SimulTrain® 12

User Guide for the SimulTrain

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)

Planning (60')	Execution of the first period (90')	Debriefing (30')

"Start Simulation"

End of period (the simulation stops):
– Contact the coach
– Analyze your results
– Write a status report (Menu Reports)
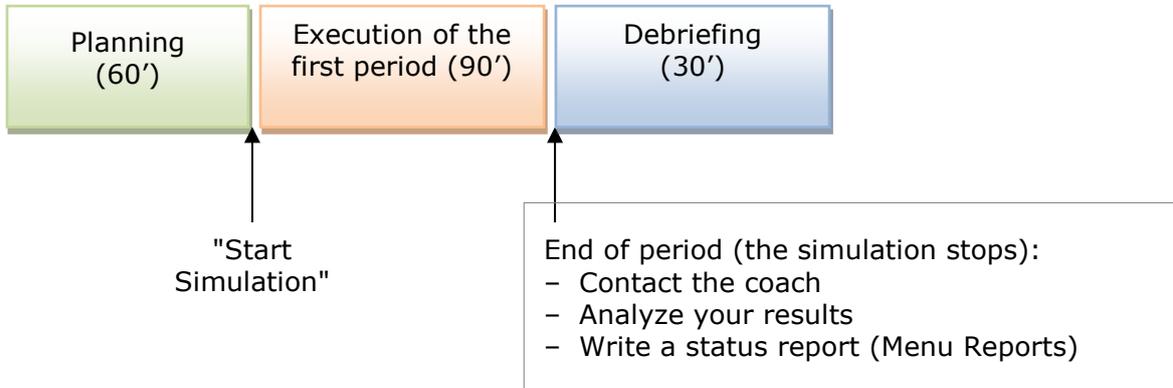
B. Program of the second period

Planning (10')	Execution of the second period (70')	Debriefing (30')

"Start Simulation"

End of period (the simulation stops):
– Contact the coach
– Analyze your results
– Draw conclusions, write a report
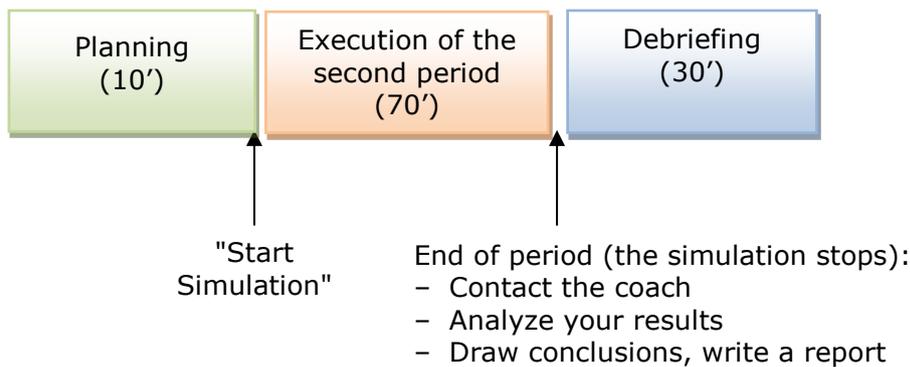
3. LAUNCHING

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

Performance indices: higher than 100% is OK

Project Office
Project Budget
Project Activities
People Allocation
Activity Network
Charts & Reports
Manager's Calendar
To Manage Risks

To Start the Simulation

E-mails   Phone calls   Decisions

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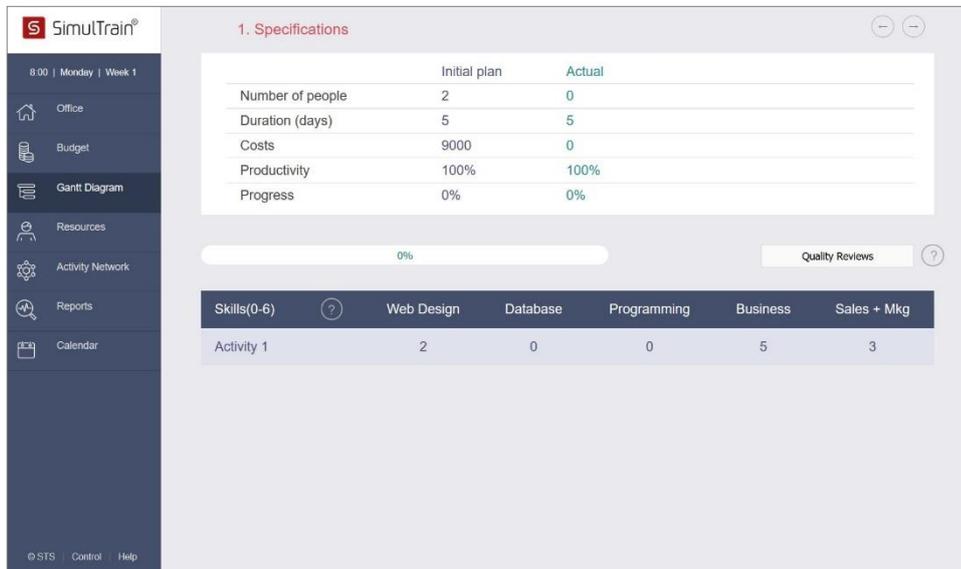
C. Now you can look at the **resources,** which are available for your project. Click button **Resources.**

