



# SimulTrain® 12

## User Guide for the SimulTrain

1.	Introduction.....	1
2.	Procedure.....	2
3.	Launching.....	2
4.	Duration.....	3
5.	Planning .....	3
6.	Simulation.....	8

### 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.

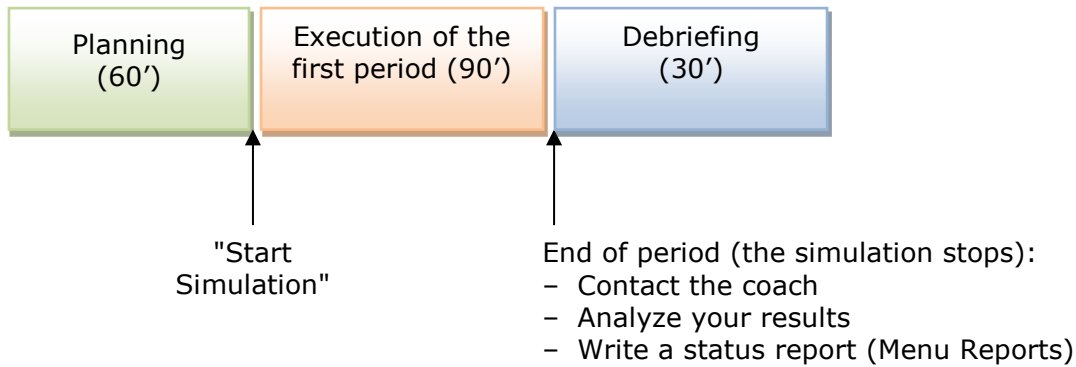
To interrupt: simply close the software.

To continue: restart the simulator

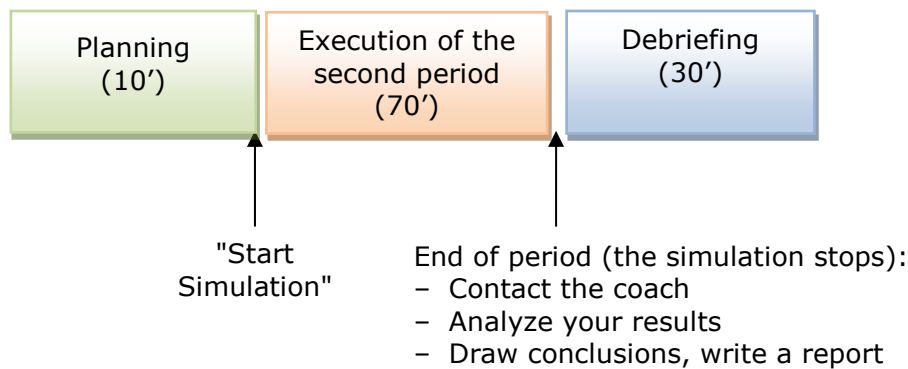
**Attention:** Do not open 2 or more sessions with the same password at the same time.

