

## SIMULTRAIN BEST PRACTICE

### What skills do participants receive after a SimulTrain session?

SimulTrain® trains *behavioral* and *technical* manager's skills:

- accountability for delivering the project,
  - creating a team environment that promotes high performance,
  - leading the projects and teams for success,
  - motivating project team members,
  - effectively resolving issues and problem solving,
  - reporting project status;
- project management tools for planning and controlling,
  - identifying the project team, roles and responsibilities,
  - monitoring project status, communicating it to stakeholders,
  - identifying, analyzing, planning responses, and controlling project risks,
  - managing material resources and budget,
  - verifying that quality is monitored and controlled,
  - managing changes in a professional manner.



### Who are trained with SimulTrain?

Trainers use SimulTrain for project management training, team building, management training, stress management, and other group training objectives. The typical audience of the product is: project managers, project participants, top management, managers and their reports, and students of business school and technical universities.

Trainers use different setting for each group of users. The table shows recommended parameters.

Category	Students	General Audience	Project Participants	Project Managers	Project Sponsors
Duration, hours	4 + 3 + 3	3 + 2	3 + 3	4 + 2	3 + 2
Speed	Standard	Slow	Slow	Standard	Fast
Scenario	Ecom	Event	Product	Ecom	Reorg
Periods	3 periods	2 periods	2 periods	2 periods	2 periods
Risk Management	-	-	-	Yes	-
RACI Chart	-	Yes	-	Yes	Yes
Project Change	Yes	-	-	Yes	Yes
Difficulty Level	-	-	-	Yes	Yes

### What scenarios do trainers use?

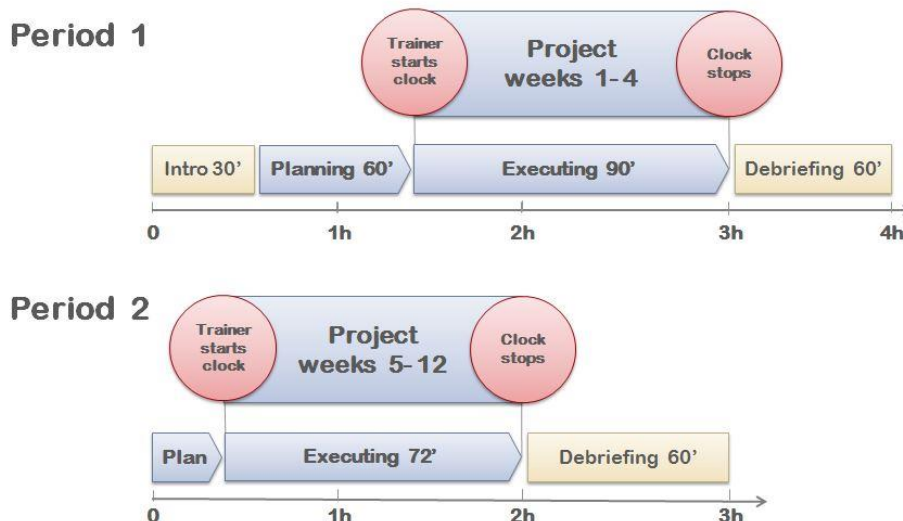
There are seven different scenarios in English and a smaller number for other languages. You can always check their availability for your language by launching the demo version. All scenarios deal with a project where 70% of decisions and actions are common to project management practice and 30% has textual flavor of different industries. This is why 60% of the trainers use the standard E-com scenario.