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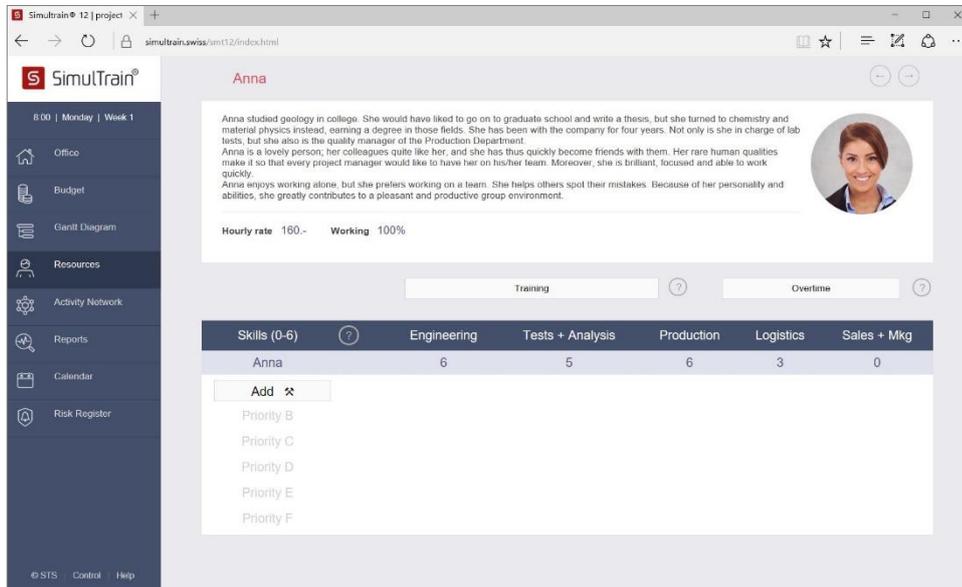
You can also see her profile, her training and even her likes and dislikes.

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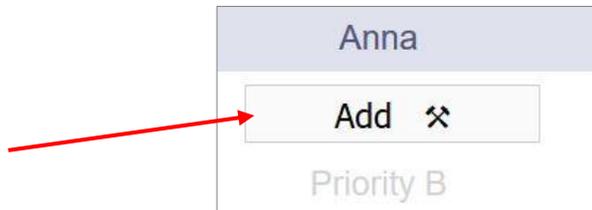
When you click on the button, a list of the activities appears: select one of them, for instance Activity 2. Anna will now work on Activity 2 in first priority.

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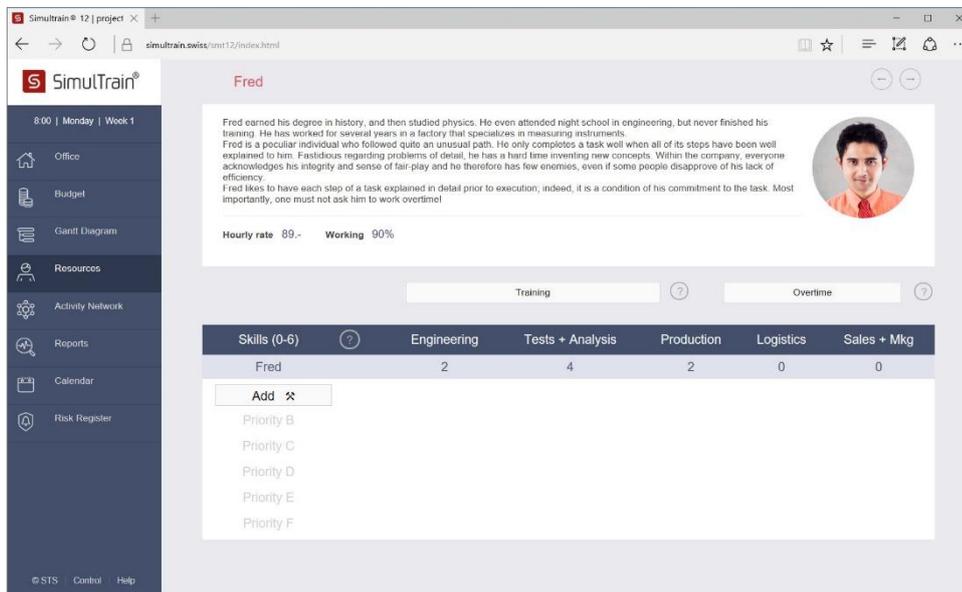
Too bad… Fred doesn't seem to be the brightest star in the sky. Nevertheless, we have to work with him…