## 2. PROCEDURE

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

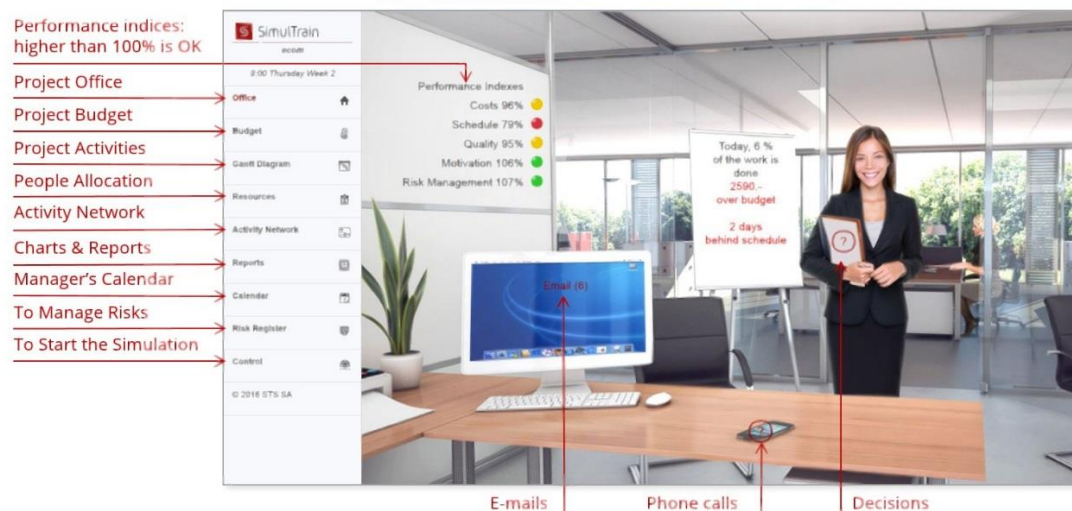


### B. Program of the second period



## 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:

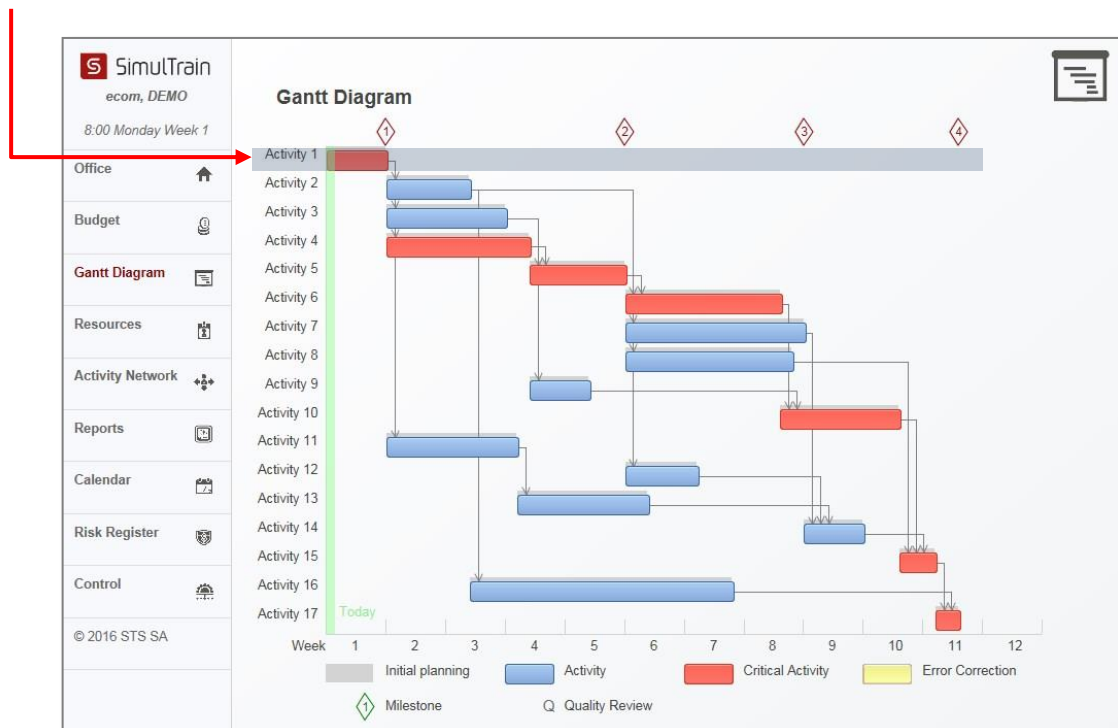
- button **Gantt** to view the project activities,
- button **Resources** to view people allocation,
- button **Reports** to view information and reports.

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.

SimulTrain  
ecom, DEMO  
8:00 Monday Week 1

- Office
- Budget
- Gantt Diagram**
- Resources
- Activity Network
- Reports
- Calendar
- Control
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### 1. Specifications

	Initial plan	Actual
Number of people	2	0
Duration (days)	5	5
Costs	9000	0
Productivity	100%	100%
Progress	0%	0%

Quality Reviews ?

