b.hogan@snhu.edu
brian hogan
Process Methodology Documentation Evidence

ABC
Center of Excellence Team
Resource Model
User Guide
2016
Release 2.3

ABC Sponsors:	**A. Huxley**
ABC Subject Matter Experts:	**John Irving**

b.hogan@snhu.edu
brian hogan
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1 Project Objectives

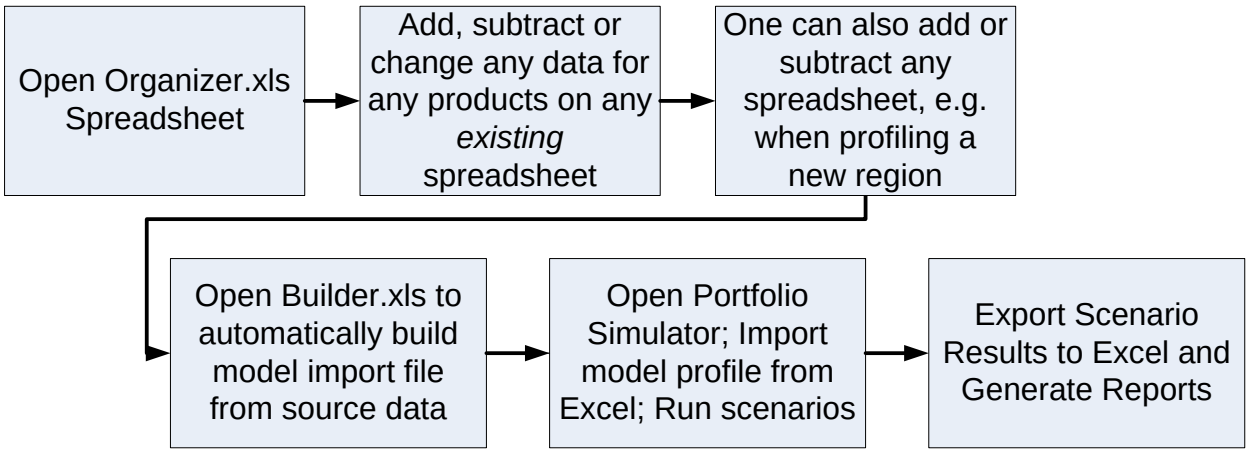
In 2Q-2010 ABC engaged MyModel_Inc to assist with a resource modeling exercise for the Center of Excellence (CoE), POD, and Country Medical organizations.

The focus of this document is to detail the steps required to rapidly refresh an existing **CoE** model, profile new therapeutic areas, and to instruct how to create or modify the data collection templates for changing work category activities.

The project's objectives are:

- To **provide methodology and a tool set** to help predict WORKGROUP resource requirements given current and future portfolio workloads.
- To help **develop project templates** that contains key resources requirements and task variability at the appropriate resolution level, to meet the analysis objectives.
- To help determine the **resources capacity requirements** to meet current and future **WORKGROUP** completion goals.
- To help predict the **impact on project time lines** due to resources constraints and cycle time assumptions.
- **To provide project templates** in Portfolio Simulator to enable the ABC team with the capability of easily changing portfolio input data.
- **To provide Technology Transfer Training** to the ABC team whereby enabling WORKGROUP to perform periodic modeling exercises.

2 Methodology Overview



MyModel_Inc created in Excel the "Organizer…xls" workbook to warehouse all respondent interviewee data on a TA level. This spreadsheet can contain as many or as few profiles as a resource analysis requires.

An analyst should copy the master workbook and then create any profile of products across any country mix desired for a resource analysis effort. This means an analyst can have unique "organizer files" for models done at different points in time.

The "Builder" file gets data from any desired "Organizer" file and formats it to run in Portfolio Simulator. Portfolio Simulator imports the "builder" file and generates a model a scenario is based on. It incorporates all the variability from interviewee responses resulting in simulated FTEs required to execute the CoE's production environment.

Analysts can either view resource reports in Portfolio Simulator or they can generate the custom Excel report which summarizes FTEs by TA by work category, by interviewee, etc. The effort was designed to view results in the Excel reports.

Annual Days of Work

Worksheet	Other	Anti-Infectives	Cardio	CNS	CNS_cabergoline_alprazolam	GI_Other	Men_Women's_Health	Pain_Inflam
Data Collect 1	525.4							
Data Collect 2			108.6	657.2				
Data Collect 3			102.2		104.3		155.5	
Data Collect 4		554.7	0.2					
Data Collect 5			147.0			112.6		139.4
Grand Total	525.4	554.7	357.9	657.2	104.3	112.6	155.5	139.4

Annual FTEs Based on 261 Work Days a Year

Worksheet	Other	Anti-Infectives	Cardio	CNS	CNS_cabergoline_alprazolam	GI_Other	Men_Women's_Health	Pain_Inflam
Data Collect 1	2.0							
Data Collect 2			0.4	2.5				
Data Collect 3			0.4		0.4		0.6	
Data Collect 4		2.1						
Data Collect 5			0.6			0.4		0.5
Grand Total	2.0	2.1	1.4	2.5	0.4	0.4	0.6	0.5

3 Data Organizer

The following details the "organizer" file:

- **a)** Spreadsheet name – can by any user defined name
- **b)** Interviewee data – users are required to input min, avg and max ranges. A min input must be lower and than a max and vice versa. In general, 20% was used to vary an average input when users only put in an average. *This update is done manually by an analyst.*
- **c)** Attributes are used for querying data and should be populated with consistent names across all spreadsheets.
- **d)** In cell C1 input the total number of Tas to be loaded into the simulator. The model does not skip over any TA.
- **e)** Tasks interviewees update data on are captured in rows below row 7. Users can add tasks by "right clicking" and inserting a row. The "yellow" row is a header or group name for a collection of tasks.

1	nonMSM	# TAs to Simulate	2	CNS						
2	EP-CDMA	Countr		US						
3		Interviewe		Interview 1						
4		Role or Work Type		CoE						
5		Other Data Sort Identifier		Data Set 1						
6				Annual Range of Weeks			FTE Days of Work Range / Wk			
7	Short Name / ID	Category Activities	Notes	MIN	AVG	MAX	MIN	AVG	MAX	NOTES
8	Portfolio Activities									none
9	DPE_1	nual Reports		2	3	4	1	1	1	
10	DPE_2	AQRT / PGM								
11	DPE_3	Clinical Trials		42	52	62	0	0.5	1	
12	DPE_4	Compliance								
13	DPE_5	Labeling Subteam		42	52	62	1.0	1.5	3	
14	DPE_6	Legal		42	52	62	1	1	1	
15	DPE_7	Medical Information		42	52	62	0	0.5	2	
16	DPE_8	PSURs		2	3	4	0	1	1	
	DPE_9	Review Committee		42	52	62	0	0.25	1	

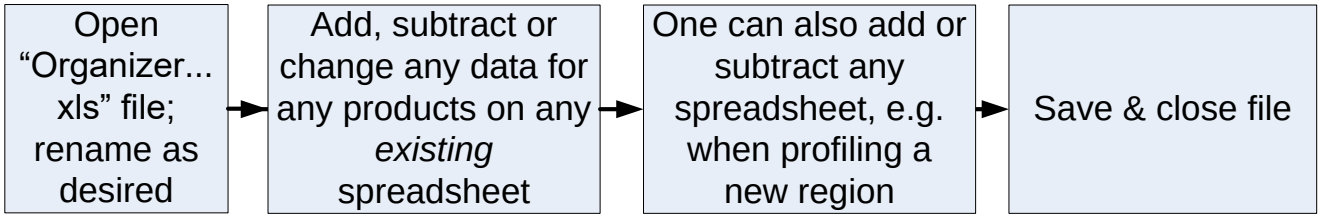
Data Summary Control | Assumptions | Template | Coh ss | Elyse | Angeliki | Jonathan

A B C D E

Note:
The "Data Summary Control" worksheets is a summary of each spreadsheet and its attributes in "c" above. This enables an analyst to quickly scan an entire workbook ***and*** help ensure consistent attribute naming across all spreadsheets.

