



# SimulTrain<sup>®</sup> 12 Agile

## User Guide

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### 1. INTRODUCTION

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SimulTrain Agile is a simulation of an Agile software development project. In the planning phase You, the members of a development team, choose your team of **7 people** and features to be developed in each of **3 sprints** with the total number of **story points - 300**. The duration of sprint is usually 1-4 weeks. The duration of sprint in this simulation is 4 weeks.

The recommended settings of the simulation are: **scenario: agile, speed: fast 3, risk: yes, plan changes: yes**. Other features depend on the your or your trainer choice and they are less important.

It is important to have a printed copy of project description for each members of your team, for example, in English [https://www.simultrain.swiss/doc/4076\\_EN\\_agile\\_project\\_description.pdf](https://www.simultrain.swiss/doc/4076_EN_agile_project_description.pdf)

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

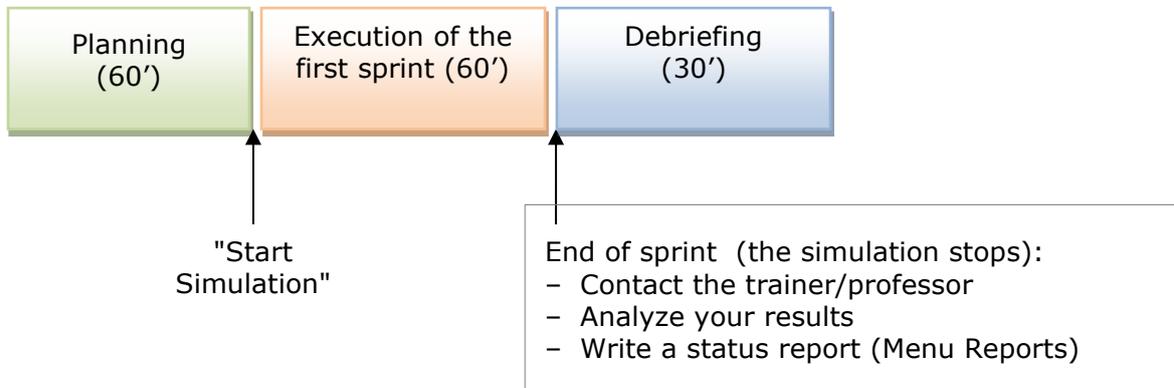
To interrupt: simply close the window.

To continue: restart the simulator with the same password.

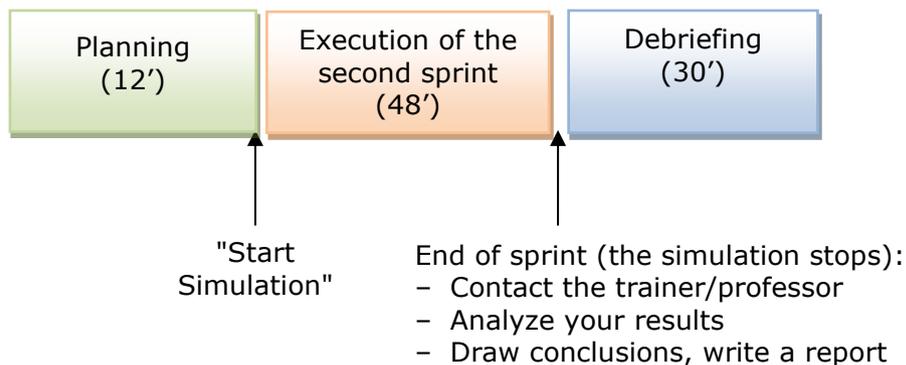
**Attention: Do not open 2 or more sessions with the same password at the same time.**

## 2. PROCEDURE

### A. Example program of the first sprint (simulation weeks 1 to week 4)



### B. Example program of the second sprint



The **simulation** is divided into three sprints of 4 weeks each. After the first sprint (4 weeks of the simulation, approximately 60 minutes for speed Fast 3), the simulation will be put on hold to allow you to assess your performance and plan corrective action before continuing.

