
8	Gantt Diagram	
<u>0</u>	Resources	2 OK, but seeing all the urgent work that's still to be done, the meeting will only last an hour.
ộ:	Activity Network	3 No. Things are quite clear for everyone. There is absolutely no need for a meeting today.
R	Reports	
5	Calendar	Good decision! Even if things are quite clear for your team, it's very important to spend some time on team building. If you don't, your team will be slower to start, and you could have conflicts or communication problems.
Ð	Risk Register	
	'S Control Help	

You'll get feedback for every decision taken.

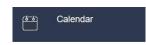




#### D. Setting up a meeting

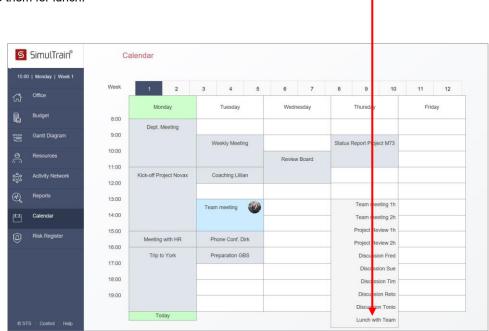
In order to improve team motivation, you could invite its members for a lunch:

Simply click on the Calendar button.



You could have a barbecue, invite the team to lunch or organize a sports outing.

Let's invite them for lunch.



You use the calendar or the phone to set up meetings, appointments, etc.

Naturally if the phone rings aloud, simply click on it to hear the message.

#### E. Messages

You've got some **e-mail.** Just click on the screen of the computer in order to read them.







 SimulTrain\*
 Enail

 Image: SimulTrain\*
 Enail

 Image: SimulTrain\*
 Enail

 Image: SimulTrain\*
 Fred

 Image: SimulTrain\*
 Image: SimulTrain\*

 Image: SimulTrain\*
 Image: SimulTrain\*

Let's talk with him: if you want to talk to Fred, just click on the calendar and make an **appointment** with him.

S	SimulTrain®	С	alendar									
9:00	Tuesday   Week 1	Week					-					
ኋ	Office	THUR	1 2	3	4 5	6	7	8 9	10	11	12	1
1	Budget		Monday	Tue	sday	Wedne	sday	Thursd	la	Frid	tay	
9		8:00	Dept. Meeting									
	Gantt Diagram	9:00		Weekly	Meeting			Status Report F	Project M73			-
	Resources	10:00				Review	Board		-			-
		11:00	Kick-off Project Novax	Carabi	ng Lillian		Dourd					
);	Activity Network	12:00	Nick-off Project Novax	Coachir	ig Lillian			-	-			-
R	Reports	13:00			-							-
EN)	Calendar	14:00		Team mee	ting	Lunch with Te	am 💮					
		15:00							meeting 1h			
Ð	Risk Register		Meeting with HR	Phone C	Conf. Dirk				meeting 2h			
		16:00	Trip to York	Prepara	tion GBS				t Fleview 1h			1
		17:00		-					ussion Fred			1
		18:00						Disc	ussion Sue			-
		19:00						Disc	cussion Tim			
				To	day			Discu	ussion Reto			ļ
	S Control Help			10	,	1		Discu	ssion Tonio			





#### F. Quality reviews

For quality management purposes you should organize **quality reviews** for each project activity.

Simply choose an activity (Activity button in the menu bar), and select the number of quality reviews you want.

Number of people         2         2           Duration (days)         10         12           Costs         18000         0           Productivity         100%         100%           Progress         0%         0%           Count of people         2         2           Activity Network         0%         0%           Reports         Office         Engineering         Tests + Analysis         Production         Logistics         2           Reports         0%         2         4         2         0         5         5         5         6         7         8           Reserver         0%         5         3         4         5         6         7         8	Tuesday   Week 1			Initial p	lan Actual				
Budget         Duration (days)         10         12           Costs         18000         0		Number	of people						
Productivity         100%         100%           Gant Diagram         Progress         0%         0%           Resources         0%         0%         0%           Activity Network         0%         0%         0%           Skills(0-6)         ⑦         Engineering         Tests + Analysis         Production         Logistics         1           Calendar         Activity 3         100%         4         3         4         0         3           Risk Register         ©         Fred         53%         2         4         2         0         5         6         7	Office	Duration	(days)	10	12				
Skills(0-6)         O         Engineering         Tests + Analysis         Production         Logistics         1           Reports         Skills(0-6)         O         Engineering         Tests + Analysis         Production         Logistics         1         1           Reports         Activity 3         100%         4         3         4         0         3         1	Budget	Costs		18000	0				
Skills(0-6)         O         Engineering         Tests + Analysis         Production         Logistics         1           Calendar         Activity 3         100%         4         3         4         0         3		Productiv	vity	100%	100%				
Skills(0-6)         ?         Engineering         Tests + Analysis         Production         Logistics         ?           Calendar         Activity 3         100%         4         3         4         0         3         4         2         3         4         3         4         5         5         6         6         6         7         7         7	Santt Diagram	Progress		0%	0%				
Skills(0-6)         ⑦         Engineering         Tests + Analysis         Production         Logistics         2           Calendar         Activity 3         100%         4         3         4         0         3         4           Risk Register         Image: Size         53%         2         4         2         0         5         6         5         7	Resources								
Skills(0-6)     ⑦     Engineering     Tests + Analysis     Production     Logistics       Calendar     Activity 3     100%     4     3     4     0       Risk Register                                      Siles Register	Activity Network			0%			Quali		$\sim$
Activity 3         100%         4         3         4         0           Risk Register         Image: Comparison of the state of the st	Reports	Skills(0-6)	?	Engineering	Tests + Analysis	Production	Logistics	1	
Risk Register         Pred         53%         2         4         2         0         5           Sue         47%         5         3         4         5         6         7	Calendar	Activity 3	100%	4	3	4	0		
Sue 47% 5 3 4 5 7	Risk Register	🜍 Fred	53%	2	4	2	0	5	
8		Sue	47%	5	3	4	5		
								8	

These are the essential facts to be able to use the simulator. You will discover other aspects during the simulation....

#### G. Pause

The clock stops automatically at the end of week 4. It is a good time to analyze your decisions and mistakes, to improve plan. You can fill the Status report (menu Reports) and to forecast your project performance.

Follow your coach's instructions to start the second part (period) of the simulation in the Simulation Control.