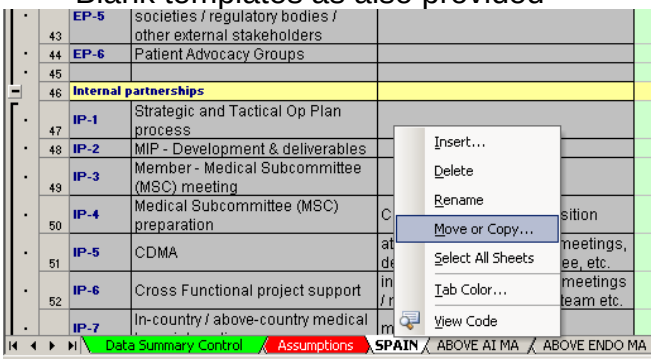
Consistent attribute naming condenses the Excel report.

4 Update Data Organizer



The flexible design enables many different interviewees to update or refresh spreadsheets in an email environment. Instead of emailing each interviewee the entire master data organizer file an analyst would copy a desired spreadsheet to blank workbook and mail it out for updating. Perform the following:

- Right click on desired spreadsheet \ select move or copy
- Check copy; Excel puts a copy in a new workbook
- Save file and email to interviewee
- Blank templates as also provided



Analysts are responsible for keeping track of what spreadsheet was sent to whom and also managing their reintegration in the master workbook.

MyModel_Inc suggests simply keeping one original master data organizer file and updating the spreadsheet name to "emailed" to track when it was sent out. Another "blank" organizer is kept, with only the "data summary control" worksheet, and returned spreadsheets are "move or copied" into it.

Note: an analyst must use the "move or copy" excel feature to maintain the entire integrity of the spreadsheet. Not doing so will result in automation errors.

The next section details how to transform this new spreadsheet into the Builder file. MyModel_Inc recommends that each spreadsheet received is updated to the Builder and debugged for user errors rather than debugging a collection of them. In general MyModel_Inc found minor errors with interviewee spreadsheets and the automation details what to do for most common errors. The solution provided is not a database application so if any unusual errors are generated contact the project's consultant for resolution.

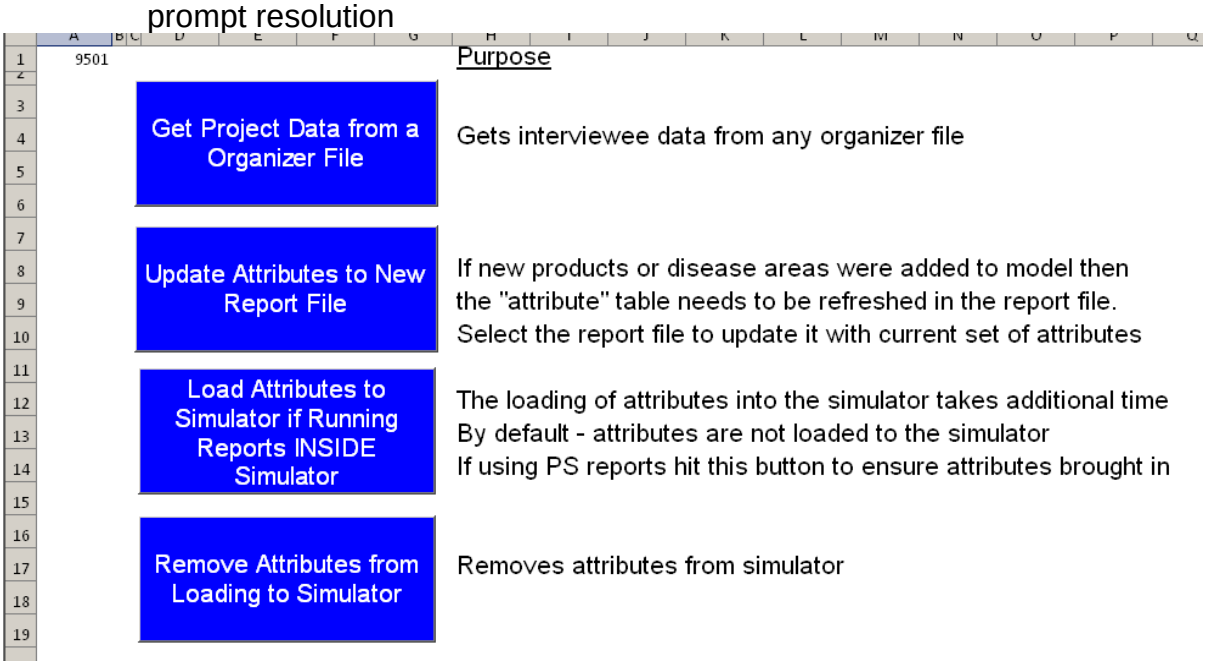
5 Import Data

Open the "Builder.xls"; rename as desired → In the "Update Macros" spreadsheet get organizer data; load attributes if desired → Save & close file after the "Scenario Profiling Data Successfully Updated" message pops up

The Portfolio Simulator application has a utility called the Portfolio Builder Add-in which auto builds simulation models. An Excel macro was created to transfer from the "***Organizer***" workbook to the Portfolio Builder formatted Excel sheet, aka "**Builder**" worksheet.

The Builder wipes out all data in the builder workbook "automatically" prior to importing new data. Perform the following to prepare a file to be brought into the simulator:

1. Ensure the "organizer" file is closed.
2. Hit the "Get Project Data from an Organizer File."
3. Search for desired builder file in the computer's directory
4. address any errors generated
5. when the message "MA Scenario Profiling Data Successfully Updated" is viewed save the close builder file
    a. Troubleshooting – if any kind of error pops up not covered next please take a screenshot of the error and forward the project's consultant for prompt resolution



A view of the attribute summary table on the "Attribute_s" worksheet

	Task ID	Country	Product	bl	Work Category	Work Activity ID	Work type	User Defin	Worksheet	Interviewee
2	2	US	CNS		Portfolio Activities	DPE_1	CoE	Data Set	Cohen	Interview 1
3	4	US	CNS		Portfolio Activities	DPE_3	CoE	Data Set	Cohen	Interview 1
4	6	US	CNS		Portfolio Activities	DPE_5	CoE	Data Set	Cohen	Interview 1
5	7	US	CNS		Portfolio Activities	DPE_6	CoE	Data Set	Cohen	Interview 1
6	8	US	CNS		Portfolio Activities	DPE_7	CoE	Data Set	Cohen	Interview 1

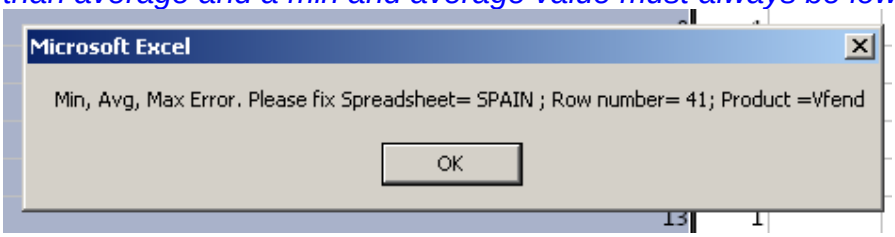
5 Import Data (con't)

The following are the most common user errors:

1. **Min, Average, Max Value Error:** A min or max value is actually not less than or greater than the entered average
2. **Spreadsheet Format Error:** A user added or subtracted a column and permanently disturbed the order of the interviewee workbook

5.1 – Min, Average, Max Value Error

Resolving min max errors is straightforward as the application provides you which worksheet, Excel row and product to go make the correction. Typically users forget to enter a range and one must be provided. Any cell blanks equal a "zero" value and a zero values is illegal if an average value is entered. *A min value must always be lower than average and a min and average value must always be lower than a max value.*