## 3. LAUNCHING

You login at [www.simultrain.swiss](http://www.simultrain.swiss) with the password that you received from your trainer/professor.

You are **members of an agile software development team**. When you launch the program, you find yourself in the team room:

**Performance indices: higher than 100% is OK**

**Team room**

**Project Budget**

**Project Backlog**

**People Occupation**

**Burnup Chart**

**Charts & Reports**

**Team Calendar**

**To Manage Risks**

**Responsability Matrix**

**To start clock**

**Performance Indexes**

- Costs 113%
- Schedule 115%
- Quality 98%
- Motivation 113%
- Risk Management 106%

**Today, 62% of the work is done 49700.- under budget**

**e-mails**      **Phone calls**      **Decisions**

## 4. PLANNING

In this phase, you must choose **seven project team members** and several **features** in the Backlog that will be developed in the first sprint. You can always go back and change any allocation that was made and change it in the course of the planning period. You cannot change the composition of the chosen people once the clock started.

Click on **Backlog** and then on a feature, for example, **feature 1. Concept Design**.

**Backlog**

1. Concept design
2. Customers survey analysis
3. Hardware performance update
4. Data backup capacity
5. System capacity
6. Data flow integrity
7. User interface update
8. Integration accounting data
9. Apps and servers metrics
10. Fool-proof layer
11. Marketing campaign
12. Reserve services deployment
13. Art design implementation
14. Response time optimization
15. Search Implementation
16. AI-powered Help
17. Support deployment

Week 1 2 3 4 5 6 7 8 9 10 11 12

Ready Development Done Test

Sprint Q Quality Review

You see that this feature requires 2 people; its duration is 5 days, and it gives 10 story points according to the initial plan. You can also consult the skills required for this feature: 2 in Development, 1 in Network, 2 in Design, 4 in Core Business of the company, and 2 in Sales & Marketing in scale from **0 to 6 (maximum)**.

The screenshot shows the SimulTrain interface for a feature named "1. Concept design". On the left is a navigation menu with options like Office, Budget, Backlog, Team, Burnup Chart, Reports, Calendar, and Risk Register. The main area displays a table comparing "Initial plan" and "Actual" values for various metrics.

|                  | Initial plan | Actual |
|------------------|--------------|--------|
| Number of people | 2            | 0      |
| Story points     | 10           | 0      |
| Costs            | 9000         | 0      |
| Productivity     | 100%         | 100%   |
| Progress         | 0%           | 0%     |

Below the table is a progress bar at 0% and a "Quality Reviews" button with a question mark. A table below shows the skill requirements for "Feature 1":

| Skills(0-6) | Development | Network | Design | Business | Sales + Marketing |
|-------------|-------------|---------|--------|----------|-------------------|
| Feature 1   | 2           | 1       | 2      | 4        | 2                 |

You can specify the number of Quality review for the feature by clicking on the button Quality Reviews. If you are not sure about the necessary number, please get advice by clicking on the question mark (?).

A. Now you can look at the **people**, which are available for the project. Click button **Team**.

To consult the files of the different people, use the printed **Project Description** and click on a team member's name – for instance, **Sue**.

The screenshot shows the "Team" view in SimulTrain. A red arrow points from the "Team" button in the left navigation menu to the "Sue" row in the resource chart. The chart displays resource availability for 12 weeks for team members: Alex, Anna, Bill, Cindy, Felix, Fred, Hans, John, Livio, Luc, Marco, Paul, Peter, Sue, Ted, and Tim. Sue's row is highlighted in blue. A legend at the bottom identifies colors for Team, Available, Training, Sick, Holiday, and Other project.

You consult Sue's profile. She's seems well qualified! Unfortunately, she is more expensive than many other colleagues – see her hourly rate.