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

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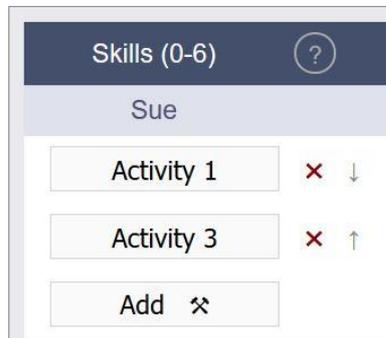
G. Check planning

Please click on the Gantt diagram now, it should look like this:
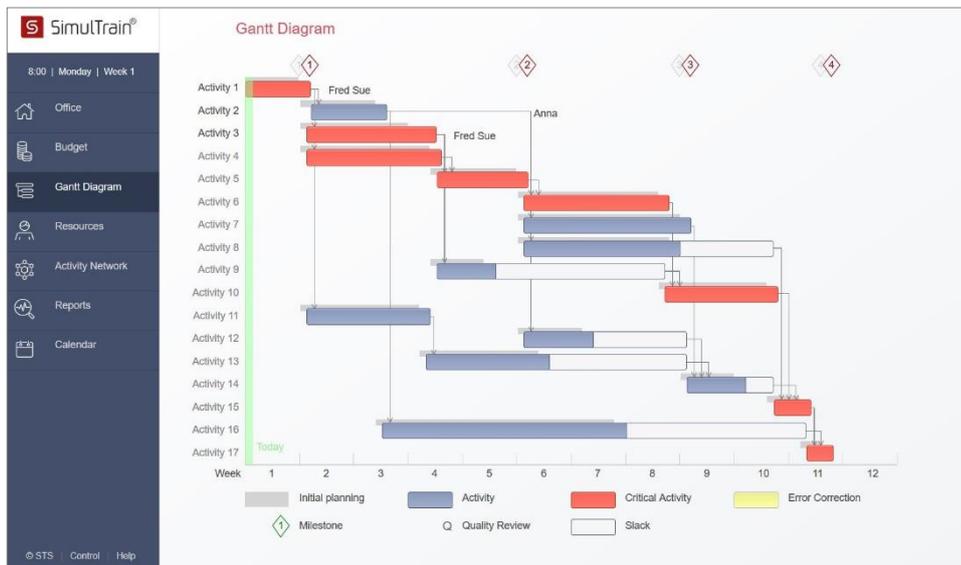
H. End of planning

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.

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.
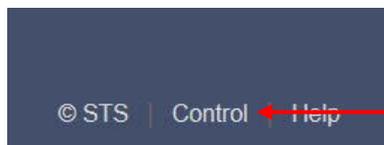
Please use the code "**life**".