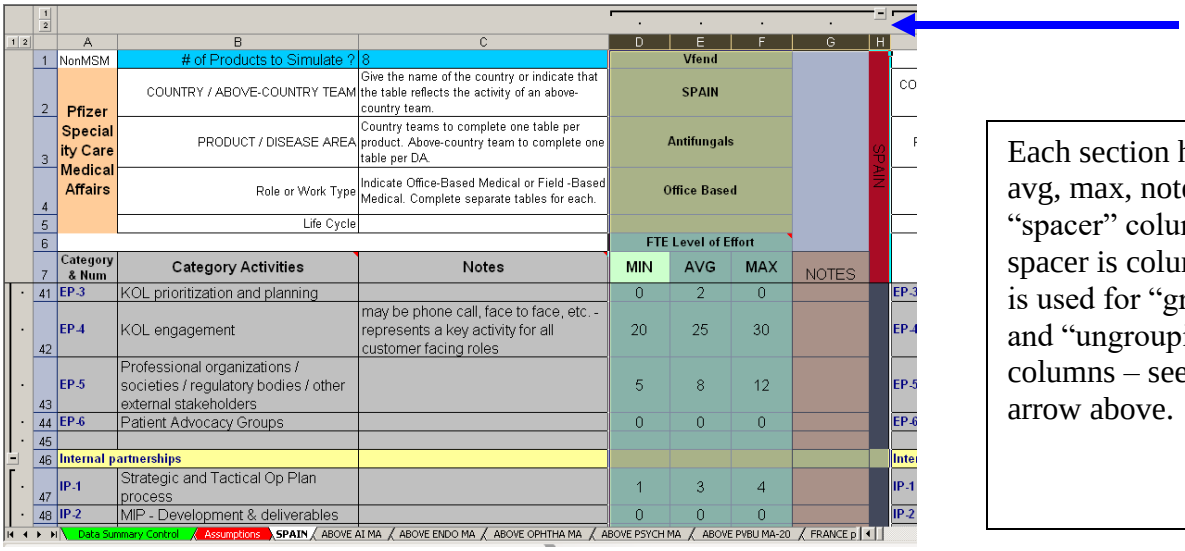


5.2: Spreadsheet Format Error:

In the unfortunate event an interviewee copies and pastes data across a spreadsheet that disturbs the 5 column rule, illustrated below for columns D to H, then an analyst has to restore this order by:

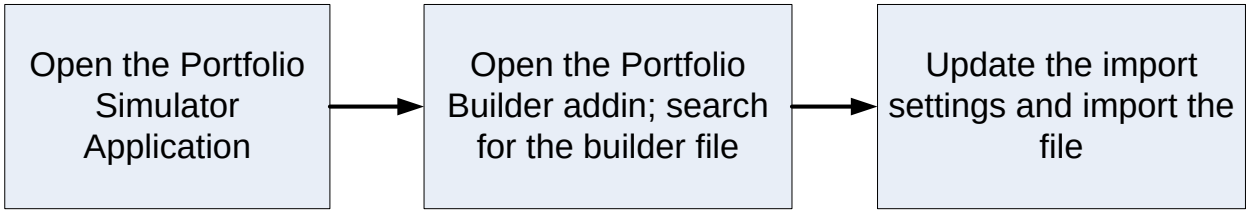
- Inserting a row
- Copying and pasting data from a bad section to a new section
- Or copy and paste the interviewee data into a blank, properly formatted template

This unfortunate situation can be resolved through making the methodology have a database backbone but considering the simplicity of the data structure is was not necessary. It is only recommended if serious future interviewee errors occur.



Each section has a min, avg, max, notes, and "spacer" columns. The spacer is column H and is used for "grouping" and "ungrouping" columns – see the blue arrow above.

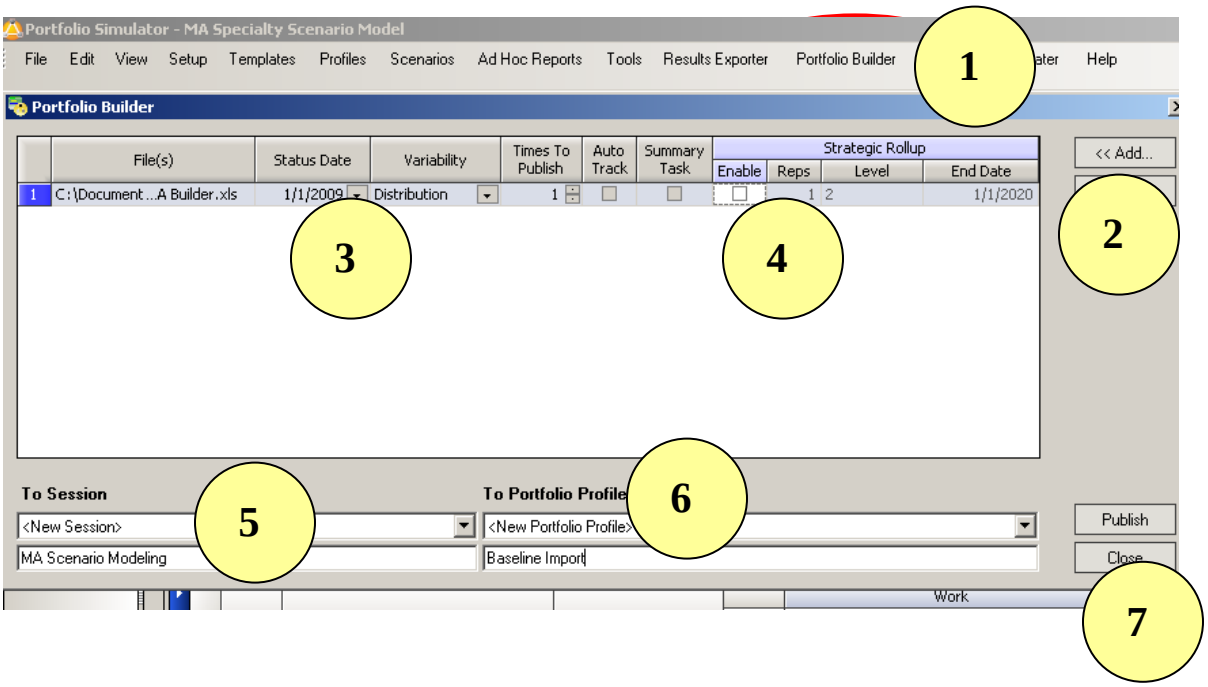
6 Build Simulation



Portfolio Simulator separates models into ***sessions***. One has the option to either import a "builder" file into either an existing session or a new session. For the most part a MA analyst will import a new profile into a blank session unless running multiple scenarios in the simulator and using its report to visualize the results quickly.

Perform the following steps:

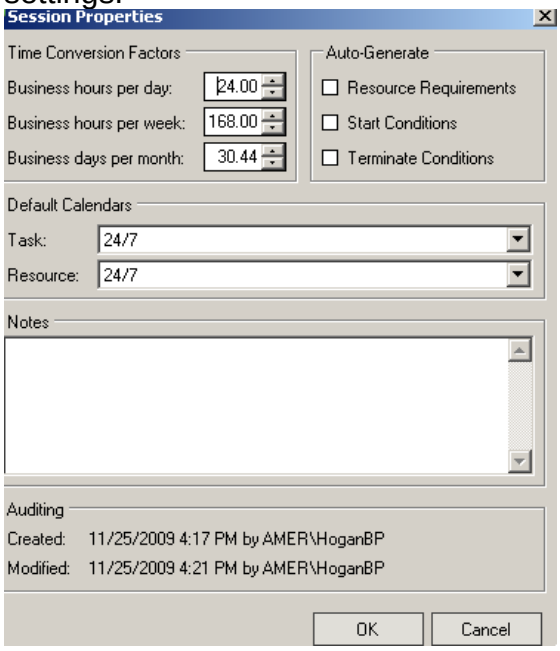
1. Select the Portfolio Builder menu to open the dialogue box below
2. Hit the "add" button and find the desired "Builder.xls" file
3. Change the status date to start 1/1 of the current year
4. Uncheck the "enable" button for the strategic rollup option
5. Either import the new profile into an existing session or create a new session
6. Provide a unique name for the data being imported to help one distinguish between this file import versus other previous data imports.
    - 6.1 Example – sometimes "baseline import" is helpful for an initial import. Other naming conventions are generally short names any may include a date
7. Hit the "publish" button to publish the data into the simulator; **WAIT** for the application to finish is load procedure
    - 7.1 When not loading attributes the process takes about ~ 1 minute
    - 7.2 When loading attributes it takes about ~2-3 minutes



7 Time Conversion Factors

Time Conversion Factors inform the model on length of day, week, and month. The WORKGROUP simulation model is designed for speed and thus runs 24 hours a day 7 days a week. This has no impact on either the US or EU model in terms of number of available working days per year as these calculations are accounted for in the Excel reports.