**SimulTrain®**

8:00 | Monday | Week 1

- Office
- Budget
- Backlog
- Team
- Burnup Chart
- Reports
- Calendar
- Risk Register

© STS Control Help

**Sue**

Upon completing a commercial apprenticeship, Sue earned a webmaster's diploma at a school for computer science. She has eight years of strong professional experience. Sue is brilliant, decisive, and knows what she wants. She has proven many times that she is perfectly capable of finishing everything she starts. In her previous position, she led a team developing applications for online sales, but the economic climate dropped orders to zero and she was a victim of restructuring. Perfectly capable of working alone, Sue prefers to lead a group. She enjoys advancing her own views and can easily come into conflict with another strong personality. A very capable worker, Sue never balks when there are tasks to be done.

Hourly rate 151.- Working 80%

Training ? Overtime ?

| Skills (0-6) ? | Development | Network | Design | Business | Sales + Marketing |
|----------------|-------------|---------|--------|----------|-------------------|
| Sue            | 5           | 3       | 4      | 5        | 3                 |

Add ✕

- Priority 2
- Priority 3
- Priority 4
- Priority 5
- Priority 6

### B. Allocating an activity to a resource

If you decide to include her into your team of 7 people, click on Add button and assign her to a feature, for example, **feature 1. Concept Design**. She will work on the feature with the highest priority. You can allocate up to 6 different features for the sprint to a team member.

You choose 7 people and allocate the features that will be developed during the first sprint.

Sue

Add ✕

- Priority 2
- Priority 3
- Priority 4
- Priority 5
- Priority 6

### C. Backlog

We can now look at the **Backlog** again. We see that **Sue** will work on **feature 1. Concept Design**:

**SimulTrain®**

8:00 | Monday | Week 1

- Office
- Budget
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- Burnup Chart
- Reports
- Calendar
- Risk Register

© STS Control Help

**Backlog**

1. Concept design
2. Customers survey analysis
3. Hardware performance update
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Week 1 2 3 4 5 6 7 8 9 10 11 12

Today

Ready Development Done Test

Sprint Quality Review

## D. Risk Management

If the option Risk Management is chosen, then you need to plan preventive actions in the Risk Register, which was prepared by your team members. Click on **Risk Register**:

**Risk Register** Risk Management Index: 100%

| Identify     |  | Analyze     |             |               | Plan Response       | Monitor and Control |               |            |
|--------------|--|-------------|-------------|---------------|---------------------|---------------------|---------------|------------|
| ID           | Description  | Category    | Probability | Estim. Impact | Add. Workload, days | Status              | Response Cost | Final Cost |
| 1            | Some clients refuse an update                              | Scope       | 0.25        | 10000         | 4                   | ⚠ Not Treated       | -             | -          |
| 2            | Initial requirements mistakes                              | Scope       | 0.2         | 22000         | 2                   | ⚠ Not Treated       | -             | -          |
| 3            | The database servers break down                            | Operational | 0.05        | 8000          | 0                   | ⚠ Not Treated       | -             | -          |
| 4            | Supplier increases the price                               | Financial   | 0.05        | 6000          | 0                   | ⚠ Not Treated       | -             | -          |
| 5            | Supplier delays the delivery of major components           | External    | 0.1         | 0             | 5                   | ⚠ Not Treated       | -             | -          |
| 6            | The quality does not correspond to the client expectations | Quality     | 0.15        | 12000         | 3                   | ⚠ Not Treated       | -             | -          |
| 7            | People are withdrawn from the project                      | Resource    | 0.25        | 6000          | 7                   | ⚠ Not Treated       | -             | -          |
| <b>Total</b> |  |             |             |               |                     |                     |               | 0          |

Choose a Risk item, for example, **Risk 3. The database servers break down**. You can opt for one, two or more preventive options, that affects the risk probability and its consequences on budget and execution time of the project. You can also to accept the risk and don't take any actions.