Skills(0-6)	Web Design	Database	Programming	Business	Sales + Mkg
Activity 1	2	0	0	5	3

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!

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**Office**

**Budget**

**Gantt Diagram**

**Resources**

**Activity Network**

**Reports**

**Calendar**

**Control**

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**Anna**

Anna studied computer science; she would have liked to go on and write a thesis. She has four years of experience in development.  
Anna is a lovely person; her colleagues quite like her, and she has quickly become friends with them. Her rare qualities as developer mean that every project manager would like to have her on his or her team. She is brilliant, focused, able to work quickly, and makes surprisingly few mistakes.  
Anna studied computer science; she would have liked to go on and write a thesis. She has four years of experience in development.

Hourly rate 160.- Working 100%

**Training**

Skills(0-6)	Web Design	Database	Programming	Business	Sales + Mkg
Anna	6	5	6	3	0

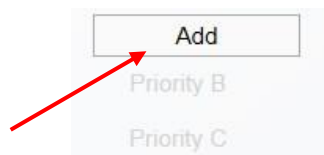
**Add**

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

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



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

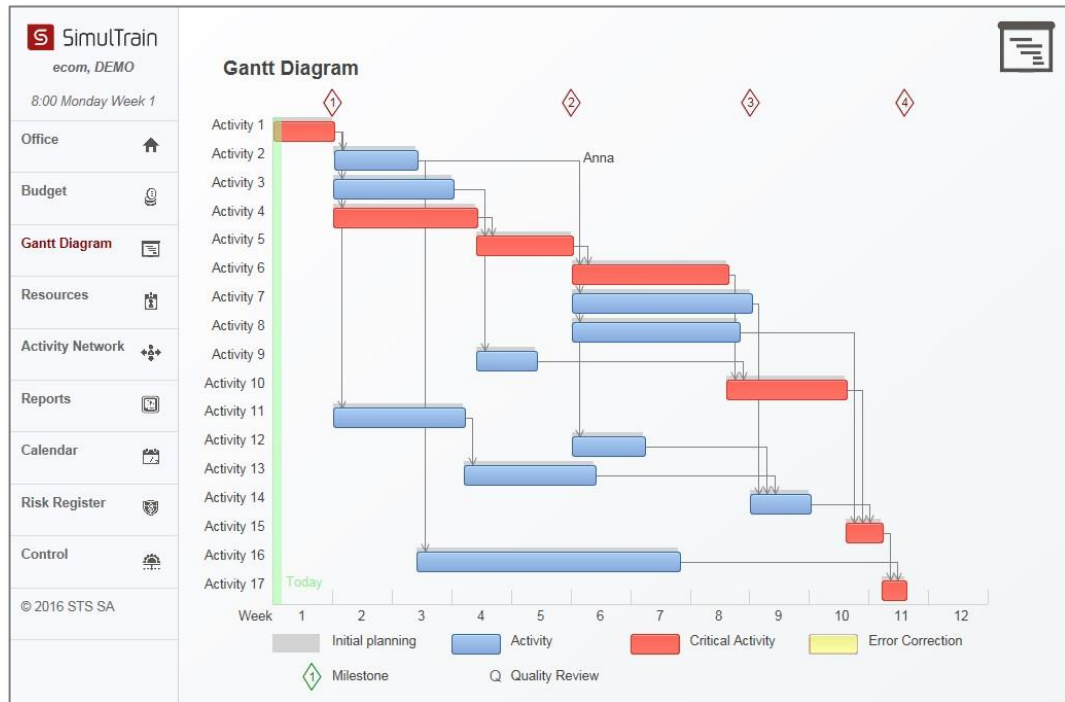
You can, of course, allocate more than 6 activities to a resource: you will simply have to wait for one of the first 6 allocated activities to be finished to be able to allocate others...