After a model is imported, open File Session Properties and ensure the following settings:



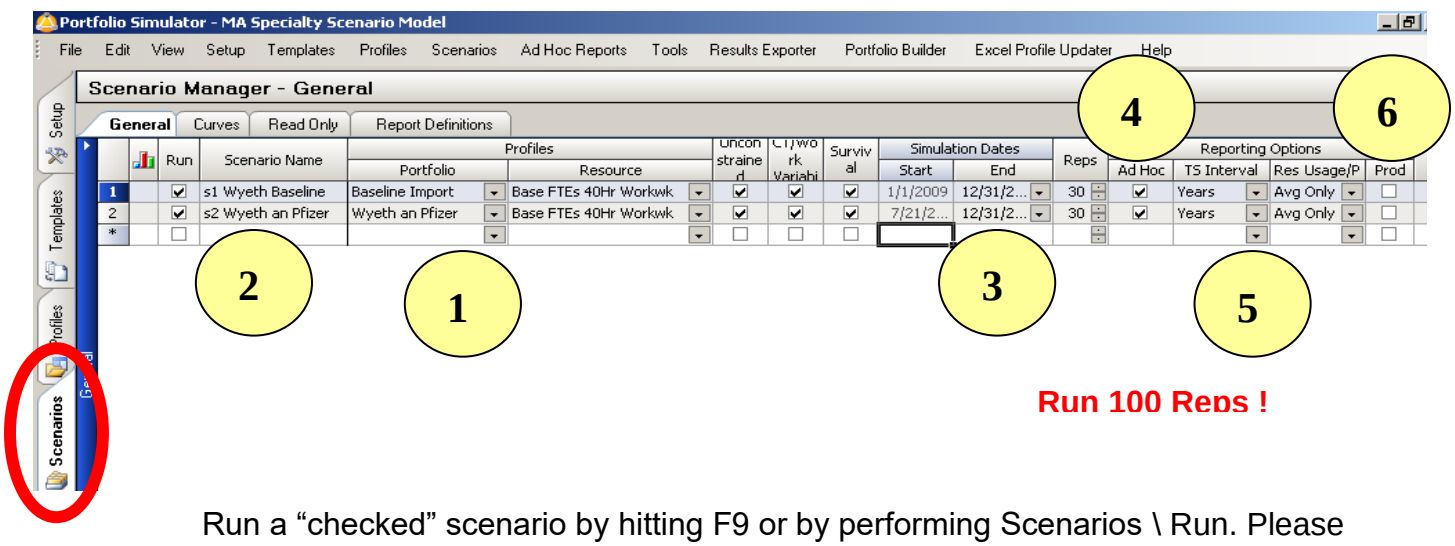
Should reporting & scenario need change to focus Portfolio Simulator reports more than Excel Reports please contact the project’s consultant for a discussion.

8 Run Scenarios

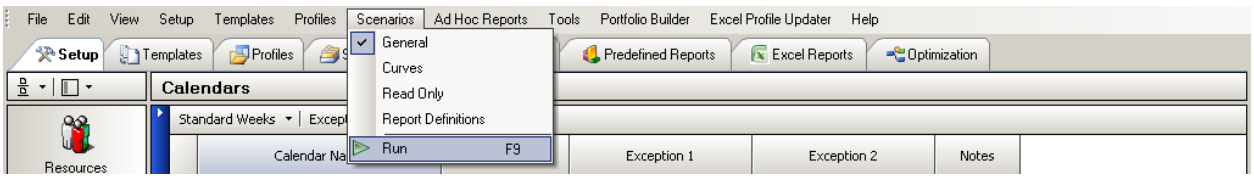
In Scenario tab select the new imported profile from the " * " (star) row → Create a meaningful scenario name; Change simulation end date to 12/31/20** (current year) → Set replications to 100; uncheck "prod"; set TS interval to "Years" for Excel Reports or any another for PS reports

Go to the Scenarios (red circle) \ General tab and perform the following to run a simulation and generate resource data:

1 Select a desired imported portfolio from the "portfolio" field to create scenario. MyModel_Inc recommends an analyst importing data into a fresh session so generally there will be only one profile per portfolio.
2 Provide a unique name to help one distinguish results in output reports
3 Change the end date to 12/31/ [current year]; model designed for 1 year runs
4 Change the replications to 100.
5 If viewing output reports in Excel the data can be run with "TS Interval" (time series) set to yearly. If viewing results in MyModel_Inc they can either be viewed at monthly, quarterly, or yearly intervals.
6 Uncheck the "prod" field. This stands for "productivity" and is only used when cost and revenue reports are desired. The model can be configured for resource cost if desired. It would illustrate total annual costs.

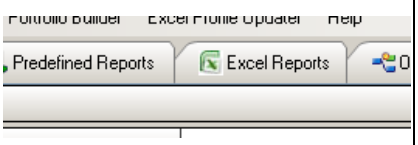


Run a "checked" scenario by hitting F9 or by performing Scenarios \ Run. Please read the following section before running in case one wants to update resource capacity.

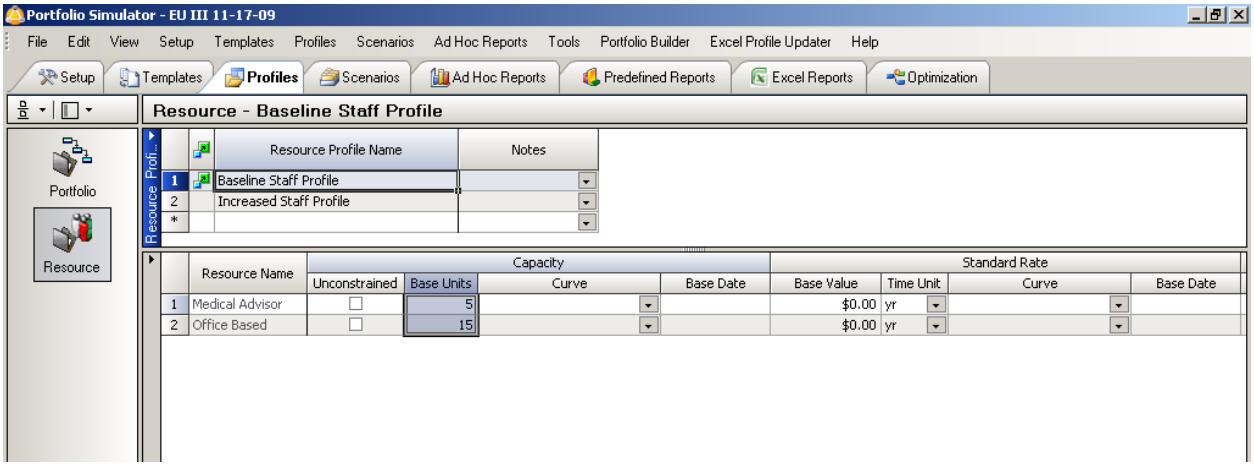


9 Generate Results

In the Ad-hoc reports go to the “Resource Usage” on the pallet bar to visualize resources by a Total, Unit Time Series, or Work Time Series reports.

