

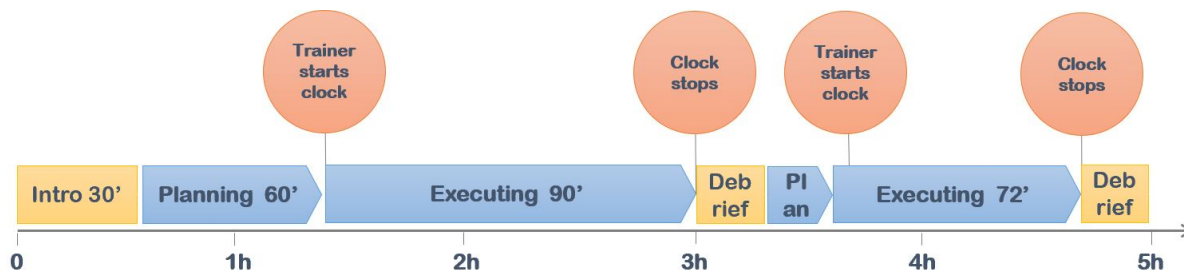
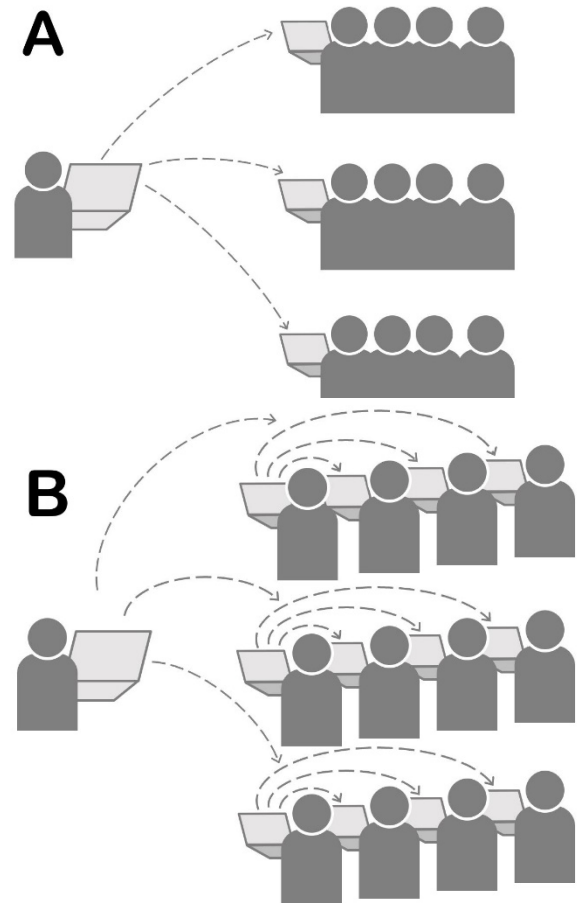
## SIMULTRAIN FOR GEOGRAPHICALLY DISPERSED TEAMS

### What is SimulTrain® session for dispersed teams?

Sometimes it is not possible to bring all trainees of SimulTrain® in a single space / time. The described below use fits for:

- A. Each of several teams and the professor / trainer are in separate places. 3-4 team members of each team can be together during a session(s). Professor organizes 1 - 3 online sessions (introduction, intermediate debriefing, debriefing) for all participants.
  - B. The same as A, except the fact that team members are also separated. The team organizes itself the connection via online tool (Skype, Webex, Google Hangouts, . . .) during the simulation.
1. The session runs in 1 day. The trainer is always online during 5 – 8 hours.
  2. The session runs in a chosen period (for example, 1 – 4 weeks) with defined milestones. The trainer organizes 2-3 online sessions and he/she is available for questions via mail (Skype, chats, . . .) during the period of the time.

There are four main available options: A1, A2, B1, and B2. The team size can be decreased from 4 to 3 trainees. The figure below shows a typical timing for A1 session that lasts 5 hours:



Annex 1 gives sample instructions for a trainer who organizes a session A1.

