

User manual

Planning

Manual resources reservation
Version 3.1 - août 2016 (assigned wages)

Enter your schedule in the Gantt chart

The screenshot shows the 'GANTT' view of the 'Project Management Game'. The top navigation bar includes 'Initiation', 'Planning', 'Execution', 'Closing', and 'Next phase'. The main area displays a list of tasks and their corresponding Gantt chart bars. Task 3, 'Analyse besoins', is highlighted with a yellow box. A callout box points to the task name with the text 'Click on a task name to access task description'. Another callout box points to the Gantt chart bars with the text 'Enter your planning'.

Estimate tasks costs

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

BAC includes wages and fixed costs.

The screenshot shows the 'TASKS' view of the 'Project Management Game'. The table displays the following data:

No	Name	Estimated duration	Fixed costs	BAC	Resources	Assigned resources
1	Choix environnement développement	1	1000	<input type="text" value="12000"/>	1x Consultant IT Senior 1x Informaticien Logiciel Junior	-
2	Analyse existant	1	0	<input type="text" value="5000"/>	1x Informaticien Hardware Junior 1x Informaticien Hardware Senior	-
3	Analyse besoins	2	500	<input type="text" value="14000"/>	1x Commercial Junior 1x Commercial Senior 1x Monteur Senior	-
4	Dossier spécification	1	0	<input type="text" value="1000"/>	1x Consultant IT Senior 1x Informaticien Logiciel Senior	-

Manage resources

Reservation of resources

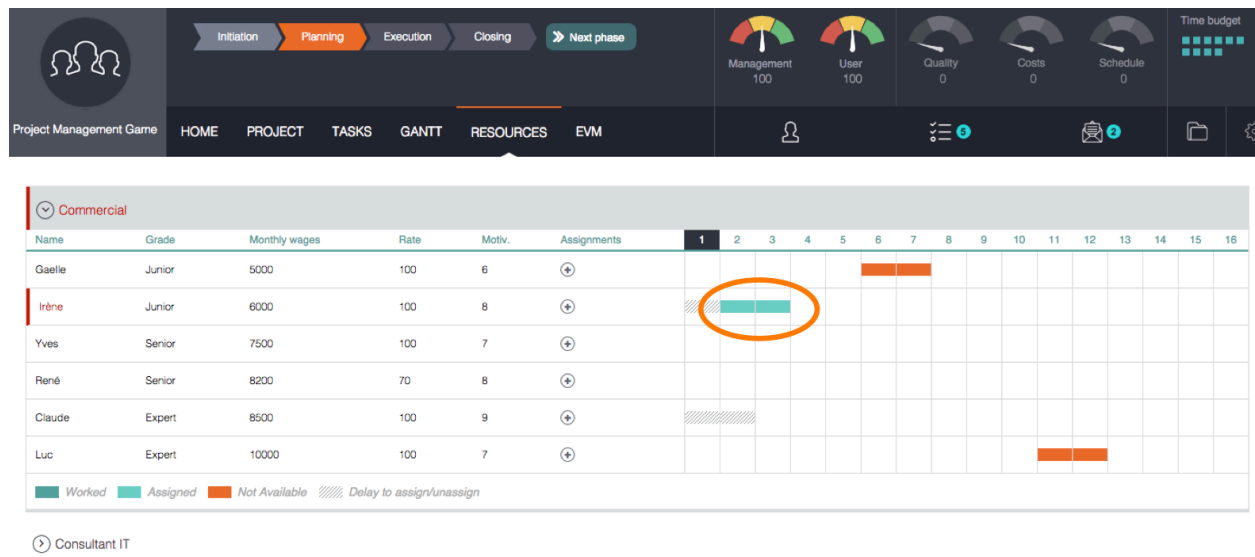
As project manager, you must notify resources when you need them to work on the project.

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There is no automatic reservation of resources (eg depending on the Gantt chart and assigned tasks). As a project manager, you control all the booking of resources.

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To reserve a resource, click on the corresponding periods in his/her Gantt chart. When the resource is booked for the project, the period is blue.



Assign tasks to resources

Once resources booked, you have to assign them tasks.

You can assign several tasks to a resource. Thus, when one task is completed, the resource will work on to the next task.

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Resources work on tasks following the order in which tasks are assigned.
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Name	Grade	Monthly wages	Rate	Motiv.	Assignments
Gaelle	Junior	5000	100	6	+
Irène	Junior	6000	100	8	+ 2 5
Yves	Senior	7500	100	7	+
René	Senior	8200	70		

In the above example, Irène will start working on task 2. Once task 2 will be completed, she will start with task 5.

Resources behavior

Resources will work on the project based on provided information: reservation and tasks list.

All resources behave the same way:

1. Am I booked for the project ?

I look if the current period in blue in my calendar.

2. If I'm booked, then on which task should I work ?

I look in my task list and try to work on the first task assigned. If this task is not possible, then I move to the second, etc.

FAQ (Frequently Asked Questions)

Do I have to assign exactly the same profession as in the task description?

To complete a task, 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 task (although in reality a lawyer may have software development skills).

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

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

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 a task in less time.

Increases or decreases of the number of resources influence the task progress. However, just as in real world, doubling resources on a task 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 task.

What effects do skill level and motivation have?

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

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

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 task (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?

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" ?

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, tasks assigned to resources).

Why is the "assigned wage" equal to zero ?

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

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

A resource is in bold if she is ready to begin to work on the task:

- Task is in first order in its task list
- Resource is booked for the next period

Why some resources are flagged in red ?

Resources and Professions printed in red are reminders of possible problems.

Red Resources in the Resources Tab mean either that

- A task is assigned to this resource while the resource is not booked yet
- This resource is booked, but not assigned a task.

What does mean "Too late to change" area in the Gantt of Resources?

As in reality, some people may not be immediately available for the project and it is necessary to inform them in advance if you want to work with them.

This is shown in the simulation with the corresponding not editable area in the resources schedule. This area corresponds to the time limit for any change in resource reservation (booked or free the resource).