



***Self-Paced e-Learning User's Guide
to the Project Integration Management Simulation 2010***

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Goal

The purpose of this simulation is to keep your project management skills sharp with a hands-on tool that allows you to put project management industry standards to practice within the safety of a virtual world. The simulation utilizes a project scenario of localizing a software product into multiple languages for international markets. The focus of the simulation is on project management fundamentals and does not require domain knowledge. The simulation provides you with the opportunity to apply the *PMBOK® Guide* framework to a real world project, using various metrics to gauge the effectiveness of your decisions.

Up until recently, the only effective way for aspiring and current project managers to practice their project management skills has been to work on real, live projects. Although this is the best way to learn, not everyone has the opportunity to lead complex projects. Even when the opportunity is available to lead a project, lack of training or experience can lead to failure that can have a negative effect on the project and the project manager's career.

Just like flying an airplane, managing a large project is comprised of hundreds - if not thousands - of interrelated, complex tasks that must be managed in concert to ensure success and prevent failure. As pilots are trained to fly an array of aircraft and read different types of flight instruments, project managers need to be exposed to different project scenarios and learn to use different tools and techniques to manage those projects. For example, airline pilots undergo hundreds of hours training on simulators before they can start logging their flight time in order to gain experience as a pilot. Since you would never board an airplane with an inexperienced pilot, taking on a project without the proper training or experience could be disastrous.

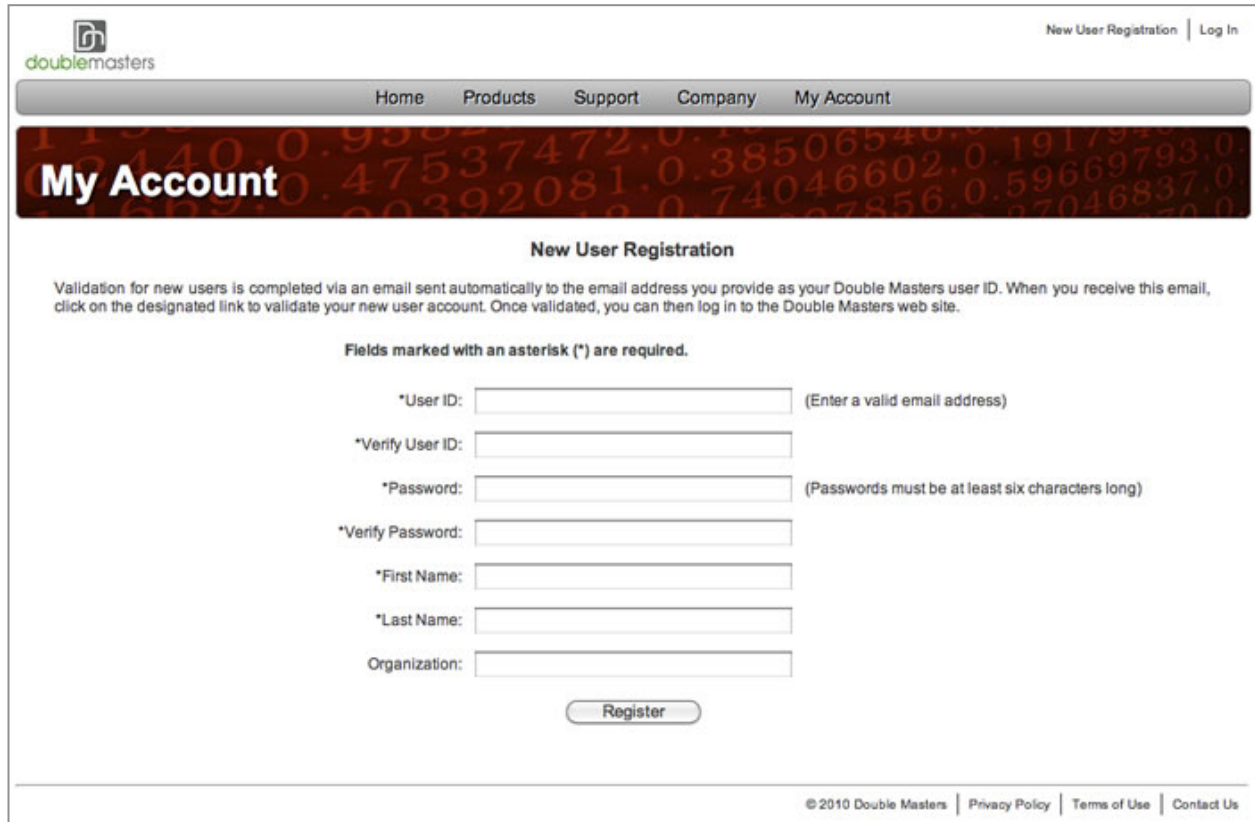
Double Masters envisions a future where all project managers, just like airplane pilots, will train on virtual simulators to improve their skills, reduce the potential for costly errors, and successfully deliver projects on time and on budget.