Report Name	What it Shows	When to Use
Total	Calculates total task demand vs. available capacity hours and converts both to a normalized 100%.	*Not designed to use.*
Unit Time Series	Illustrates the total number of calculated FTEs required to execute all the tasks in the portfolio.	*Not designed to use.*
Work Time Series	Illustrates the total number of days of work required by the portfolio of work. Because the model is run 24/7 the data has to be divided by 3 to get total annual working days. Use when need to quickly illustrate scenario results in simulator.	Data can be stacked by the following attributes: Interviewee (if loaded) TA Work Activity ID Work Category Worksheet
Excel Reports  	Custom grid reports of FTEs by Product by Country by Work Category. Automated with VBA for rapid creation based on any model run.	Periodically. Core model result deliverable.

9.1 Resource Capacity: if one desires to compare simulated “resources required” versus department resource “capacity” it has to be updated. Do so in the Profiles \ Resource \ Base Units field scene below.



9 Generate Results (con't)

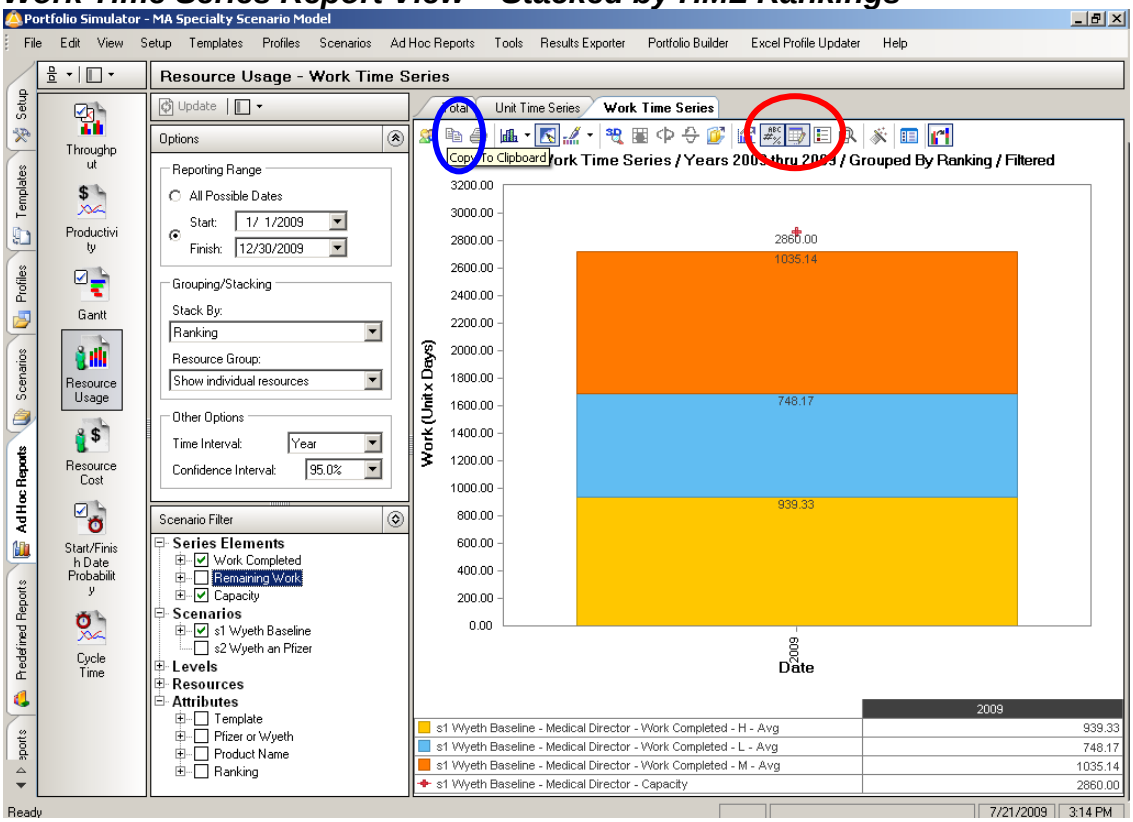
Select the "Work Time Series" report to generate total days of work generated by the simulation run.

Generally one will only query the "work completed" series element. The "remaining work" series element illustrates total days of work "yet to be completed." Example: if a model was run quarterly, this statistic would illustrate the total work left for the remaining three quarters of the year.

Below illustrates total FTEs required for a TA. Note the summary data table in the lower right of the view. Ensure to divide the data by 3 to get the correct FTE result as model was designed for speed and this is the only consequence.

In the red circle, use the ABC to put data on the graph, the grid to see a data grid, and the series editor to add/remove scenario names from the graphic.

Work Time Series Report View – Stacked by HML Rankings



These graphs are easily emailed or put into ppt by either selecting the copy symbol circled above in blue or through using the "printscreen" on the keyboard.

10 Generate Data Tables

In Port Sim \ Excel Reports tab select scenario & FixWorkL1YearlyTS → Select an MA Excel Report File – duplicate and rename as desired → Export simulated data; change format to numbers; update attributes; refresh pivot table; analyze data

As part of the project's validation effort, MyModel_Inc created a custom Excel report by Product by Work Category for both the US and EU format. The advantage is their neat summarization of total FTE work days of effort, and FTE summary, required for any Specialty MA product portfolio. The report is formatted to print on a single 8.5 x 11 piece of paper and provide a means to quickly compare and contrast total product effort.

EP-CDMA 8-18-2010 Resource Report Version 2

Annual Days of Work

Worksheet	Angeliki	Anti-Infectives	Cardio	CNS	CNS_cabergoline_alprazolam	GI_Other	Men_Women's_Health	Pain_Inflam	Grand Total
Angeliki	525.4								525.4
Cohen			108.6	657.2					765.8
Dross			102.2		104.3		155.5		361.9
Elyse		554.7	0.2						554.9
Jonathan			147.0			112.6		139.4	398.9
Grand Total	525.4	554.7	357.9	657.2	104.3	112.6	155.5	139.4	2606.9

Annual FTEs Based on 261 Work Days a Year

Worksheet	Angeliki	Anti-Infectives	Cardio	CNS	CNS_cabergoline_alprazolam	GI_Other	Men_Women's_Health	Pain_Inflam	Grand Total
Angeliki	2.0								2.0
Cohen			0.4	2.5					2.9
Dross			0.4		0.4		0.6		1.4
Elyse		2.1							2.1
Jonathan			0.6			0.4		0.5	1.5
Grand Total	2.0	2.1	1.4	2.5	0.4	0.4	0.6	0.5	10.0

The only challenge with this report is its formatting. The orange lines above are the summary lines and were manually set to orange. *In the MA-MOS Phase 3 MyModel_Inc intends on automating report color customization but this deliverable is manual.*

10 Generate Data Tables (con't)

The following summarizes the remaining activities to generate the FTE report.
Step 10.1: Export Simulated FTE Data from Portfolio Simulator
Step 10.2: Convert Exported Data to a Number Format
Step 10.3: Update Attribute Lookup Table & Generate Report
Step 10.4: Other Information

EP-CDMA 8-24-2010 Resource Report Version 3

ENTER ANNUAL WORK DAYS 261

Update Report

Annual Days of Work

Interviewee	Angeliki	Anti-Infectives	Cardio	CNS	CNS_cabergoline_alprazolam	GI_Other	Men_Women's_Health	Pain_Inflam	Grand Total
Angeliki	525.4								525.4
Cohen 1				657.2					657.2
Cohen 2			108.6						108.6
Dross			102.2		104.3		155.5		361.9
Elyse		554.7	0.2						554.9
Jonathan			147.0			112.6		139.4	398.9
Grand Total	525.4	554.7	357.9	657.2	104.3	112.6	155.5	139.4	2606.9