Annex 2 gives typical instructions that the trainer can give to participants when they start clock themselves - B2 session.

Annex 1

Instructions for Trainer

N	Time, min	Step	Comments
1	10	<b>Preparation</b>	
		All team members are in the same place during the simulation (4 hours) or connected via Skype	
		Computer requirements: only 1 computer per team with active login, stable Internet connection, any browser, at least 14" screen, a mouse, no distraction factors	
		Team building	Optional
2	20	<b>Print / Read the documentation:</b>	
		Choose a corresponding file from "Documentation for participants" chapter of <a href="https://simultrain.swiss/resources.html">https://simultrain.swiss/resources.html</a>	1 copy per delegate
		<a href="http://simultrain.swiss/doc/476_EN_User_manual_SimulTrain.pdf">http://simultrain.swiss/doc/476_EN_User_manual_SimulTrain.pdf</a>	1 copy per team
		Print these instructions	
		Watch User Guide:	
		<a href="https://www.youtube.com/watch?v=gD4KZrgCBRA">https://www.youtube.com/watch?v=gD4KZrgCBRA</a>	Optional
3	60	<b>Planning</b>	You can take more time
		Trainees login with a password at <a href="http://www.simultrain.swiss/smt12">www.simultrain.swiss/smt12</a>	<b>Never log in with a password on two or more computers at the same time!</b> You can change computer if you log off and log in again on another computer.
		Trainees follow the instructions	
		- Assign people on project activities (at least the first 13 activities)	
		- Assign events in the calendar (at least for first four weeks)	
		- Assign risk response in the Risk Register	
		- Assign Quality Reviews on the pages of each activities	
4	90	<b>First period: the first four weeks of the project</b>	
		Start clock via the Trainer Desk or ask participants to do so as described at page 8 of the User Guide	
		Trainees make decision by clicking on the question mark in the office	
		They improve your plan if it is necessary	
		They periodically visit the Risk Register and respond to new risks if it is necessary	
4	30	<b>Debriefing + Planning</b>	Discuss together the major mistakes
		Trainees click Reports / Status Report and describe shortly your mistakes / actions to prevent them in the future.	Optional
		They improve the plan. Check all diagrams and react to project changes.	
5	70	<b>Second period: the first four weeks of the project</b>	

		Start clock as in the first period.	
		Trainees make decision by clicking on the question mark in the office	
		They improve your plan if it is necessary	
		They periodically visit the Risk Register and respond to new risks if it is necessary	
6	20	<b>Debriefing</b>	Discuss together the major mistakes
		Trainees check Reports / Learning Points	
		Trainees click Reports / Status Report and describe shortly your mistakes / actions to prevent them in the future.	Optional
<b>Total</b>	<b>300</b>	<b>5 hours</b>	<b>You can split the time into several stages</b>

		<b>Trainer Desk</b>	
	Support	<a href="https://www.simultrain.swiss/smt12/admin/">https://www.simultrain.swiss/smt12/admin/</a>	Ask STS for name / password if you have not one
	Docs	<a href="http://simultrain.swiss/doc/416_EN_Trainers_Handbook_SimulTrain.pdf">http://simultrain.swiss/doc/416 EN Trainers Handbook SimulTrain.pdf</a>	
		<a href="http://simultrain.swiss/doc/494_EN_TrainerDesk.pdf">http://simultrain.swiss/doc/494 EN TrainerDesk.pdf</a>	
		<a href="http://simultrain.swiss/doc/476_EN_User_manual_SimulTrain.pdf">http://simultrain.swiss/doc/476 EN User manual SimulTrain.pdf</a>	
		<a href="http://simultrain.swiss/doc/487_EN_SimulTrain_Requirements.pdf">http://simultrain.swiss/doc/487 EN SimulTrain Requirements.pdf</a>	