Accessing the Simulation

Whenever you want to run a Double Masters self-paced simulation, you need to register for a simulation session. The simulation provides each user with detailed feedback, using various metrics to gauge the effectiveness of his or her decisions. A *Scorecard* is available upon completion of the simulation with a final score out of 100. A user must score 70 or better in any one of their three simulation runs to earn their PDUs. The simulation is worth 7 PDUs and costs \$150 USD per student. Run time is approximately 7 hours.

Creating Your Double Masters User Account

Before you can register for a simulation session, you first must create a Double Masters user account. In the upper right hand corner of the Double Masters home page, click on *New User Registration*. This will bring you to the following page:

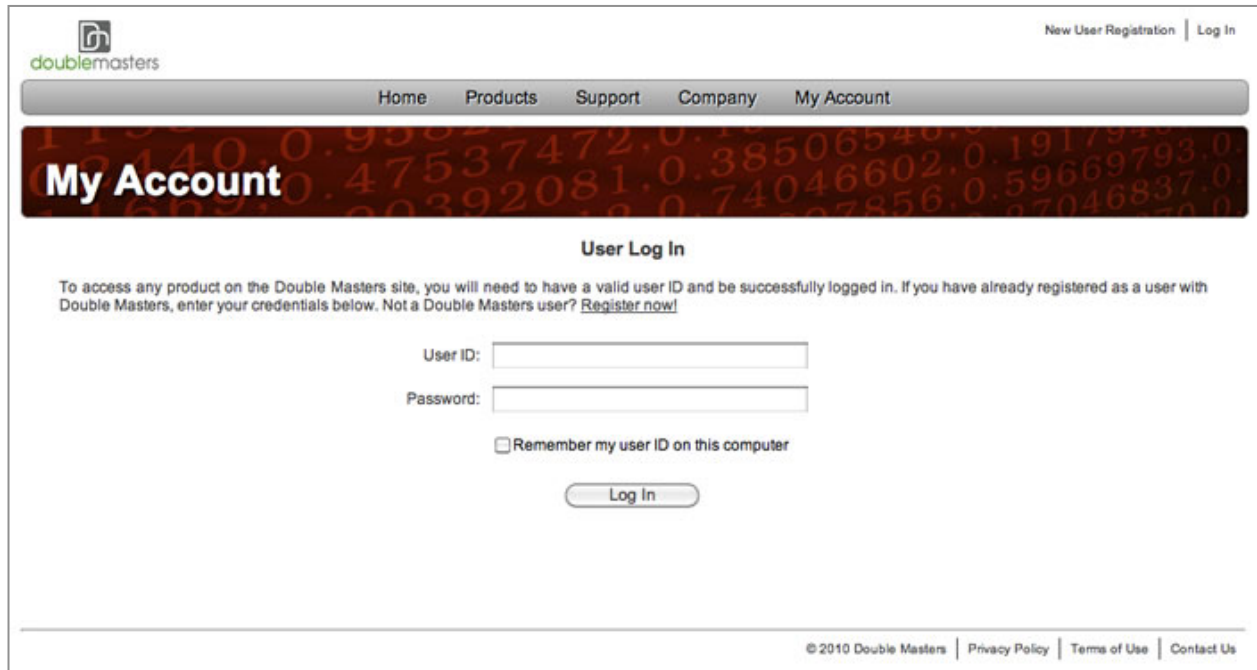


The screenshot shows the 'My Account' section of the Double Masters website. At the top left is the 'doublemasters' logo. At the top right are links for 'New User Registration' and 'Log In'. A navigation bar contains links for 'Home', 'Products', 'Support', 'Company', and 'My Account'. Below this is a dark red banner with the text 'My Account' and a background of red numbers. The main content area is titled 'New User Registration' and includes a validation notice: 'Validation for new users is completed via an email sent automatically to the email address you provide as your Double Masters user ID. When you receive this email, click on the designated link to validate your new user account. Once validated, you can then log in to the Double Masters web site.' Below the notice is a note: 'Fields marked with an asterisk (*) are required.' The registration form consists of the following fields: '*User ID:' (with a note '(Enter a valid email address)'), '*Verify User ID:', '*Password:' (with a note '(Passwords must be at least six characters long)'), '*Verify Password:', '*First Name:', '*Last Name:', and 'Organization:'. A 'Register' button is located at the bottom of the form. At the bottom of the page, there is a footer with the text '© 2010 Double Masters | Privacy Policy | Terms of Use | Contact Us'.

After you fill out the form and press the *Register* button, you will automatically receive an email, which contains a link for you to validate your user account. Once validated, you can then log in to the Double Masters site.