#### 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:

**Fred**

Fred earned his degree in History, and then took night classes in computers. He worked for several years at a bank, doing data modeling. Fred is a curious person who studied history prior to turning to computer science. He only performs a task well when all of its steps have been well-explained to him. Fastidious about detailed problems, he has a hard time inventing new concepts. Within the company, everyone acknowledges his integrity and sense of fair-play; therefore, he has few enemies, even if some people disapprove of his lack of efficiency. Fred earned his degree in History, and then took night classes in computers. He worked for several years at a bank, doing data modeling.

Hourly rate 89.- Working 90%

Training:  ?  ?

Skills(0-6)	Web Design	Database	Programming	Business	Sales + Mkg
Fred	2	4	2	0	0

Priority B  
Priority C  
Priority D  
Priority E  
Priority F

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

You know how to allocate tasks to people now: try allocating activities 1 and 3 to Fred.

Fred

Activity 1
Activity 3
Add

Priority D

Sue

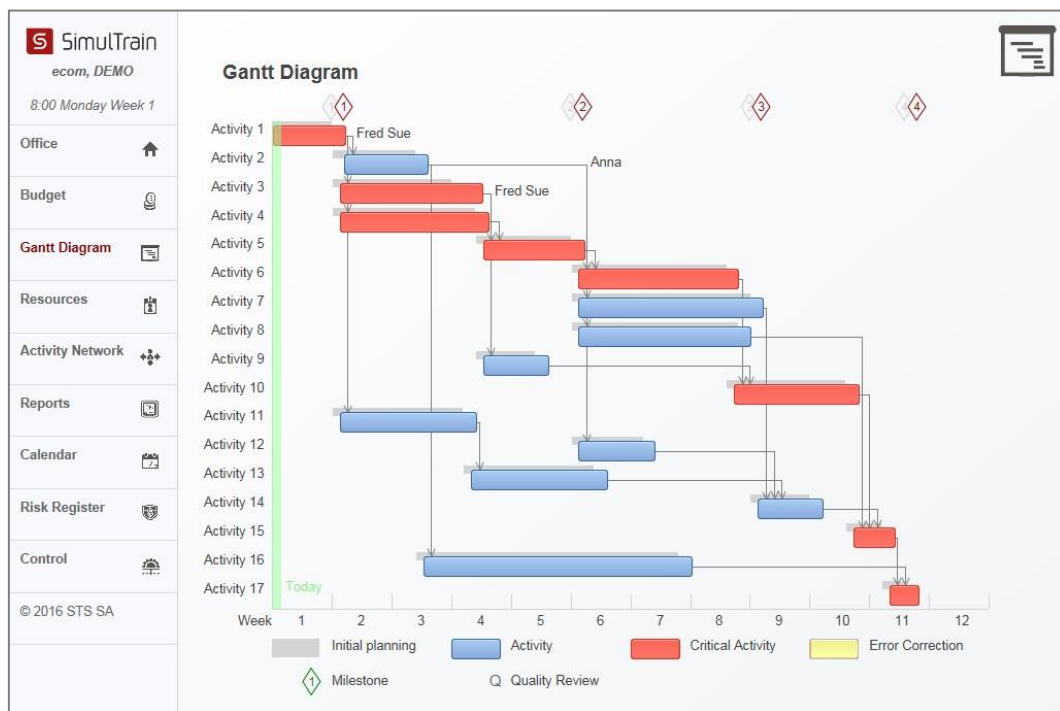
Activity 1
Activity 3
Add

Priority D

Please allocate activities 1 and 3 to Sue (who is also a member of the core-team).

## G. Check planning

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

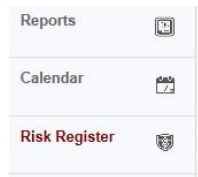


## H. End of planning

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.

