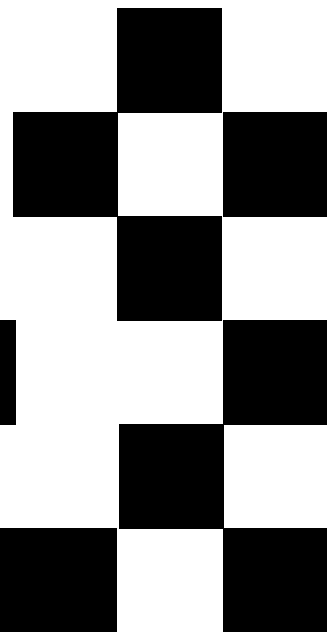


User Manual

# Planning

*« Autoreservation » of resources*

*Version 3.0 - January 2021*



## Enter your schedule in the Gantt chart

Fill up the planification

Click on an activity name to access activity description

## Estimate activities costs

Enter the estimated cost of each activity (BAC: Budgeted At Completion).

**BAC includes wages and fixed costs.**

Description	Estimated Duration (weeks)	Fixed Costs	BAC Total	Required Resources	Assigned Resources
1. Choice of IDE	1	1 000	12 000		
2. Analysis of current systems	1	0	5 000		
3. Requirements Analysis	2	500	14 000		
4. System Specification	1	0	0		

## Manage Resources

As a project manager, inform Resources about the activities they have to work on.

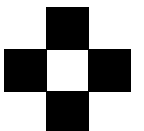
You can assign several activities to a resource. Thus, once an activity is completed, the resource will start working on to the next activity.

### Warning

Resources work on activities in the assigned order of priority.

The screenshot shows the 'Project Management Game' interface for user 'Audrey Huguenin'. The top navigation bar includes 'Initiation', 'Planning' (active), 'Execution', 'Closing', and 'Next phase'. Below this is a menu with 'HOME', 'PROJECT', 'ACTIVITIES', 'GANTT', 'RESOURCES', and 'EV'. The main content area is titled 'Sales Engineer' and contains a table with columns: Name, Grade, Monthly Wages, Rate, Motiv., Unit work, and Assignments. The table lists four resources: Gaelle (Junior, 5 000, 100, 6), Alice (Junior, 6 000, 100, 8), Yvan (Senior, 7 500, 100, 7), and David (Senior). The 'Unit work' column has a 'Gantt' toggle for each. The 'Assignments' column shows a plus sign for each resource. A callout box 'Add an activity' points to the plus sign in the 'Assignments' column for Yvan. Another callout box 'Change activities order of priority' points to the priority controls (a minus sign, a '1' in a box, and up/down arrows) for Yvan's assignment.

Name	Grade	Monthly Wages	Rate	Motiv.	Unit work	Assignments
Gaëlle	Junior	5 000	100	6	<input checked="" type="checkbox"/> Gantt	+
Alice	Junior	6 000	100	8	<input checked="" type="checkbox"/> Gantt	+
Yvan	Senior	7 500	100	7	<input checked="" type="checkbox"/> Gantt	+ 1
David	Senior					+



## FAQ (Frequently Asked Questions)

### Do I have to assign exactly the same resources as estimated in the activity description?

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To complete an activity, it is absolutely necessary to allocate resources with the requested profession. In the simulation, you can't replace a software engineer by a lawyer if no lawyer is needed for this activity (although in reality a lawyer may have software development skills).

If several professions are required to complete an activity (e.g. 3 software engineers and 1 secretary), it is sometimes possible for a single profession to complete the activity (e.g. the software engineers may get along even without a secretary). However, a secretary might not fully complete the activity if no software engineers helped her.

### What effects do skill level and motivation have?

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Just like in the real life, depending on the activity, skill level and motivation might have different effects on quality and quantity of the work performed.

### Can I assign more or less resources than "Required Resources"?

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Yes, it is likely that you have to assign a different amount of resources than indicated as "Required Resources".

The "Required Resources" correspond to the first estimation of what could be needed. But you might not have all the required resources or need more resources to execute an activity in less time.

Increases or decreases of the number of resources influence the activity progress. However, just as in real world, doubling resources on an activity does not necessarily lead to a halving of the time needed to complete it. Effects of modifying quantity of resources depend on the type of activity.

### Can I use a "junior" instead of a "senior"?

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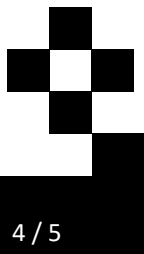
Yes, it is possible to replace a senior resource by a junior of the same profession.

If the assigned experience level is different from the required, then this may affect the completion time as well as the quality of work performed. Effects might also depend on the type of activity (e.g. using a junior driver instead of an expert driver has different effects than using a junior software engineer instead of an expert).

### How are the resources' Wages calculated?

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All wages are monthly wages.



In order to facilitate comparisons between different resources, all wages are displayed on the basis of an activity rate of 100%. Of course, if a resource is allocated to the project, then the individual costs are charged to the project in line with the resources' activity rate and action time.

### What are the "assigned wages" ?

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It's just a help for the project manager. They correspond to the amount of salaries currently planned with the current state of planning (Gantt, resources, activities assigned to resources).

### Why is the "assigned wage" equal to zero ?

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An "Assigned wage" is equal to zero means that the activity has been assigned to the resource, but according to the current planning (Gantt, activities prioritisation), the resource will not work on this activity.

### What does it mean if Resources are printed in bold in the Activities tab?

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A resource is in bold if the corresponding activity is its first priority. It means that the resource will work on this activity as soon as possible (even before the Gantt chart).