Logging In to the Double Masters Site

In the upper right hand corner of the Double Masters home page, click on *Log In*. This will bring you to the following page:



The screenshot shows the 'My Account' login page for Double Masters. At the top left is the 'doublemasters' logo. At the top right are links for 'New User Registration' and 'Log In'. A navigation bar below the logo contains links for 'Home', 'Products', 'Support', 'Company', and 'My Account'. The main heading is 'My Account' in large white text on a dark red background with a pattern of numbers. Below this is the 'User Log In' section. It includes a paragraph of instructions: 'To access any product on the Double Masters site, you will need to have a valid user ID and be successfully logged in. If you have already registered as a user with Double Masters, enter your credentials below. Not a Double Masters user? [Register now!](#)'. There are two input fields: 'User ID:' and 'Password:'. Below the password field is a checkbox labeled 'Remember my user ID on this computer'. A 'Log In' button is centered below the checkbox. At the bottom right of the page, there is a footer with the text '© 2010 Double Masters | [Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)'.

After you enter your user ID and password and press the *Log In* button, you will be brought to the *My Account* page.

Registering for a Session

From the *My Account* page, you can register for a simulation session. Initially, the page will look like this:

doublemasters

Logged in as: sally_smith@doublemasters.com (Profile) | Log Out

Home Products Support Company My Account

My Account

For University Students

If you want to run a Double Masters simulation as part of a university course, you need to have its session access credentials (session ID and access code) which will be provided to you by your instructor. To register for a session, press the 'Register For a University Session' button below to be prompted for your access credentials.

Self-Paced e-Learning For Project Managers

If you want to register for a Double Masters self-paced e-learning simulation, press the 'Purchase Self-Paced e-Learning' button below to begin the purchase and registration process.

Running Simulations

Once you are registered, you can run simulations from this page by clicking on any simulation name listed below.