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8:00 Monday Week 1

- Office
- Budget
- Gantt Diagram
- Resources
- Activity Network
- Reports
- Calendar
- Risk Register**
- Control

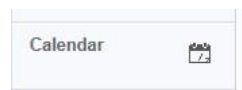
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### Risk 1. Scope creep

	Response	Response Cost
<input type="checkbox"/>	I will ensure that the Charter and the scope statement are signed by the sponsor before the project starts.	0
<input type="checkbox"/>	I will ensure that all scope changes are documented and approved according to existing company policy.	400
<input type="checkbox"/>	I will escalate all scope changes to top management.	900
<input checked="" type="checkbox"/>	I will ensure that I plan enough time to collect requirements.	600
<input type="checkbox"/>	I accept the risk but I will take none of these measures.	0

## 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.



**Simulation Control**

version local build 12.0.230 sessionID demo

Language	English	Difficulty Cost	Standard
Scenario	ecom	Difficulty Schedule	Standard
Duration	2 periods	Difficulty Quality	Standard
Speed	Standard	Difficulty Motivation	Standard
Risk	Yes	Difficulty Risk	Standard
RACI Matrix	No	With the selected clock speed, the expected duration of the simulation is for period 1: 90 minutes for period 2: 72 minutes	
Plan Changes	No		

Start Clock Pause Clock Back to Office

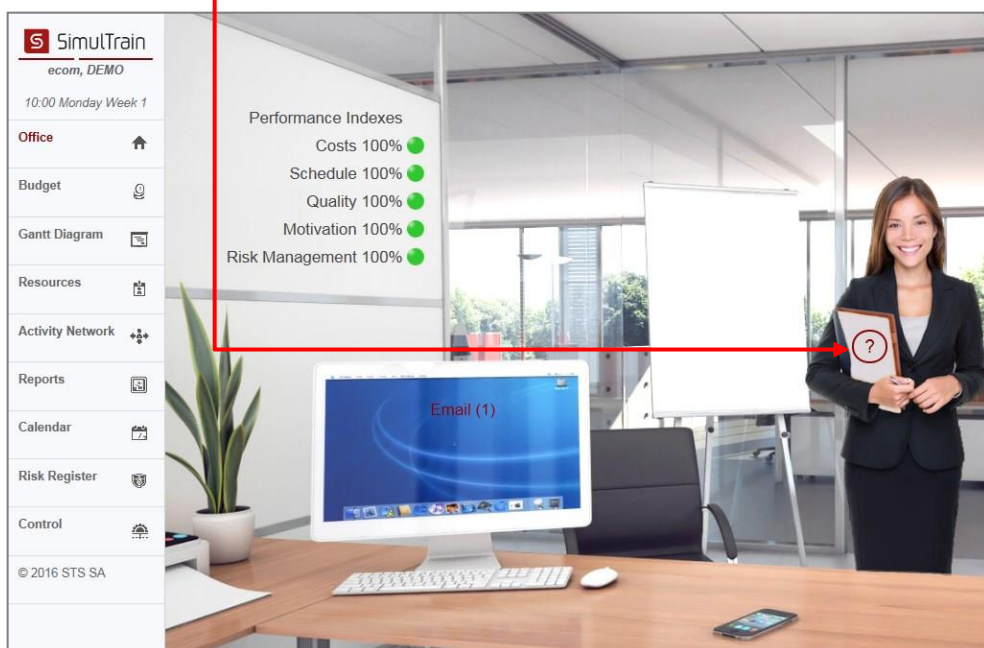
**It is better not to modify anything and leave the default values.**