- |    |                |   |   |
|----|----------------|---|---|
| 1. | E-com          | Development of an online service        |  |
| 2. | Product        | Development of a high-tech product      |  |
| 3. | Oil & Gas      | Plan Refinery Construction              |  |
| 4. | Marketing      | Introduction of a product to the market |  |
| 5. | Event          | Organization of a tournament            |  |
| 6. | Reorganization | Redesign a company structure            |  |

### What is SimulTrain Session duration?

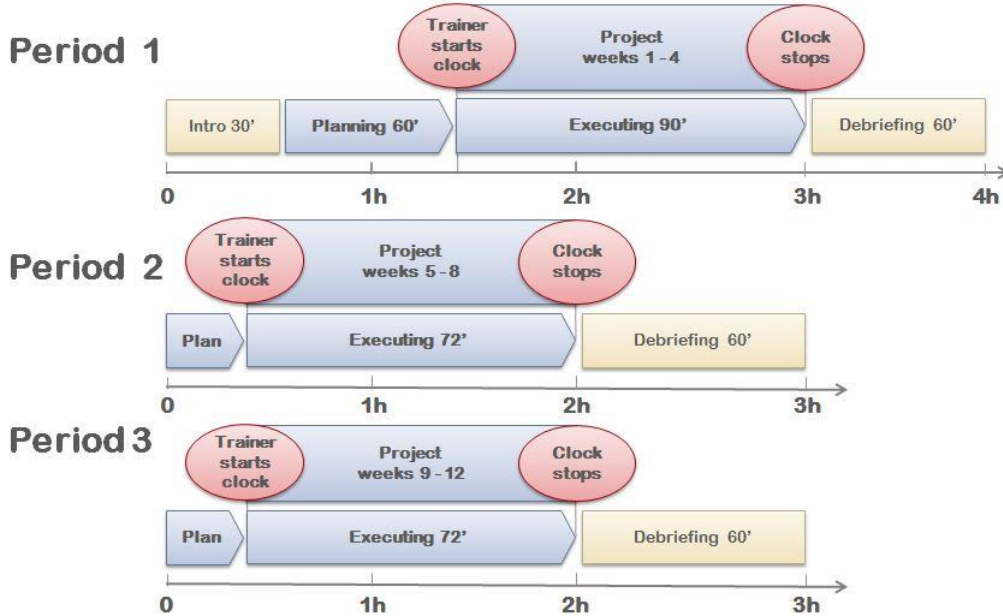
The duration of typical SimulTrain session is **1 – 2 days**, while the time participants spend in front of computers varies from **3 to 10 hours**. The trainer can set different options that affect the duration at the beginning of the simulation. The picture shows typical **2 period** session schedule with standard speed.

## Timing 7 Hours



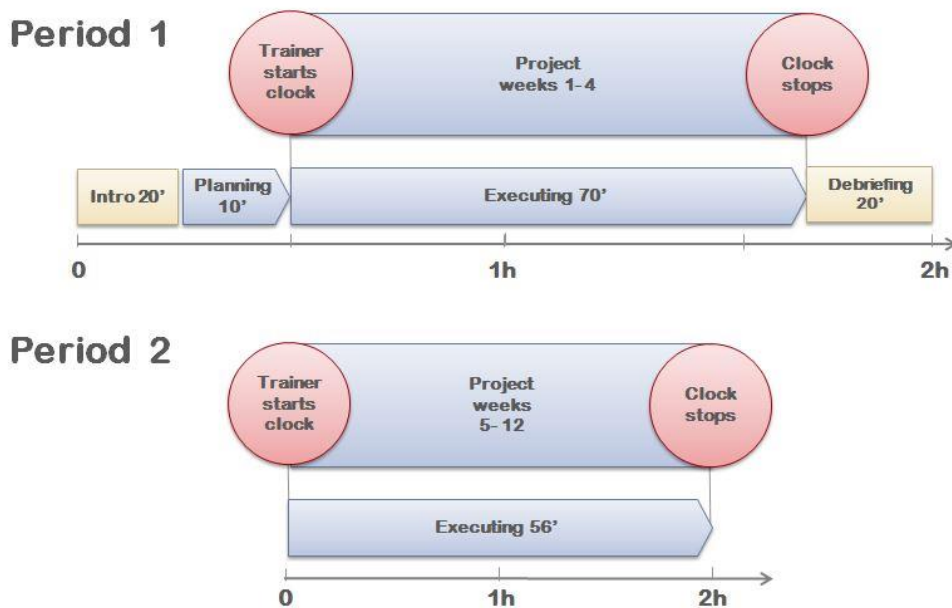
The chart shows typical **3 period** session schedule with standard speed.