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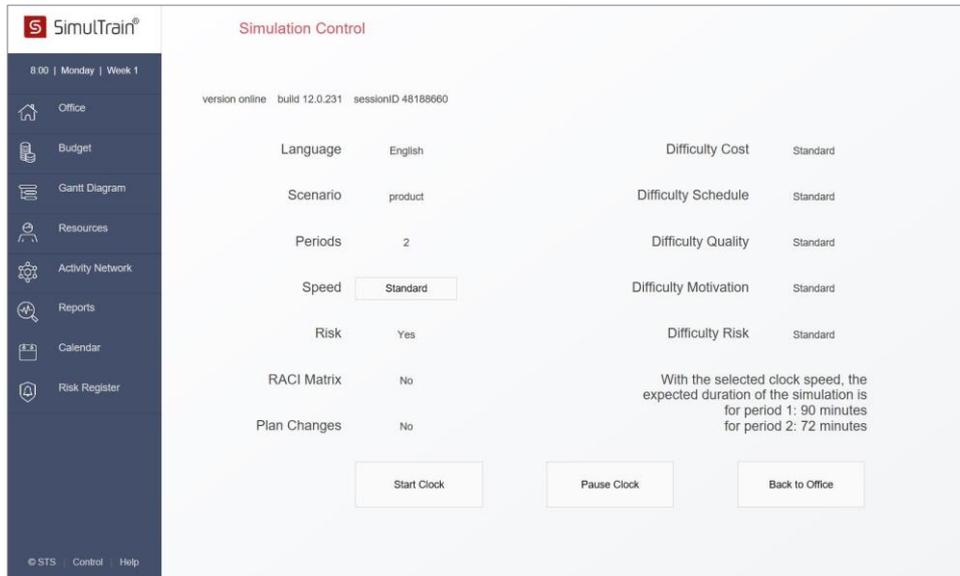
You will find yourself in the project manager's office again, however this time the simulation is running!

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.
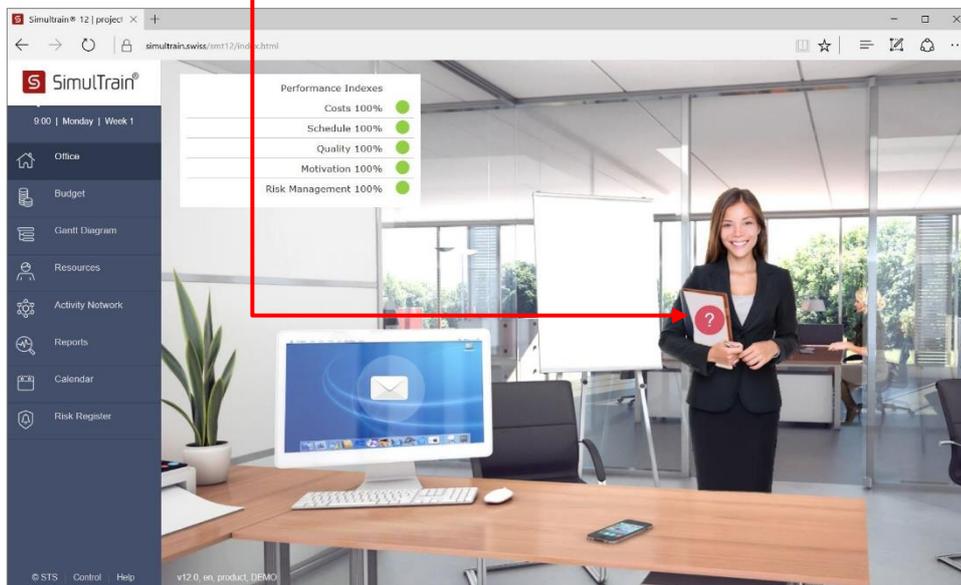
When you click on the documents, you get the following screen:
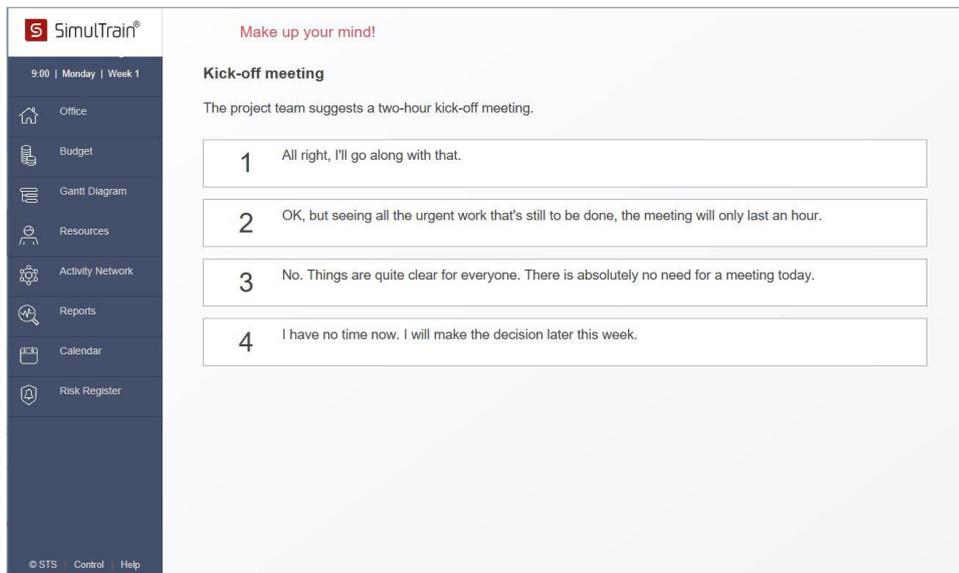
You must make a decision and you have 4 possible options. It's up to you to select the most adequate.