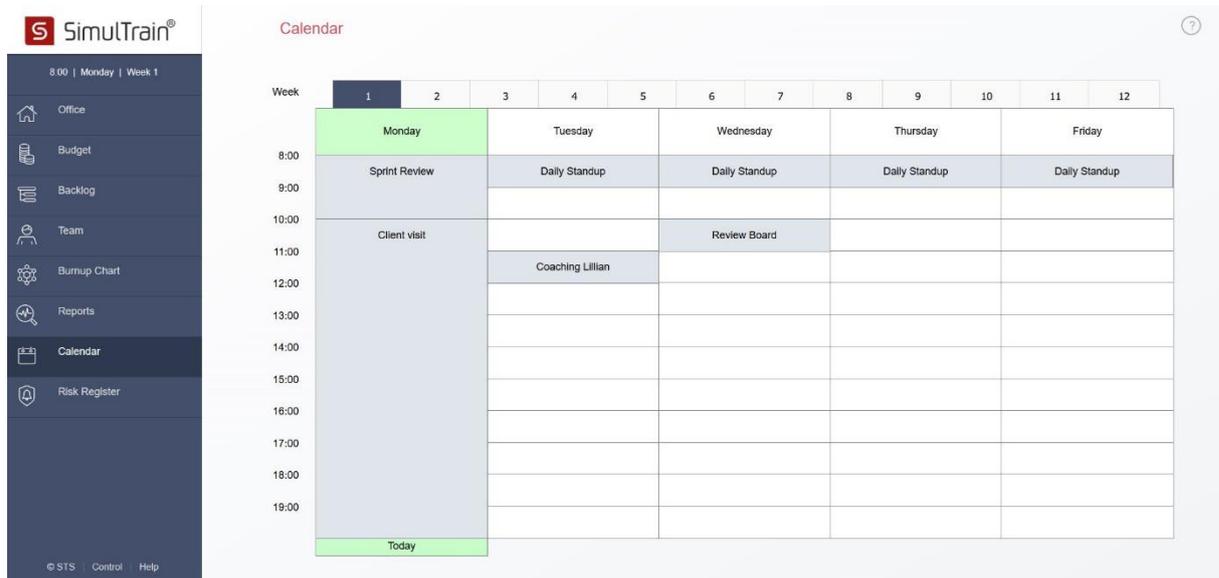
**Risk 3. The database servers break down** Probability: 0.05 Estim. Impact: 4300  
Response: Response Planned Add. Workload, days: 0

| Response  | Response Cost |
|---|---------------|
| <input checked="" type="checkbox"/> We will purchase standby equipment for 4000.-                                       | 4000          |
| <input checked="" type="checkbox"/> We will prepare a list of suppliers and negotiate fast delivery conditions.         | 500           |
| <input checked="" type="checkbox"/> We will train team members to replace equipment quickly and efficiently.            | 800           |
| <input checked="" type="checkbox"/> We will take out a contract for fast server replacement and periodical data backup. | 2000          |
| <input type="checkbox"/> We accept the risk but we will take none of these measures.                                    | 0             |

We advise to respond to all the risks and visiting the Risk Register during the project execution at least once per week and respond to new risk items in the Risk Register.

## E. Calendar

Please click on **Calendar**, it should look like this:



You can click on **white cells** and assign different meetings: team meetings, project reviews, meetings with the scrum master or management, and social gathering.

## F. End of planning

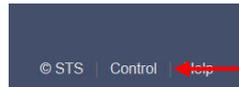
The planning is completed when

- seven team members are chosen, and they have work for the first sprint (the first 4 weeks);
- the Quality Reviews are planned at the page of feature.
- all the risk items in the Risk register have preventive actions;
- certain number of events are planned in the Calendar for the first sprint.

When you've completed the planning of the first sprint, you or your trainer can launch the **executing / clock**.