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

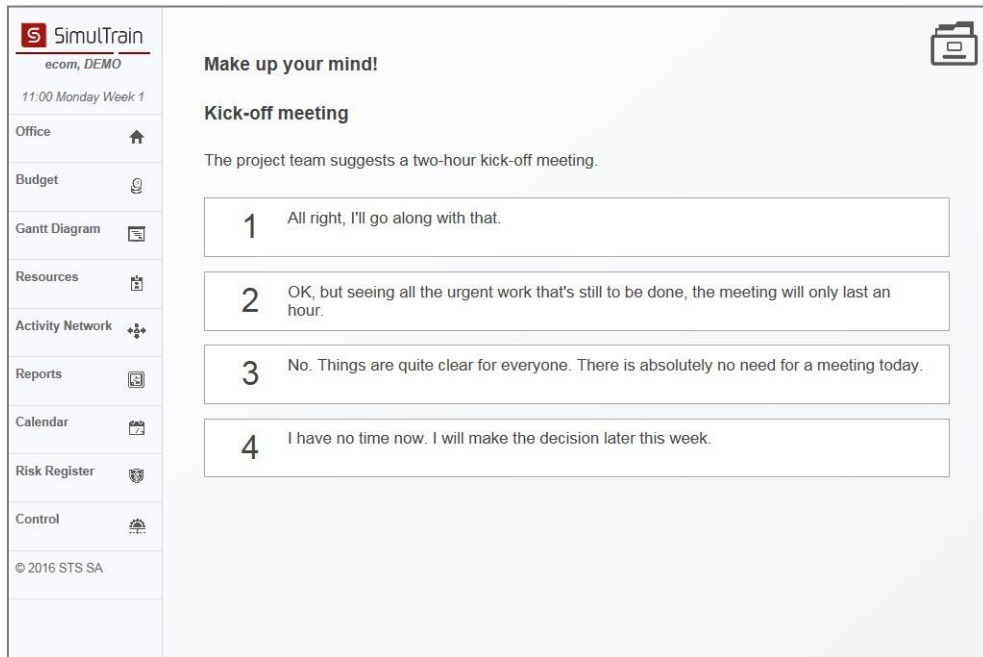
You will find yourself in the project manager's office again, however this time the simulation is running!

**B. Your assistant enters the room**

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



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



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Resources  
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Reports  
Calendar  
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Control  
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**Make up your mind!**

**Kick-off meeting**

The project team suggests a two-hour kick-off meeting.

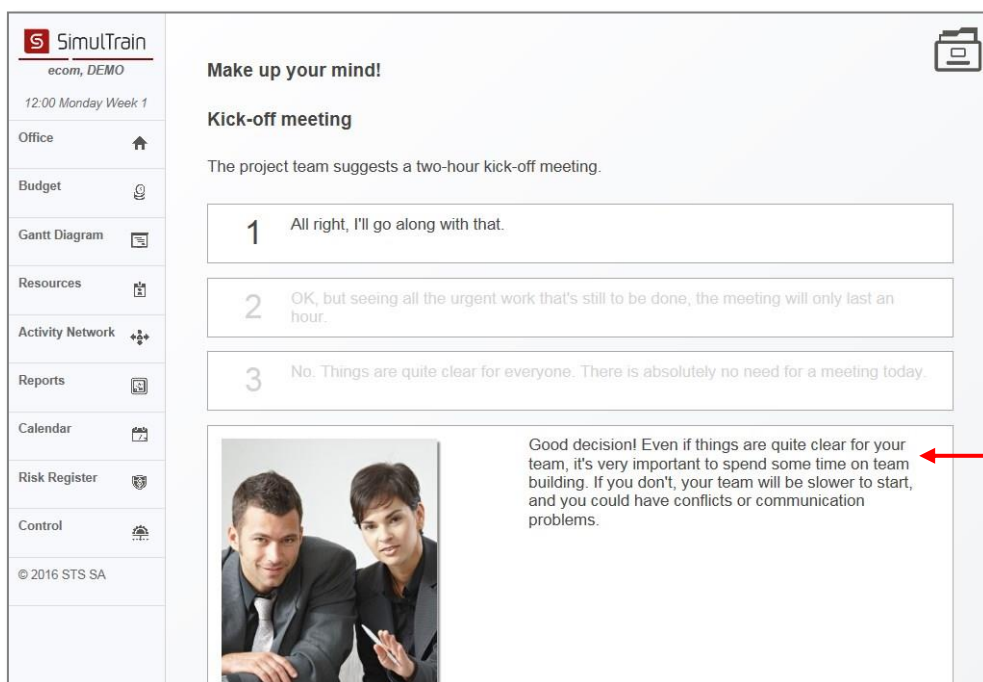
- 1 All right, I'll go along with that.
- 2 OK, but seeing all the urgent work that's still to be done, the meeting will only last an hour.
- 3 No. Things are quite clear for everyone. There is absolutely no need for a meeting today.
- 4 I have no time now. I will make the decision later this week.

