Fissure SimProject®
- Project Management Simulation

Quick Reference – How to Execute Your SimProject Simulation

Table of Contents

SimProject® Simulation. ……………………………………………………………………………………………………………………………………………….. 1
Running Your SimProject – Alliance Prototype Project ………………………………………………………………………………………………………. 2
   Step 1 - Student Project Execution Management ……………………………………………………………………………………………………… 2
   Step 2 - Start SimProject ……………………………………………………………………………………………………………………………………………… 2
   Step 3 - SimProject uPhone …………………………………………………………………………………………………………………………………………… 3
   Step 4 - Read the Alliance Launch Prototype Reference Documents …………………………………………………………………………………. 3
   Step 5 - Plan Your Project ……………………………………………………………………………………………………………………………………………… 4
      Resource Plan………………………………………………………………………………………………………………………………………………………………… 4
      Risk/Reserve, Training, Stakeholder and Recognition Plans ………………………………………………………………………………………… 4
      Plan Approval………………………………………………………………………………………………………………………………………………………………… 4
   Step 6 - Execute Your Project …………………………………………………………………………………………………………………………………………… 5
      Run Week Help …………………………………………………………………………………………………………………………………………………………… 5
      Make Weekly Decisions ……………………………………………………………………………………………………………………………………………… 5
      Run Your Week………………………………………………………………………………………………………………………………………………………… 7
   Reports - Use Reports and Graphs to help manage your project ………………………………………………………………………………………… 7
   Reports - Use Reports and Graphs Final Budget to Review You Lessons Learned …………………………………………………………………… 8
   Sales and Technical Support Contacts …………………………………………………………………………………………………………………………… 8

SimProject® Simulation

SimProject can be launched by going to: http://www.simproject.com/

Read the information and watch the videos on the Getting Started page NOW! There you will find helpful information on everything in this document.

Start, Read, Plan and Execute – follow the steps below in sequence. For more detail watch the three supporting videos and remember to click on the help icons. Each help icon provides detailed information for each window in the simulation.
Running Your SimProject – Alliance Prototype Project

Step 1 - Student Project Execution Management

Once you have logged in you will see the Project Execution Management Window:

![Project Execution Management Window]

**Step 2 - Start SimProject**

Click the “Start New Project” button to start an execution or the “Resume” button to resume an execution. If starting, you will find a set of orientation windows (example below) describing your simulation and what you need to do and read to get started. Your instructor (if applicable) has the ability to control the pace of your executions by stopping you from ‘Running Weeks’, but before you can start ‘Running Weeks’ you must go through a planning and approval phase of the project. The planning, approval and executing processes are explained below and in the recorded videos available for viewing via the Help/Videos menu. Additionally every window in the simulation has a help icon with detailed information and a video relevant to the window.

![Orientation Windows Example]

Getting Started  Help/Videos  My Executions  Planning  Plan Approval

Documents

Six part intro. (Approx 37 Min)

- Part 1: 5:34 Introduction
- Part 2: 4:47 Login Your Account
- Part 3: 6:34 Orientation
- Part 4: 6:23 Planning
- Part 5: 7:06 Execution
- Part 6: 5:47 Reporting

Depending on your browser, you may need to exit until the entire movie downloads before it begins to play.
Step 3 - SimProject uPhone

Your uPhone provides quick access to:

- Your communications window (email, inbox, messages) where you will find important memos (e.g. Assignment Memorandum) sent to **you**, the Alliance Prototype project manager
- Up to date budget numbers
- Gantt chart
- Network Diagram
- Reference documents web site (read these before finishing the orientation)
- Resource plan
- Stakeholder plan
- Training plan
- Quality chart (defect tracking)
- Response Time Chart (Ping Rate) Chart

You can move the uPhone by clicking and holding down on the gray bar at the top.

Did you lose your iPhone?

Step 4 - Read the Alliance Launch Prototype Reference Documents

Click on “Reference Documents” on your uPhone. It will open a new tab in your browser enabling you to easily move from the simulation controls to the Reference Documents and back.
Spend some time reading and maneuvering around the “References” information. This is where you will find information about:

- Your company, Uniworld, and its policies (e.g. Staffing, Education and Team Meetings)
- Your project, Alliance Prototype (e.g. Project Charter, Network Diagram, and Task Descriptions)
- The people available for assignment on your project (e.g. name, skill, performance review and resume)

The more familiar you are with the References information the easier it will be for you to plan your project (the next step) and make your weekly decisions (how you “run” the project following the completion of your planning). Any “Reference” information can be printed at any time.

**Step 5 - Plan Your Project**

**Resource Plan**
The Alliance Prototype Project is just like a real-life project. You will have to complete your plan before starting your project. You know from the information in the “References” section what tasks need to be planned (review the WBS, Gantt Chart and/or Network Diagram) and what skills are required for each task (review the Task Descriptions). Use that information and the information about the available people for your project to complete a resource plan for your project. You will find the resource plan as a window within the “Planning” menu.

**Risk/Reserve, Training, Stakeholder and Recognition Plans**
Once your resource plan is complete, go to the Risk/Reserve Plan, Training Plan, Stakeholder Plan and Recognition Plan windows to plan your intended costs for those actions on your project.