# Timing 10 Hours



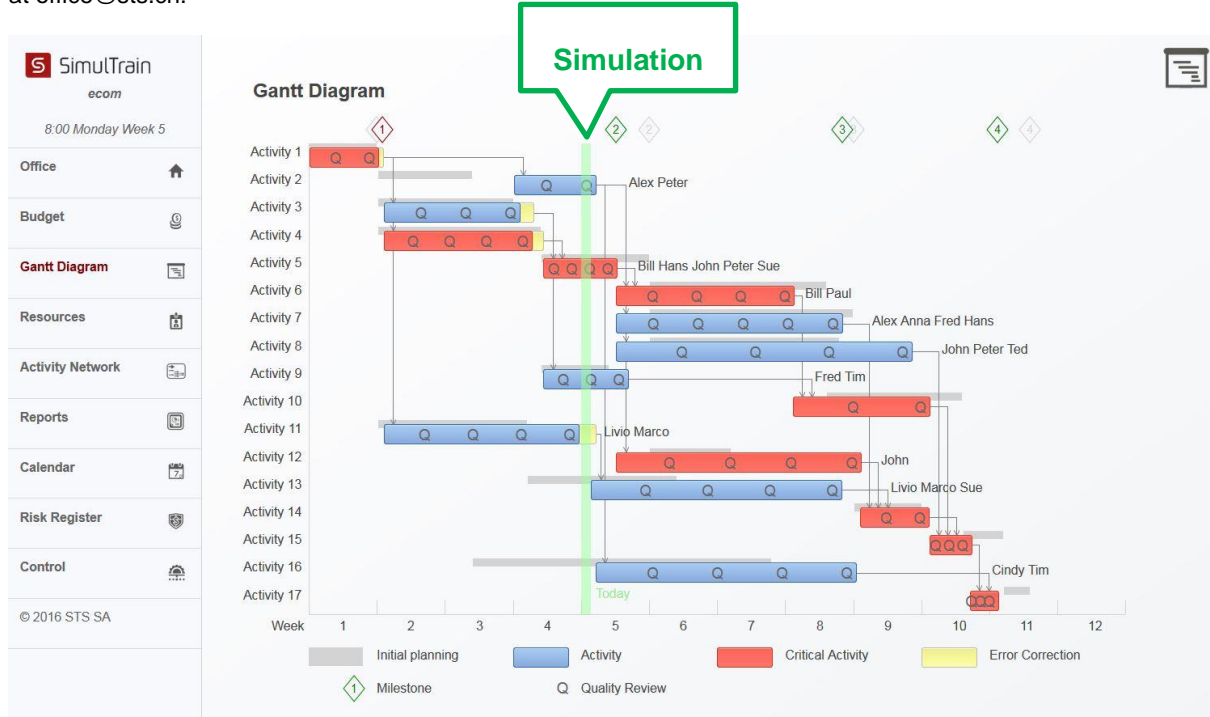
The scheme shows the **shortest** possible session schedule with “Fast 2” speed and a **prepared planning**, which the trainer may require at STS.

# Timing 3 Hours



### Can I run a 1.5 hour session “Introduction to PM profession” with SimulTrain®?

**Yes.** This solution aims training for a large number of employees, who are not project managers. The trainers use this short simulation to make an introduction to the profession, to do a short team building exercise, or to show project environment to senior management. STS has a special set of logfiles with the first period already executed, so that participants run only the second period. Please require the special logfile for the short session at office@sts.ch.