You must make a decision 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 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**.



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Resources  
Activity Network  
Reports  
Calendar  
Risk Register  
Control  
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**Make up your mind!**

**Kick-off meeting**

The project team suggests a two-hour kick-off meeting.

- 1 All right, I'll go along with that.
- 2 OK, but seeing all the urgent work that's still to be done, the meeting will only last an hour.
- 3 No. Things are quite clear for everyone. There is absolutely no need for a meeting today.



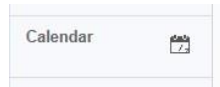
Good decision! Even if things are quite clear for your team, it's very important to spend some time on team building. If you don't, your team will be slower to start, and you could have conflicts or communication problems.

You'll get feedback for every decision taken.

#### D. Setting up a meeting

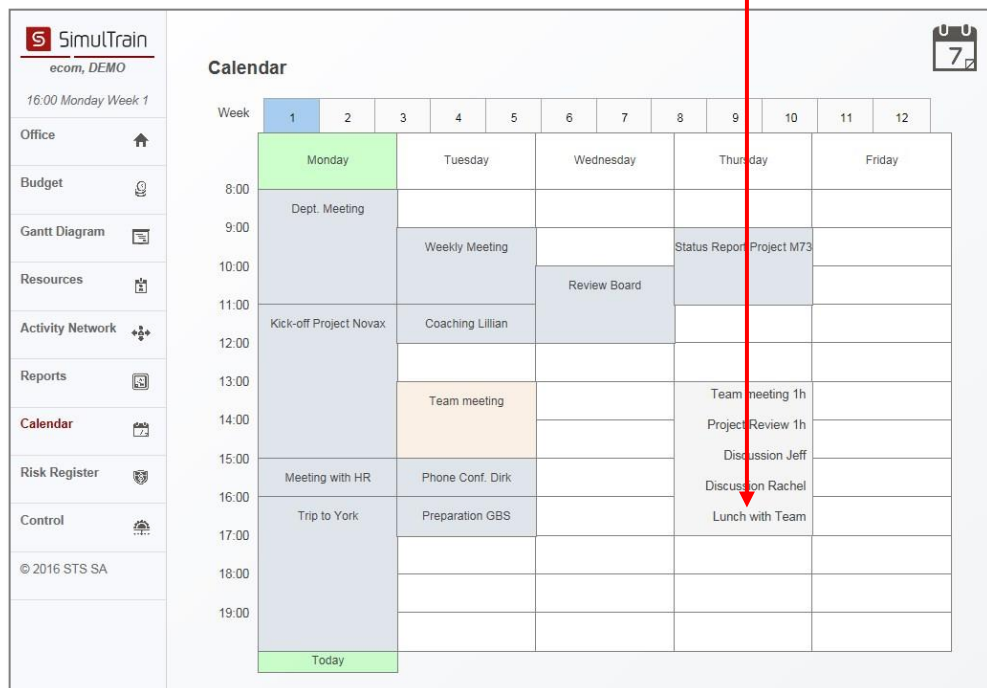
In order to improve team motivation, you could invite its members for a lunch:

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.



Ooops... Tim is not happy:

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8:00 Wednesday Week 1

**Email**

**Tim** 17:00 Tuesday Week 1

**Jeff** 8:00 Monday Week 1

**Tim**

Jeff has just assigned me to work on another project for three days. If you had promoted your project a little better, that wouldn't have happened.