This completes your planning. Any of this information can be printed at any time. Make sure your total budget does not exceed the approved budget.

**Plan Approval**
Your next step is to ask management to approve your budget. Click on the “PlanApproval” menu item. Using your Budget window, review all the budget items to make sure you have an amount that is nonzero and not too far off the associated approved budget number. Large variances and indicate errors in planning. Make sure you are under the total approved budget number as well. Now submit your budget.
Step 6 - Execute Your Project

Run Week Help
Upon budget approval you will find a set of orientation windows (example below) describing what you need to do to execute your project. But before you can run week #1 you must make your staffing and calendar decisions for the week. The weekly decision and run week processes will be explained below, in the Run Week Help, supporting execution video and in the help icon that appears on every window in the simulation.

Make Weekly Decisions
You have completed your plan and that is great. But because the Alliance Prototype Project is just like a real project, you need to implement the decisions in your plan each week through the “Staffing” and “Calendar” menu selections. As you make weekly decisions reference your plans and update them to reflect any changes you decide to make. Updating your plan as you manage the project will help you keep control and make subsequent decisions easier.

It is natural to assume that since the plan is in SimProject for staffing, training, and stakeholder interactions that the decisions will be implemented automatically – THIS IS A BAD ASSUMPTION! Make sure you make your staffing, training, and stakeholder interactions decisions every week before you run the week.

Weekly decisions you need to make each week before “running” the week are made through the Staffing and Calendar menu items.
Staffing

- Worker Assignments: Select the resources you want to add/staff to your team or remove from your team using the Project Staffing window.

- Task Assignments: Assign resources to work on specific tasks and request overtime. Assign each team member currently on the project to tasks you want them to work on. Tasks are assigned using their task number (just like in planning) and by priority. Assign tasks by typing the task number directly into the Task Priority 1, 2, or 3 cells. Priority 1 means the team member will work on that task until it is done. Once a Priority 1 task is complete, Priority 2 task becomes Priority 1, and Priority 3 becomes Priority 2.

Calendar – all calendar decisions are made by drag and drop or by placing your mouse over the desired day and performing a “right” mouse click. At anytime you can edit the calendar entries by right or double clicking on the scheduled event. You can delete calendar entries by mousing over the event and clicking on the “x” that appears in the upper right hand corner.

- Calendar - Team Meetings: drag “Meeting” to the day and time you want to hold the meeting. Upon releasing the drag an entry window will appear. Select topic, duration and feedback. You can also set the meeting to occur weekly. Save and add another topic or just save.

- Calendar - Individual Conferences: drag “Conference” to the day and time you want to hold the conference. Upon releasing the drag an entry window will appear. Select topic, duration and feedback. Save and add another conference or just save.

- Calendar – Training: drag “Training” to any day. Upon releasing the drag an entry window will appear. Select the class and resource. Save and add another or just save. The days of each training class are fixed based on the specific class.

- Calendar – Rewards/Recognition: drag “Rewards or Team Rewards” to the day you want to give the reward. Upon releasing the drag an entry window will appear. Select the reward and resource for an individual reward. Save and add another reward or just save.

- Calendar - Stakeholder Interaction: drag “Stakeholder Action” or “Stakeholder Training” to the day you want to hold the action or training. Upon releasing the drag an entry window will appear. Select action and resource. Save and add another action or just save. For visits you will also select the team member to
Run Your Week
You have made your decisions for the week and now you are ready to “run” the project by clicking on the “Runweek” menu item.

If you receive a message from Buki, your project assistant, read it carefully. Each week she compares your resource plan and your staffing decisions and points out inconsistencies.

When you see this screen, select “Run Week” to start your week:

As you run the week, you will be presented with communications from various sources, read the communications carefully and choose your response. The decisions you make prior to running the week and the decisions you make as you run the week determine the results you will see this week and subsequent weeks.

Reports - Use Reports and Graphs to help manage your project
At the completion of each week a report of the week’s decisions and results will be displayed. This report can be printed and is also viewable via the History tab within the Reports menu item at any time as all weekly results are saved here.

The “Reports” menu item also gives you access to various project management reports you will use to help you assess your current project status. Each report is listed and briefly described below (more detail is available through the help icon on each report.

- Quality – number of “open” defects
- Earned Value – comparison of planned earned value (what you planned to have accomplished), actual cost, and earned value (what you have actually accomplished)
- Estimated Project Finish - schedule
- Estimated Cost – Estimated Cost at Completion: cost
- PPI – Project Performance Index: % budget spent/% project complete
- Gantt Chart – project timetable, task status
- Network Diagram – task dependencies/sequence
Look at the reports carefully each week and use them to help make your weekly decisions and don’t forget to keep your plans, especially your resource plan, updated. Any of this information can be printed at any time.

Reports - Use Reports and Graphs Final Budget to Review You Lessons Learned
Save the various reports and budget for inclusion in a final lessons learned report. Describe what went well, what you could have done better and what you feel you learned.

**Good luck and have fun learning!**

**Sales and Technical Support Contacts**

For simulation support or to report installation or operational errors contact Fissure at: support@Fissure.com
For other questions and sales support contact Fissure at: info@Fissure.com