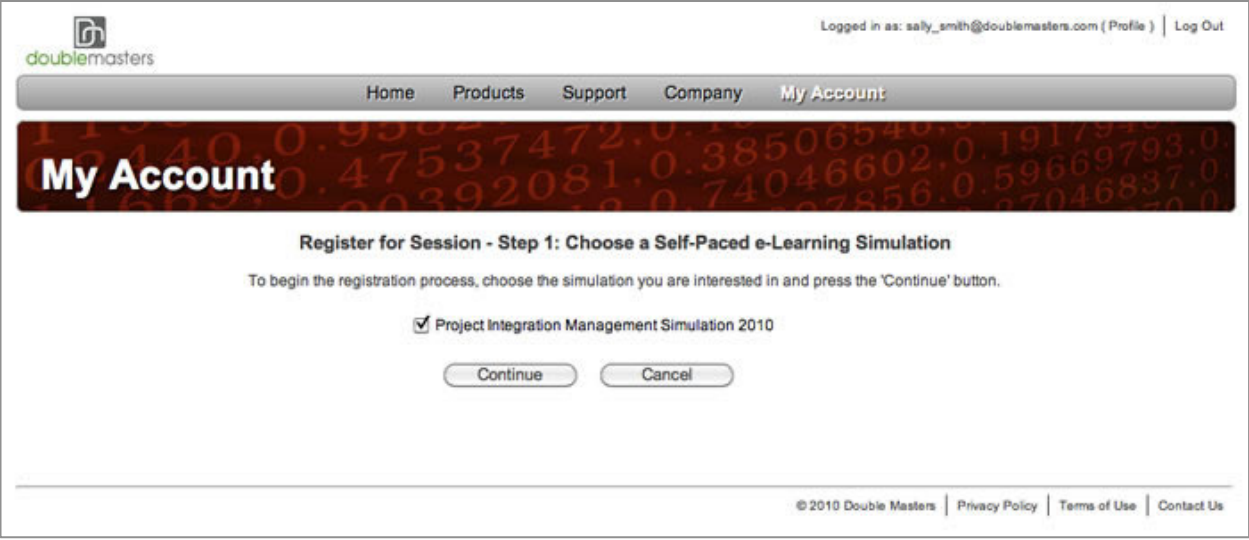
Your Sessions

Session Description	Sponsor	Simulation ▲	Start	End	Status
You have not registered for any sessions yet.					

[Register For a University Session](#) [Purchase Self-Paced e-Learning](#)

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To register for a self-paced simulation session, press the *Purchase Self-Paced e-Learning* button. This will bring you to the following page:



Press the *Continue* button to proceed to the session verification page.

The session verification page lists the session details for the simulation you choose:

The screenshot shows the 'My Account' page on the Double Masters website. At the top, the user is logged in as 'sally_smith@doublemasters.com'. The navigation menu includes Home, Products, Support, Company, and My Account. The main heading is 'My Account' with a decorative background of numbers. The page title is 'Register for Session - Step 2: Verify Session Details'. Below this, there is a paragraph of instructions: 'If this is the correct session, press the 'Review Terms of Use' button to review the Terms of Use agreement for this site and all Double Masters products. If this is not the session you wanted to register for, press the 'Go Back' button and choose a different simulation.' The registration details are as follows: Session Description: Self Paced e-Learning; Simulation: Project Integration Management Simulation 2010; Start: 2010-10-11; End: 2010-11-11; Cost to Register: \$. At the bottom of the form are three buttons: 'Go Back', 'Review Terms of Use', and 'Cancel'. The footer contains copyright information: © 2010 Double Masters | Privacy Policy | Terms of Use | Contact Us.

If this is the correct simulation session, press the *Review Terms of Use* button to proceed to the next step in the session registration process.

You should thoroughly review the Double Masters 'Terms of Use' agreement before you accept it. If you choose to accept it, check the box at the bottom of the page and choose your payment method. If you want to pay by credit card, press the *Check Out* button. If you want to pay using your PayPal account, press the *Check out with PayPal* button.

The screenshot shows the Double Masters website interface. At the top left is the Double Masters logo. At the top right, it says "Logged in as: sally_smith@doublemasters.com (Profile) | Log Out". Below this is a navigation bar with links for Home, Products, Support, Company, and My Account. The main heading is "My Account" in a large, bold font. Below the heading is the section title "Register for Session - Step 3: Accept 'Terms of Use' Agreement and Choose Payment Method". A paragraph of text reads: "Please review the Double Masters 'Terms of Use' agreement listed below. If you choose to accept it, press the 'Check Out' button to check out with a credit card, or the 'Check out with PayPal' button if you want to check out using your PayPal™ account." Below this are two input fields: "Session Description: Self Paced e-Learning" and "Sponsoring Organization: Double Masters". The "Terms of Use:" section contains a scrollable text area with the following content:

Double Masters Terms of Use

By clicking the "I Accept" button displayed as part of the session registration process, you agree to the following terms and conditions (The "Agreement") governing your use of the Double Masters online service. If you are entering into this agreement on behalf of a company or university, you represent that you have the authority to bind such entity to these terms and conditions, in which case the terms "You" or "Your" shall refer to such entity. If you do not have such authority, or if you do not agree with these terms and conditions, you must not select the "I Agree" button and may not use the service.

1. Description of Service

Double Masters is providing you with project management simulations in the form of Software as a Service (The "Service"), which includes a browser interface and data encryption, transmission, access and storage. Your registration for, or use of, the Service shall be deemed to be your agreement to abide by this Agreement including any materials available on the Double Masters website incorporated by reference herein, including but not limited to Double Masters privacy policies. For reference, a Definitions section is included at the end of this Agreement.

I accept the Double Masters 'Terms of Use' agreement

[Go Back](#) [Check Out](#) [Check out with PayPal](#) [Cancel](#)

The next page you see will be dependent on the payment method you choose.

Paying by Credit Card

If you choose to pay by credit card, the next page will allow you to enter credit card information and your billing address.