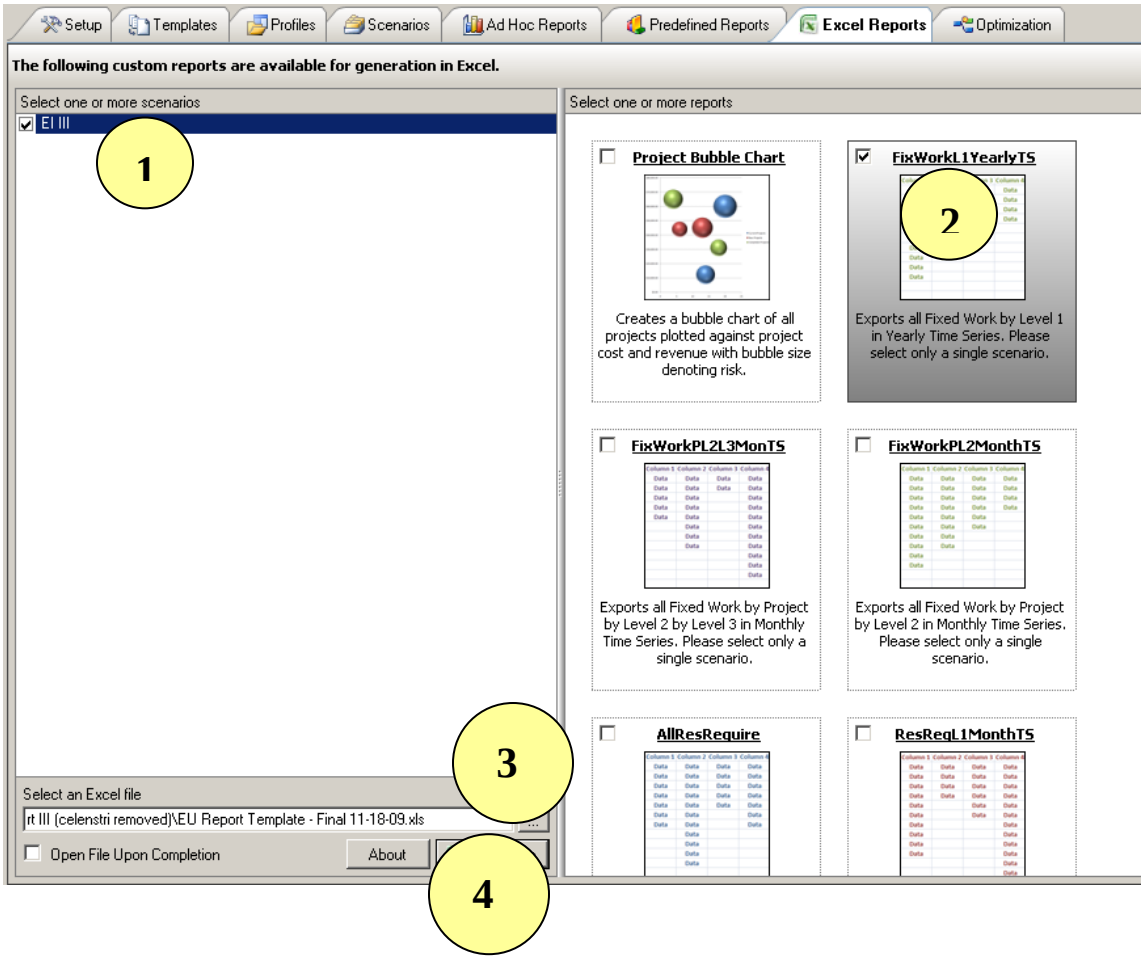
Annual FTEs Based on 261 Work Days a Year

Worksheet	Angeliki	Anti-Infectives	Cardio	CNS	CNS_cabergoline_alprazolam	GI_Other	Men_Women's_Health	Pain_Inflam	Grand Total
Angeliki	2.0								2.0
Cohen 1				2.5					2.5
Cohen 2			0.4						0.4
Dross			0.4		0.4		0.6		1.4
Elyse		2.1							2.1
Jonathan									1.5
Grand Total	2.0	2.1	1.4	2.5	0.4	0.4	0.6	0.5	10.0

Spreadsheet	Purpose	How Update
Report	Final resource report format based on Excel pivot table	Hit "Update Report" button.
Pivot Table	Summarizes exported simulated data in the exported "FixWorkL1MonthTS" table	Part of "Update Report" macro routine.
Attributes	"Connects the dot" by associating project attributes to work category task FTE requirements	Hit "update lookup tables" macro; search for source "builder" file; attributes will be automatically brought in.
Pivot Data	"Connects the dot" by associating project attributes and simulated FTEs; the Pivot Table is based on this data	Updated when an analyst hits the "update lookup tables" macro and searches for builder file model based on.
Fix Work L1 Yearly TS	Core data exported from Simulator; has lookup table data applied to it	Main extract from Portfolio Simulator

Step 10.1: Export Simulated Data

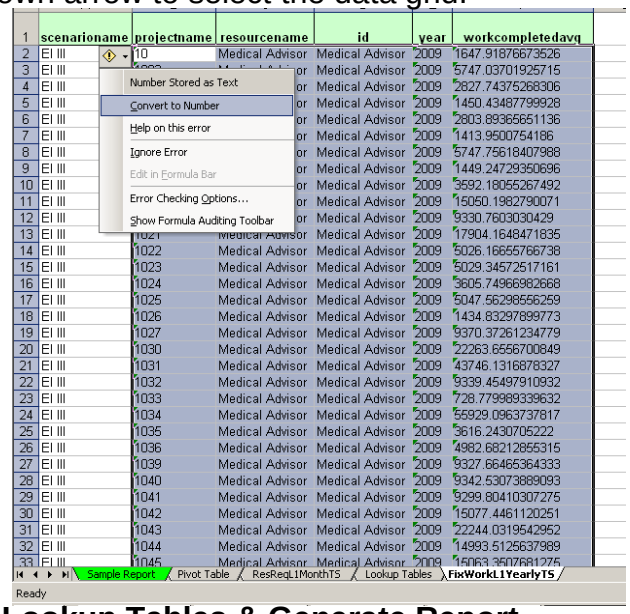
1) select the desired scenario
2) select the FixWorkL1YearlyTS Report
3) Hit the "…" box and navigate to either the EU or US "Report MA FINAL 11-25-09.xls" Excel report file
4) Generate report & have the "Open File Upon Completion" checkbox checked.



10 Generate Data Tables (con't)

Step 10.2: Convert Exported Data to a Number Format

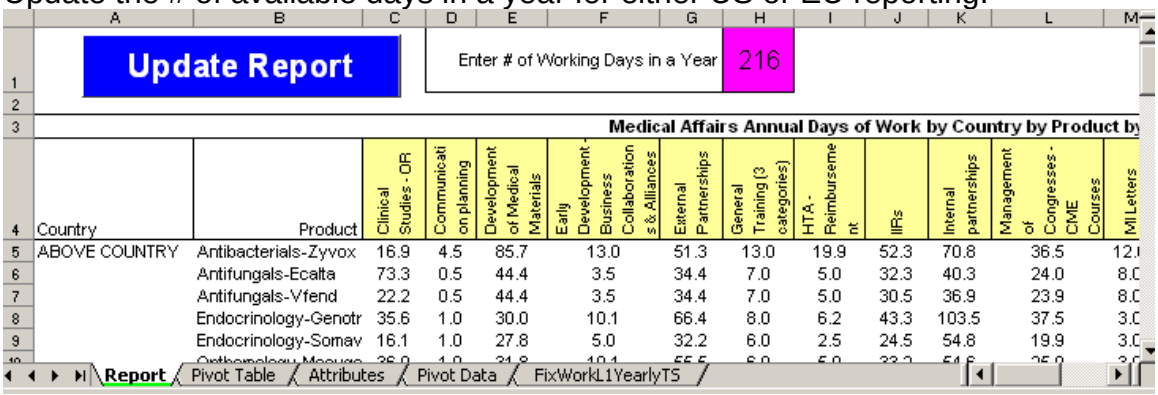
1) The "FixworkqL1YearTS" worksheet is always refreshed when data is "generated" from a new scenario.
2) Convert data to a number. Select cells D2 to F10000 and at the top of the D2 hit the Excel question box to have data converted to a number
    a. Tool-tip: instead of using a mouse the data can be quickly highlighted by selecting cell D2 and while holding the "shift + control" use the right and down arrow to select the data grid.