## 5. SIMULATION

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

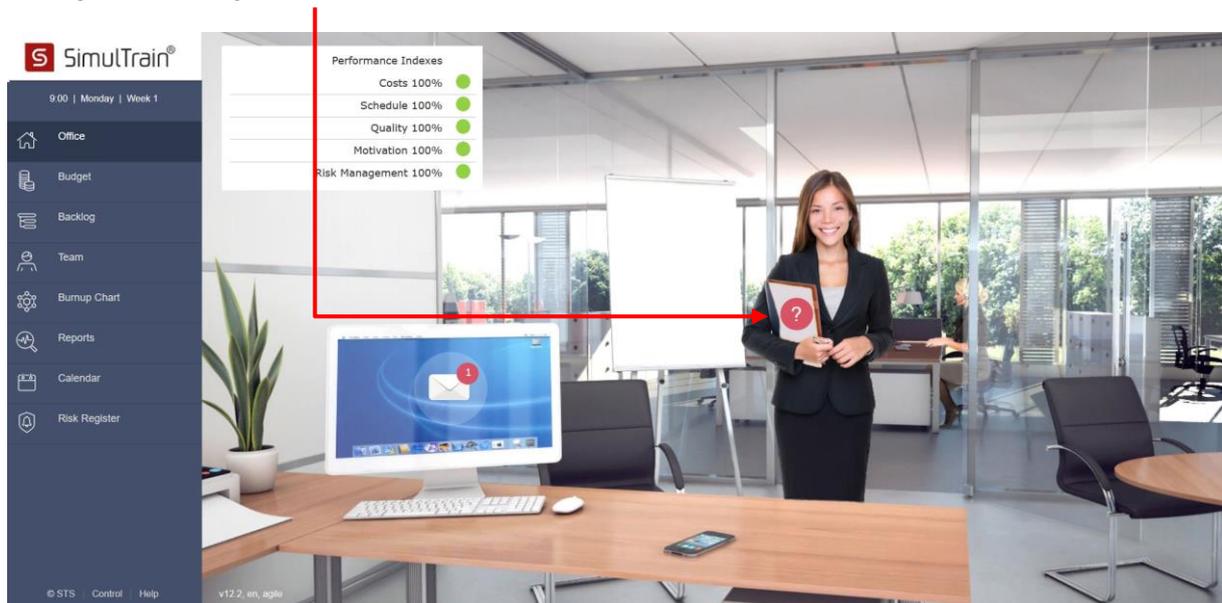


Please ask **your trainer/professor** how to go through the intermediate screen to the Simulation Control and **start the clock**.

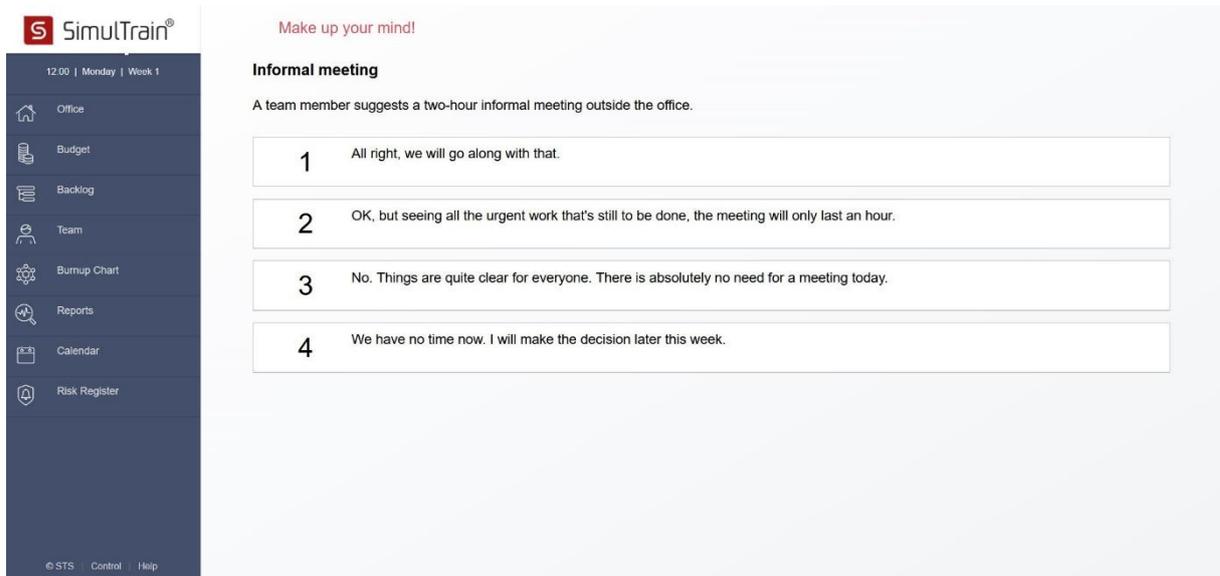
When you click button **Start Clock**, you find yourself in the project team room again, however this time the simulation is running!