## Annex 2

### Instructions for participants

N	Question	Advice
1	Where and how to log in?	<a href="https://simultrain.swiss/">https://simultrain.swiss/</a> Use a 8-digit password received from your trainer.
2	What documentation must be printed?	<ul style="list-style-type: none"> <li>- User Guide (1 copy per team or 1 copy per team member if the team is dispersed)</li> </ul> <a href="https://simultrain.swiss/doc/476_EN_User_manual_SimulTrain.pdf">https://simultrain.swiss/doc/476_EN_User_manual_SimulTrain.pdf</a> <ul style="list-style-type: none"> <li>- Project Description (1 copy per team member)</li> </ul> Choose the file according your trainer instructions at <a href="https://simultrain.swiss/resources.html">https://simultrain.swiss/resources.html</a>
3	What we do during planning?	<ul style="list-style-type: none"> <li>- Assign people on project activities (at least the first 12 activities)</li> <li>- Assign events in the calendar (at least for first four weeks)</li> <li>- Assign risk response in the Risk Register (if you see Risk Register)</li> <li>- Assign Quality Reviews on the pages of each activities</li> </ul>
4	When and how to start the clock?	When all mentioned above activities are done. Start clock as described at page 8 of the User Guide: Click Control / Click on word <b>life</b> . In a second, you are in the Simulation Control. Click <b>Start Clock</b> .
5	What we do during executing?	<ul style="list-style-type: none"> <li>- Continue planning and improve assignments that are already done</li> <li>- Make decisions when a person appears in your office - click on the yellow question mark.</li> <li>- At least once at the beginning of the week Assign risk response in the Risk Register (if you see Risk Register)</li> <li>- Assign Quality Reviews and events in the Calendar</li> </ul>
6	What means a red message: "Internet disconnected"?	Your computer (temporally) lose Internet connection. Please try to restore the Internet without closing the windows. If it is a temporary cut, keep going, everything will be saved from a buffer.
7	Can I log in on several computer at the same time?	<b>NOT. Never log in with a password on two or more computers at the same time!</b> You can change computer if you log off at the computer in use and log in again on another one.
8	How I can connect to a teammate at a distance?	Share your screen, use Skype, Webex, Google Hangout or other web conference tools.
9	May I make a pause during project executing?	1. You can close the browser. Once you log in again clock will continue running. OR 2. If you want a short pause, click <b>Control</b> / code: <b>life</b> / Click <b>Pause</b> . To resume, click <b>Control</b> , code: <b>life</b> , Click <b>Start Clock</b> .
10	What is the evaluation criterion for our team?	The average score of the Performance Indexes: Cost Performance Index CPI, Schedule Performance Index SPI, Quality, and Motivation. The higher the indexes, the better.
11	May we assign more (or less) people than initially planned?	Yes. More people accelerate the execution of the activities; however, the productivity will be lower.
12	How many training, social gathering, lunches, team meeting are recommended?	Use your gut feeling and common sense. There is a button with a question mark (?) - click it to get the recommendation.

13	How to reach a good Quality Index?	Choose people with good skill matching, don't put much more people than initially planned, don't abuse with overtime. Plan Quality Reviews.
14	A person has already 6 activities in the priority list. We want to assign more activities. How?	Wait when the first activities are completed, they disappeared from the priority list. After that you can add the new activity to the priority list.
15	An activity does not start on time we planned. Why?	Be sure that all previous activities in the Activity Network report are completed. Be sure that the assigned people are available and don't work on other activities with the higher priority.
16	A person refuses to work on an activity due to skill absence. What to do?	A. Send him/her to training. B. Find a more qualified person.
17	Can a person work if he/she lacks the required skills?	Yes. However, the productivity will be lower than initially planned. Probably, another qualified person can be added to the activity team.
18	Can I delay the taking decision brought by the beautiful colleague?	Yes. You can delay the making decision till Friday evening. At the end of the week, Jeff, the CEO, makes decision instead of you. Usually he picks the worst option.