1	scenarioname	projectname	resourcename	id	year	workcompletedavg
2	EI III	10	Medical Advisor	Medical Advisor	2009	1647.91876673526
3	EI III		or	Medical Advisor	2009	5747.03701925715
4	EI III		or	Medical Advisor	2009	2827.74375268306
5	EI III		or	Medical Advisor	2009	1450.43487799928
6	EI III		or	Medical Advisor	2009	2803.89365651136
7	EI III		or	Medical Advisor	2009	1413.9500754186
8	EI III		or	Medical Advisor	2009	5747.75618407988
9	EI III		or	Medical Advisor	2009	1449.24729350696
10	EI III		or	Medical Advisor	2009	3592.18055267492
11	EI III		or	Medical Advisor	2009	15050.1982790071
12	EI III		or	Medical Advisor	2009	9330.7603030429
13	EI III	1021	Medical Advisor	Medical Advisor	2009	17904.1648471835
14	EI III	1022	Medical Advisor	Medical Advisor	2009	5026.16655766738
15	EI III	1023	Medical Advisor	Medical Advisor	2009	5029.34572517161
16	EI III	1024	Medical Advisor	Medical Advisor	2009	3605.74966982668
17	EI III	1025	Medical Advisor	Medical Advisor	2009	5047.56298556259
18	EI III	1026	Medical Advisor	Medical Advisor	2009	1434.83297899773
19	EI III	1027	Medical Advisor	Medical Advisor	2009	9370.37261234779
20	EI III	1030	Medical Advisor	Medical Advisor	2009	22263.6556700849
21	EI III	1031	Medical Advisor	Medical Advisor	2009	43746.1316878327
22	EI III	1032	Medical Advisor	Medical Advisor	2009	9339.45497910932
23	EI III	1033	Medical Advisor	Medical Advisor	2009	728.779989339632
24	EI III	1034	Medical Advisor	Medical Advisor	2009	5929.0963737817
25	EI III	1035	Medical Advisor	Medical Advisor	2009	3616.2430705222
26	EI III	1036	Medical Advisor	Medical Advisor	2009	4982.68212855315
27	EI III	1039	Medical Advisor	Medical Advisor	2009	9327.66465364333
28	EI III	1040	Medical Advisor	Medical Advisor	2009	9342.53073889093
29	EI III	1041	Medical Advisor	Medical Advisor	2009	9299.80410307275
30	EI III	1042	Medical Advisor	Medical Advisor	2009	15077.4461120251
31	EI III	1043	Medical Advisor	Medical Advisor	2009	22244.0319542952
32	EI III	1044	Medical Advisor	Medical Advisor	2009	14993.5125637989
33	EI III	1045	Medical Advisor	Medical Advisor	2009	15063.3507681275

Step 10.3: Update Lookup Tables & Generate Report

- To ensure the correct "Builder" file attributes are in the model hit the "Update Lookup Tables" macro, search for builder file, and it will retrieve them.
- Hit the "update report" macro to refresh the pivot table based on the exported data. Always check the number of rows of the pivot table to ensure they align to the "report" table in case new products were added or subtracted. *This is the remaining item not automated but MyModel_Inc intends to do so as part of the MA-MOS modeling effort.*
- Update the # of available days in a year for either US or EU reporting.



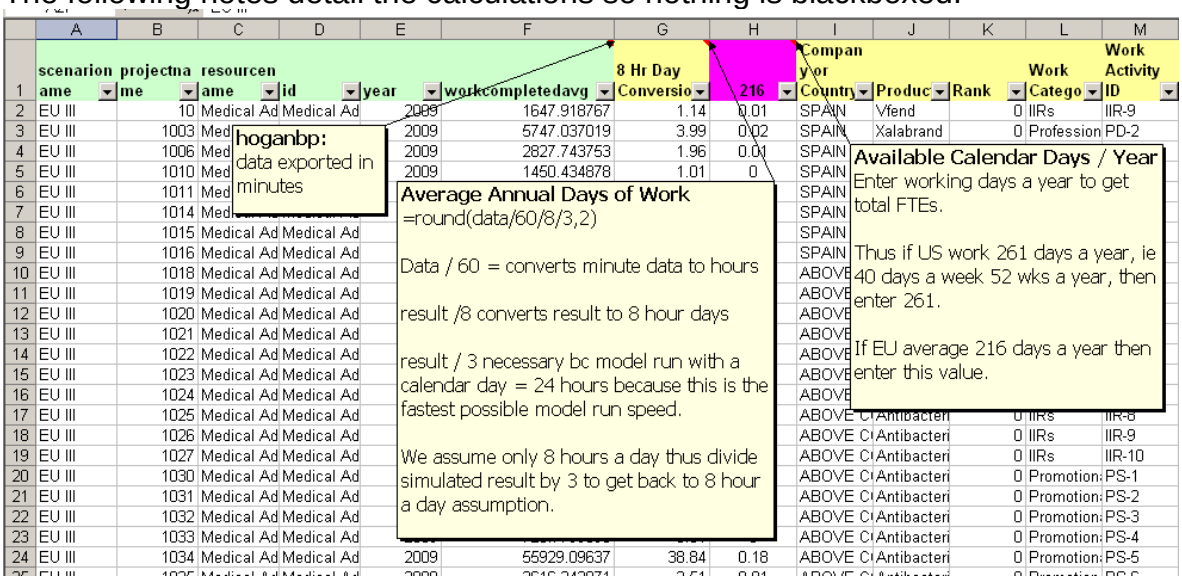
Medical Affairs Annual Days of Work by Country by Product by

Country	Product	Clinical Studies - OR	Communication planning	Development of Medical Materials	Early Development	Business Collaborations & Alliances	External Partnerships	General Training (3 categories)	HTA - Reimbursement	IIRs	Internal partnerships	Management of Congresses - CME Courses	MI Letters
ABOVE COUNTRY	Antibacterials-Zyvox	16.9	4.5	85.7	13.0	51.3	19.9	52.3	70.8	36.5	12.1		
	Antifungals-Ecalta	73.3	0.5	44.4	3.5	34.4	7.0	5.0	32.3	40.3	24.0	8.0	
	Antifungals-Vfend	22.2	0.5	44.4	3.5	34.4	7.0	5.0	30.5	36.9	23.9	8.0	
	Endocrinology-Genotr	35.6	1.0	30.0	10.1	66.4	8.0	6.2	43.3	103.5	37.5	3.0	
	Endocrinology-Somav	16.1	1.0	27.8	5.0	32.2	6.0	2.5	24.5	54.8	19.9	3.0	

10 Generate Data Tables (con't)

Step 10.4: Other Information

The following notes detail the calculations so nothing is blackboxed.