### A. 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:

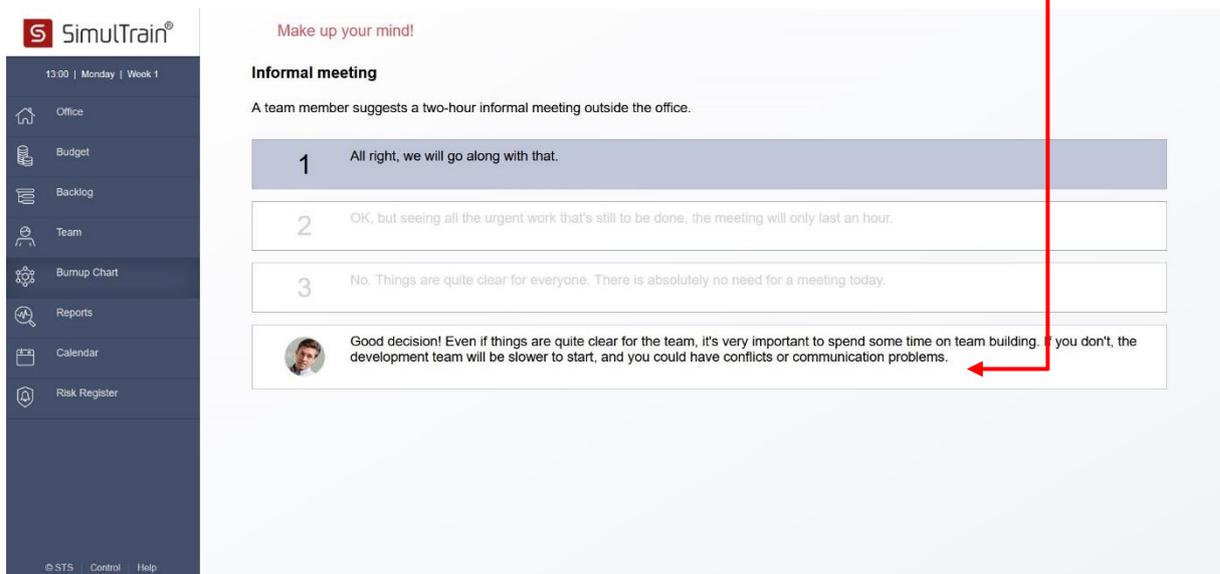


You must decide and you have 4 possible options. It's up to you to select the most adequate.

**Be careful:** 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 deciding, he usually chooses the worst option...

## B. Making a decision

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



You'll get feedback for every decision taken. There are more than 60 decisions to make during the simulation.

### C. Messages

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



### D. Project Performance

The performance of the project is evaluated by 4 Performance Indices in the top left corner of the team room. You can evaluate the progress of the project via the project **Burnup** chart:



### E. Plan improvement

During execution you may change people priorities, send them to training courses, assign overtime, cancel development of a feature or exceptionally replace by another one (not recommended). And make decisions.

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 trainer's/professor's instructions to start the second part (period) of the simulation in the Simulation Control.

**These are the essential facts to be able to use the simulator with Agile scenario.**

**You will discover other aspects during the simulation....**