User Manual

Initiation

V3.1 – March 2023

HE VD | MEI

Media
Engineering
Institute

ALBASIM

Main screen
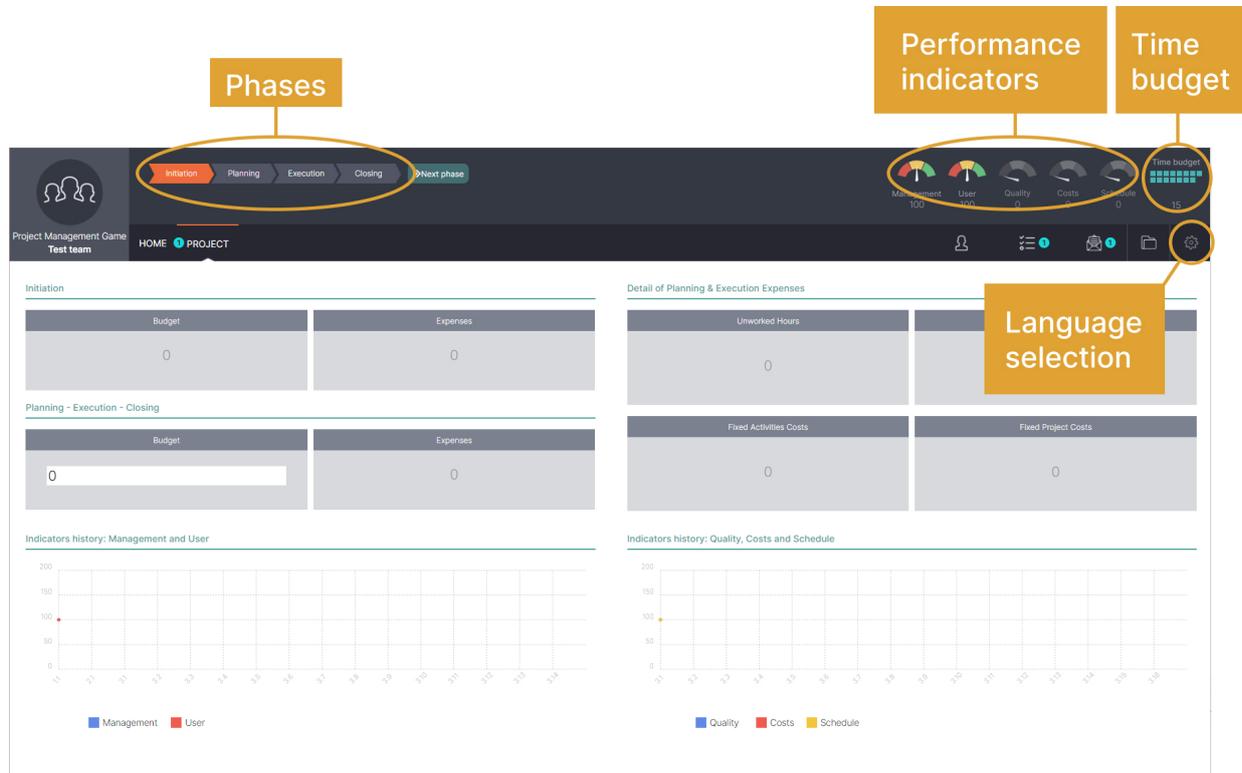
Performance Indicators

All indicators are "Performance indicators":

- 100% corresponds to the average, the regular state,
- below 100%: things are worse than expected,
- above 100%: things are better than expected.

Time budget

Time budget is composed of a number of **Time Cards**. The time budget corresponds to the total amount of time you can devote to the project initiation.

Unused Time Cards are 'lost' when passing to the following Phase.

Your mission for project initiation

> **Warning**
>
> It is up to you to choose what to do and in what order to do it. The order in which you perform the actions

Actions

You can choose whether or not to undertake the proposed Actions. Each Action may be performed 0, 1, 2 or more times.

Results of Actions may depend on the order in which they are performed as well as on the general state of the project. If you undertake the same Action several times, you will get different results depending on what has happened in the meantime.

To help the team in discussing and deciding on the Actions to take, you can generate and print a *.pdf file with the list of all available Actions as well as their description.

Questions

Questions correspond to the decisions you must take. It is mandatory to answer to those questions. If you do not respond to some questions yourself, then the system will do it for you.

The consequences of your answer depend on the order in which they are made as well as the general state of the project, if and which other questions have been replied, which Actions have been undertake before to answer to the question.

Use the "*.pdf" icon to generate a document containing the list of questions and a description of their responses.

Estimate the initial project budget

In the "Project" tab, enter the budget for the corresponding phases.

The budget will be used as a reference and will not be editable once you have entered the phase.
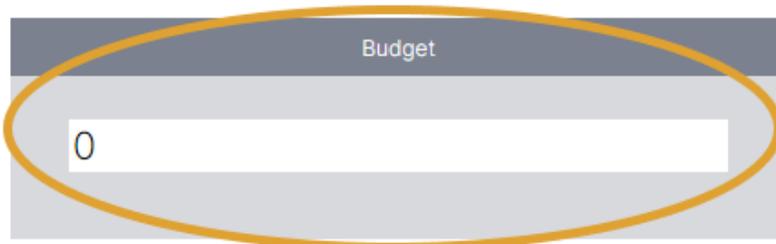
Frequently Asked Questions (FAQ)

What is the difference between Questions and Actions?

Other people are asking you some *Questions* and are waiting for an answer. It is imperative to take a position on these issues. You can answer to a *Question* only once.

You may undertake personal *Actions*, but it is optional. You can choose to perform *Actions* at various times during the Initiation Phase. An *Action* may be performed several times whenever it appears to be appropriate.

The result of *Questions* and *Actions* depends on the condition of the project and the order in which you take them.

Can I save up my Time Cards for the next phase ?

No. Available Time Cards are allocated per phase.

If your project is accepted and goes on to Planning Phase, then a new time budget will be allocated for the new phase.

Why quality, cost and schedule indicators are grayed out ?

These indicators will be used during the Execution Phase. However, although not yet visible, Actions and Questions may already have an impact on Quality, Costs or Schedule.

Will I find the same actions and questions in the planning phase?

No. During the Planning Phase, new Actions and Questions will be available.

How do I go on to subsequent periods and phases?

Depending on the rights conferred by your trainer, you will be able to move on to subsequent phases by clicking the "Next phase" button.