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

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15:00 Wednesday Week 1

**Calendar**

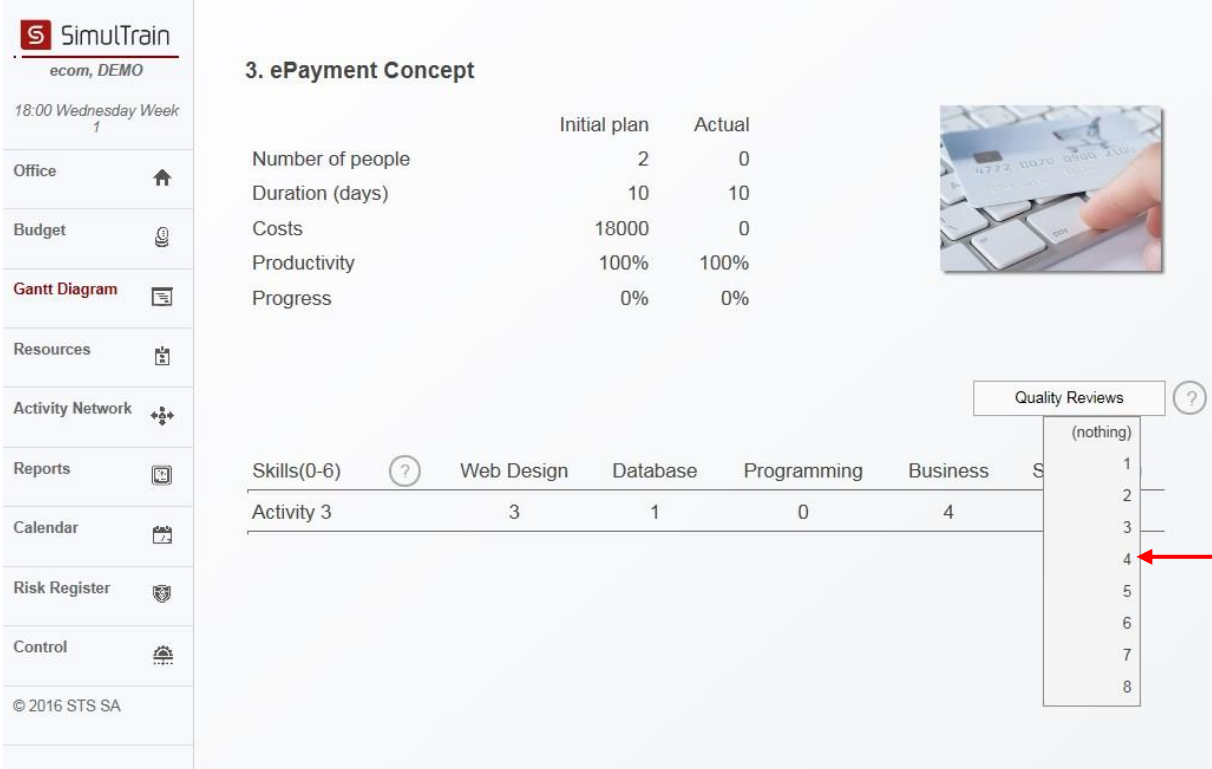
Week	1	2	3	4	5	6	7	8	9	10	11	12
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
8:00												
9:00	Dept. Meeting											
10:00		Weekly Meeting										
11:00												
12:00	Kick-off Project Novas	Coaching Lillian										
13:00												
14:00		Team meeting										
15:00	Meeting with HR	Phone Conf. Dirk										
16:00	Trip to York	Preparation GBS										
17:00												
18:00												
19:00												

Today

## 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.



**3. ePayment Concept**

	Initial plan	Actual
Number of people	2	0
Duration (days)	10	10
Costs	18000	0
Productivity	100%	100%
Progress	0%	0%

Quality Reviews (nothing) ?

Skills(0-6)	Web Design	Database	Programming	Business
Activity 3	3	1	0	4

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

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