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**.
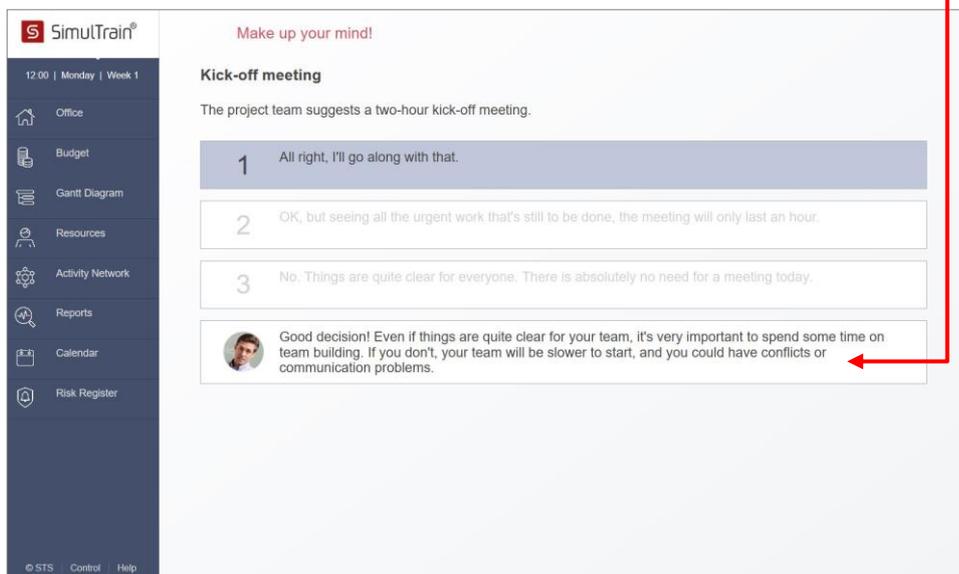
You'll get feedback for every decision taken.

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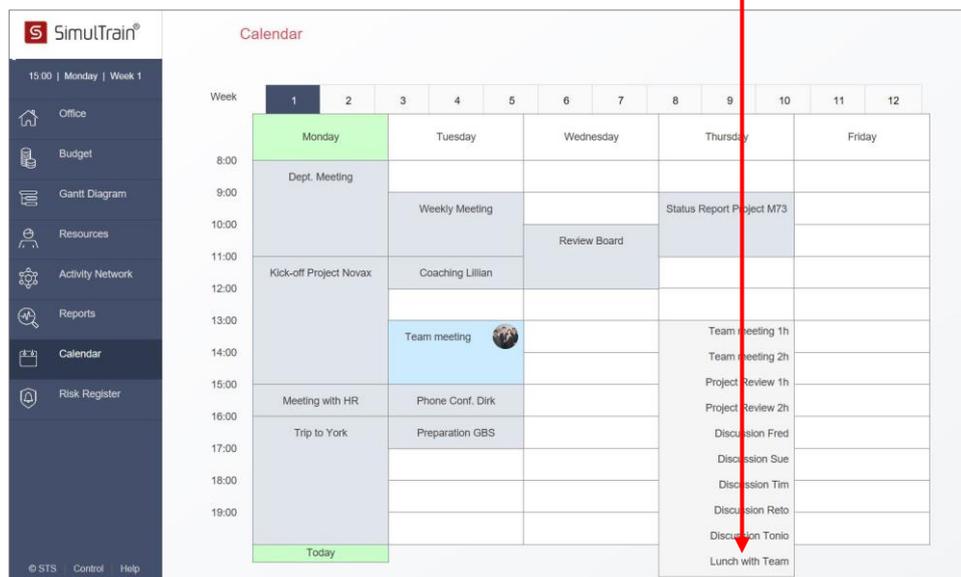
You use the calendar or the phone to set up meetings, appointments, etc.

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… Fred is not happy:

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

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.

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.