### Can I use SimulTrain® to specifically train Soft Skills?

**Yes.** If you want that delegates only work on Soft Skills and less on technical project management activities, please ask STS for a specially prepared scenario “*hres*” with already prepared settings. The case includes a smaller number of decisions (30 instead of 68). The scenario concentrates on Human Resource management: resource allocation, RACI chart planning, problem solving, and conflict management. The duration of the simulation is similar to the standard simulation scheduling.

Responsibility Assignment Matrix - RACIQ

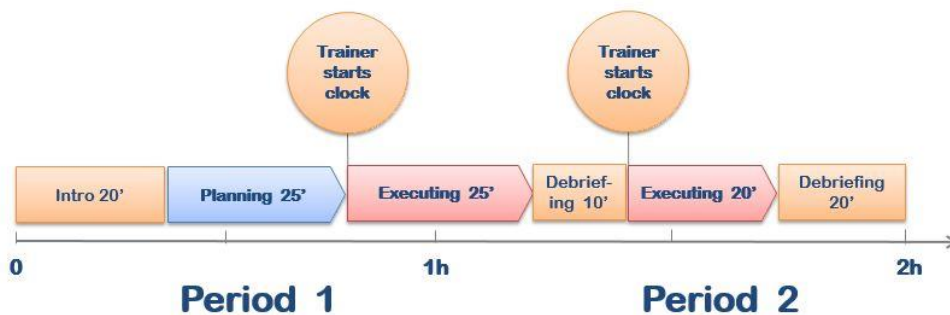
	Jeff	Michael	Reto	YOU	Alex	Anna	Bill	Chryl	Felix	Fred	Hans	John	Luc	Marco	Paul	Peter	Sue	Ted	Tim
Planning / Schedule	C	I	C	A															Q
Risk Management	I	R	I						A										R
Quality Management				C			R		R										A
Procurement	C	C	A			R		R											Q
1. Detailed specifications	C	C	C	A		Q				R									R
2. Stress Analysis				I	C						Q								A
3. Composite Definition			Q				I		C		A								R
4. Concept Development	C			I		A	C		Q	R									R
5. Case Modeling			I				A								R				Q
6. Prototype Execution							R												A
7. Production Planning							R				A				R	R			
8. Mould Making		C				R		A		R									R
9. Preparation and planning of										R									R
10. Execution and analysis of		C					R			Q									R
11. Call for tenders to supplier											A			R	R				R
12. Production Cost Calculation											R								
13. Supplier Selection											A			R	R				
14. Cost-Benefit Calculations											R								R
15. Integration											R	R							R
16. Documentation											A			R					R
17. Series 0											R								R

\* R – Responsible (works on), A – Accountable, C – Consulted, I – Informed, Q – Quality Reviewer