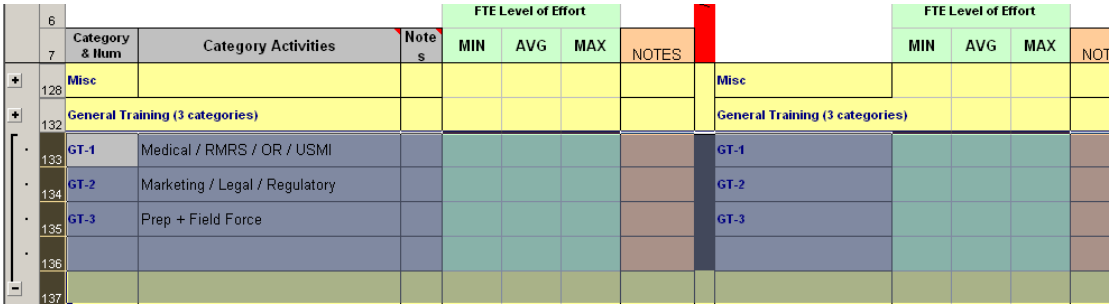
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	scenarion ame	projectna me	resourcen ame	id	year	workcompletedavg	8 Hr Day Conversio	216	Compan y or Country	Produc	Rank	Work Catego	Work Activity ID
2	EU III	10	Medical Ad	Medical Ad	2009	1647.918767	1.14	0.01	SPAIN	Vfend	0	IIRs	IIR-9
3	EU III	1003	Med		2009	5747.037019	3.99	0.02	SPAIN	Xalabrand	0	Profession	PD-2
4	EU III	1006	Med		2009	2827.743753	1.96	0.01	SPAIN				
5	EU III	1010	Med		2009	1450.434878	1.01	0	SPAIN				
6	EU III	1011	Med						SPAIN				
7	EU III	1014	Med						SPAIN				
8	EU III	1015	Medical Ad	Medical Ad					SPAIN				
9	EU III	1016	Medical Ad	Medical Ad					SPAIN				
10	EU III	1018	Medical Ad	Medical Ad					ABOVE				
11	EU III	1019	Medical Ad	Medical Ad					ABOVE				
12	EU III	1020	Medical Ad	Medical Ad					ABOVE				
13	EU III	1021	Medical Ad	Medical Ad					ABOVE				
14	EU III	1022	Medical Ad	Medical Ad					ABOVE				
15	EU III	1023	Medical Ad	Medical Ad					ABOVE				
16	EU III	1024	Medical Ad	Medical Ad					ABOVE				
17	EU III	1025	Medical Ad	Medical Ad					ABOVE C	Antibacteri	0	IIRs	IIR-8
18	EU III	1026	Medical Ad	Medical Ad					ABOVE C	Antibacteri	0	IIRs	IIR-9
19	EU III	1027	Medical Ad	Medical Ad					ABOVE C	Antibacteri	0	IIRs	IIR-10
20	EU III	1030	Medical Ad	Medical Ad					ABOVE C	Antibacteri	0	Promotion	PS-1
21	EU III	1031	Medical Ad	Medical Ad					ABOVE C	Antibacteri	0	Promotion	PS-2
22	EU III	1032	Medical Ad	Medical Ad					ABOVE C	Antibacteri	0	Promotion	PS-3
23	EU III	1033	Medical Ad	Medical Ad					ABOVE C	Antibacteri	0	Promotion	PS-4
24	EU III	1034	Medical Ad	Medical Ad	2009	55929.09637	38.84	0.18	ABOVE C	Antibacteri	0	Promotion	PS-5

11 Advanced Options

The solution is not limited to 5 categories. Categories can be both added or subtracted. All that is required is that each category has a “header” row and then its task rows.

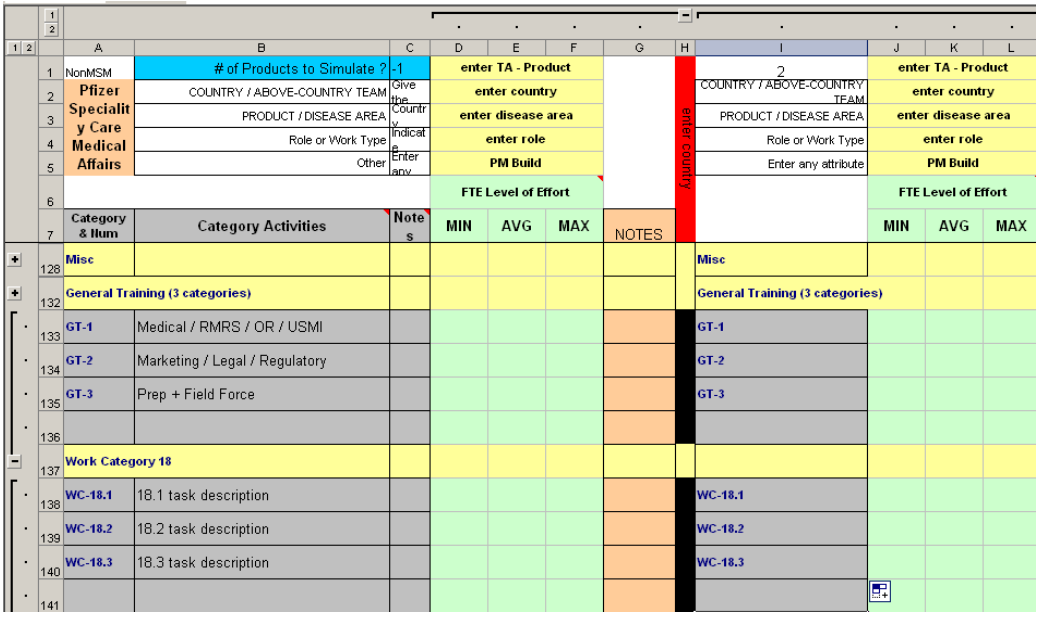
The naming of the categories is entirely user defined and is only important in terms of output reporting. Whatever names are put here are used in the Excel Reports so short descriptive names are strongly encouraged.

Before view:



				FTE Level of Effort						FTE Level of Effort			
6													
7	Category & Num	Category Activities	Notes	MIN	AVG	MAX	NOTES			MIN	AVG	MAX	NOT
128	Misc								Misc				
132	General Training (3 categories)								General Training (3 categories)				
133	GT-1	Medical / RMRS / OR / USMI							GT-1				
134	GT-2	Marketing / Legal / Regulatory							GT-2				
135	GT-3	Prep + Field Force							GT-3				
136													
137													

After view:



	A	B	C	D	E	F	G	H	I	J	K	L
1	NonMSM	# of Products to Simulate ?	-1	enter TA - Product				enter country	2	enter TA - Product		
2	Pfizer Specialty Care Medical Affairs	COUNTRY / ABOVE-COUNTRY TEAM	Give the	enter country					COUNTRY / ABOVE-COUNTRY TEAM	enter country		
3		PRODUCT / DISEASE AREA	Country	enter disease area					PRODUCT / DISEASE AREA	enter disease area		
4		Role or Work Type	Indicate	enter role					Role or Work Type	enter role		
5		Other	Enter any	PM Build					Enter any attribute	PM Build		
6				FTE Level of Effort						FTE Level of Effort		
7	Category & Num	Category Activities	Notes	MIN	AVG	MAX	NOTES			MIN	AVG	MAX
128	Misc								Misc			
132	General Training (3 categories)								General Training (3 categories)			
133	GT-1	Medical / RMRS / OR / USMI							GT-1			
134	GT-2	Marketing / Legal / Regulatory							GT-2			
135	GT-3	Prep + Field Force							GT-3			
136												
137	Work Category 18											
138	WC-18.1	18.1 task description							WC-18.1			
139	WC-18.2	18.2 task description							WC-18.2			
140	WC-18.3	18.3 task description							WC-18.3			
141												

11 Advanced Options (con't)

Should the number of "rows" increase or decrease because there are a different number of template tasks please update the total task rows on the "data summary control" worksheet in cell E4.

Said another way, input the total number of rows across "all sheets" that tasks should be included in the simulation. If 30 is entered then only 30 rows from row 7 on any data collection sheet will be included in the simulation run.

This sheet is populated when loaded to the simulation

Enter # of Tasks Across all Spreadsheets	30
Factor - Increase/Decrease	1

Worksheet	TA	Country	Interviewee	Role	User Definec
Cohen	CNS	US	Interview 1	CoE	Data Set 1
Cohen	Cardio	US	Cohen 2	CoE	Data Set 1
Dross	Men_Women's_Health	US	Dross	CoE	Data Set 1
Dross	S_cabergoline_alprazo	US	Dross	CoE	Data Set 1
Dross	Cardio	US	Dross	CoE	Data Set 1
Elyse	Anti-Infectives	US	Elyse	CoE	Data Set 1
Elyse	Cardio	US	Elyse	CoE	Data Set 1
Angeliki	Angeliki	US	Angeliki	CoE	Data Set 1
Jonathan	Cardio	US	Jonathan	CoE	Data Set 1
Jonathan	GI_Other	US	Jonathan	CoE	Data Set 1
Jonathan	Pain_Inflam	US	Jonathan	CoE	Data Set 1
					Data Set 1