### Can I use SimulTrain® as an exercise for my course on Risk Management?

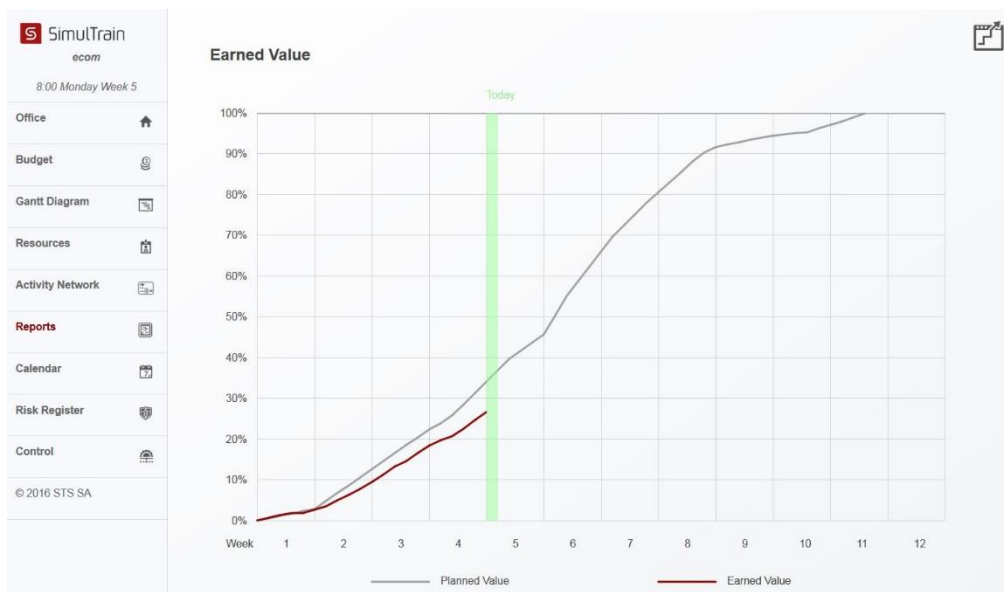
**Yes.** If you want that delegates only work on Risk Management and don't do scheduling, please ask STS for a specially prepared scenario "*risk*" with already prepared plan. The case includes a smaller number of decisions (23 instead of 68). The decisions concentrate on Risk management. The delegates spent 30 minutes planning preventive actions in the Risk Register, 25 + 20 minutes making decisions and updating the Risk Register during fast project execution, 30 minutes to debrief the case. They don't need to plan resources and events in the calendar. The total duration of the exercise is 1 hour and 30 minutes (3 times 30 minutes). You can also to add STS eLearning course on [Risk Management](#) to your curriculum. The approach was successfully tested in 3-day classroom Project management training, when the first module of eLearning was used on the first day, the second module on the second day, and SimulTrain® on the third day.

## Timing: 2 Hours



### How explain the performance indexes to participants?

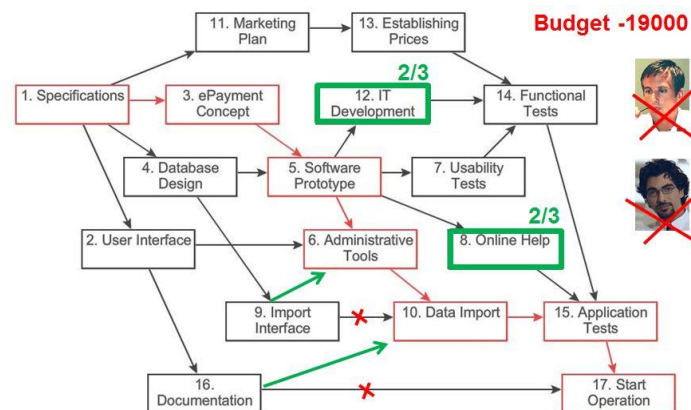
The system shows the performance indexes in the dashboard and the students don't need themselves to calculate the performance indexes SPI and CPI, which are calculated via Earned Value, Planned Value, and Actual Costs. Students can see the Earned Value and the Planned Value at a given day.



## How to make the last period more dynamic and funny for participants?

- Don't give enough time to students to make a perfect plan between period 1 and period 2;
- Change the speed to a faster value in the Simulation Control; you can do it anytime;
- Advice students to set the optimal number of Quality Reviews for unfinished activities to avoid too long activities at the end of the project; the number is recommended in the Help (?) section of the Activity page.
- Opt for "Risk management" and "Project Changes" in the Advanced Settings at the beginning; this demands additional work during all simulation.

The picture shows changes between the first and the second period: activity 9 and 16 are linked to activities 6 and 10, budget is cut by 19,000, and the workload of activities 8 and 12 decreased, Felix and Luc were fired. All these demand rework of the project plan.



## Where can I get more information about SimulTrain advanced settings?

Trainer's handbook:

[http://sts.ch/themes/sts/root/files/partner/416\\_EN\\_Trainers\\_Handbook\\_SimulTrain.pdf](http://sts.ch/themes/sts/root/files/partner/416_EN_Trainers_Handbook_SimulTrain.pdf)

Best Practices for Trainers:

<http://www.simultrain.com/info/fortrainers/>

Contact STS

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