The screenshot shows the 'My Account' section of the Double Masters website. The user is logged in as 'sally_smith@doublemasters.com'. The page title is 'My Account' and the sub-header is 'Register for Session - Step 4: Enter Billing Information and Complete Your Transaction'. The page contains a form with the following fields and values:

- Session Description: Self Paced e-Learning
- Sponsoring Organization: Double Masters
- Cost to Register: \$
- Payment Type: Radio buttons for PayPal, MasterCard, VISA, American Express, and Discover.
- *Credit Card Number: 1234-5678-1234-5678
- *Expiration Date: January 2013
- *CVV: 123
- *First Name: Sally
- *Last Name: Smith
- *Address Line 1: One Main Street
- Address Line 2: (empty)
- *City: Boston
- *State/Province: Massachusetts
- *Zip/Postal Code: 02117
- *Country: United States

At the bottom of the form are three buttons: 'Go Back', 'Purchase', and 'Cancel'. The footer of the page includes copyright information: '© 2010 Double Masters | Privacy Policy | Terms of Use | Contact Us'.

Once you have entered your personal information, press the *Purchase* button to complete the transaction and be transferred to the credit card confirmation page.

The confirmation page verifies the credit card transaction has been completed.

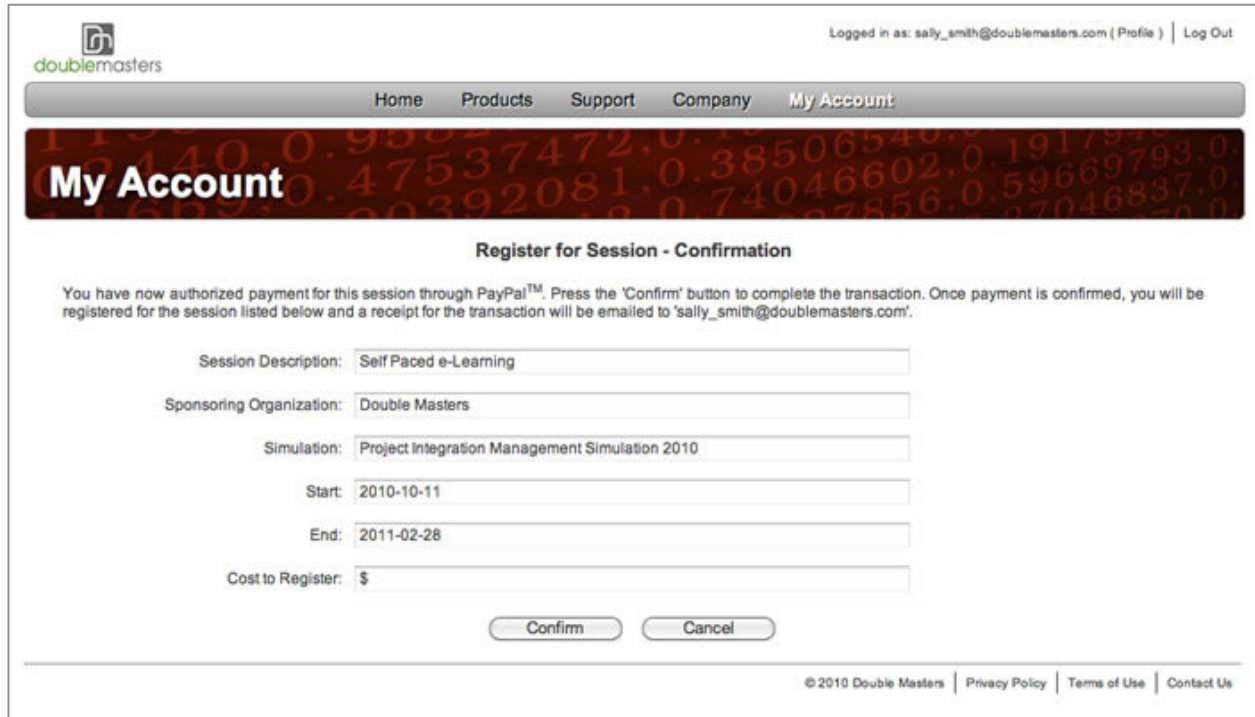
The screenshot shows the 'My Account' section of the DoubleMasters website. At the top left is the DoubleMasters logo. At the top right, it says 'Logged in as: sally_smith@doublemasters.com (Profile) | Log Out'. Below this is a navigation bar with links for Home, Products, Support, Company, and My Account. The main header area has a dark background with the text 'My Account' in white. The central heading is 'Register for Session - Confirmation'. Below this, a message states: 'You are now registered for the session listed below and a receipt for the transaction has been emailed to 'sally_smith@doublemasters.com'. Press the 'Done' button to return to the list of sessions you are registered for.' The registration details are as follows:

Session Description:	Self Paced e-Learning
Simulation:	Project Integration Management Simulation 2010
Start:	2010-10-11
End:	2010-11-11
Cost to Register:	\$

At the bottom of the registration details is a 'Done' button. The footer contains the copyright notice '© 2010 Double Masters' and links for 'Privacy Policy', 'Terms of Use', and 'Contact Us'.

Paying with your PayPal Account

If you choose to pay with your PayPal account, the next page you see after you accept the Double Masters Terms of Use agreement will be on the PayPal site. Follow the instructions provided by PayPal to authorize the transaction. Once you have successfully completed the PayPal transaction authorization, you will automatically be transferred back to the Double Master site. The page you see when you return allows you to confirm the PayPal purchase.



The screenshot shows the Double Masters website interface. At the top left is the Double Masters logo. At the top right, it says "Logged in as: sally_smith@doublemasters.com (Profile) | Log Out". Below this is a navigation bar with links for Home, Products, Support, Company, and My Account. The main content area has a dark red header with the text "My Account" in white. Below the header is a section titled "Register for Session - Confirmation". The text in this section reads: "You have now authorized payment for this session through PayPal™. Press the 'Confirm' button to complete the transaction. Once payment is confirmed, you will be registered for the session listed below and a receipt for the transaction will be emailed to 'sally_smith@doublemasters.com'." Below this text is a form with the following fields: "Session Description: Self Paced e-Learning", "Sponsoring Organization: Double Masters", "Simulation: Project Integration Management Simulation 2010", "Start: 2010-10-11", "End: 2011-02-28", and "Cost to Register: \$". At the bottom of the form are two buttons: "Confirm" and "Cancel". At the very bottom of the page, there is a footer with the text "© 2010 Double Masters | Privacy Policy | Terms of Use | Contact Us".

Note that your PayPal account will not be charged until you press the *Confirm* button.

Running the Simulation

Regardless of the payment method you chose, you will notice that you now have access to your session. To run the simulation, click on the relevant link under the *Simulation* column:

doublemasters Logged in as: sally_smith@doublemasters.com (Profile) | Log Out

Home Products Support Company My Account

My Account

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Running Simulations
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Your Sessions

Session Description	Sponsor	Simulation ▲	Start	End	Status
Self Paced e-Learning	Double Masters	Project Integration Management Simulation 2010	2010-10-11	2010-11-10	Unknown

[Register For a University Session](#) [Purchase Self-Paced e-Learning](#)

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Simulation details

1) Project Integration Management Simulation 2010: Run time, about 7 hours

The simulation is broken down into eight (8) distinct sections: an Introduction and seven (7) lessons. Each section is clearly marked and ends with a summary page. The Introduction is a basic tutorial showing how to navigate the user interface and introduces the simulation objectives and content. The seven (7) remaining sections are individual lessons that include their own focused objectives. You can take longer than the estimated 7 hours to complete the simulation, but the average user should be done within that timeframe. Take your time when navigating through each scene as there is no rush. You can always suspend your session by clicking on the top right hand of your web browser *Suspend Session* and return to complete the simulation at another convenient time.

2) Simulations run *Forward Only*

This means that the simulation does not allow you to return to a previous scene to change a decision. Once you advance to the next scene, you cannot undo any decision you have made. You can always visit the *Previously Viewed Scenes* view within the *History* tab, which lists all of the scenes you have visited. Scene videos can always be replayed within this view as well by double clicking on that particular scene.

3) Help

The *Help* tab contains information on how the user interface functions as well explaining the various components of the simulation. Visit this tab if you don't understand how to proceed in the simulation. Note that *Help* contains all of the same information presented in the Introduction section, but is presented in a purely textual format.

System Requirements

Double Masters simulations have been tested under the following browsers on both the Windows and Mac OS X platforms:

- Internet Explorer 7.0 or greater (Windows only)
- Safari 3.0 or greater (Mac OS X only)
- Firefox 3.0 or greater (Windows and Mac OS X)
- Chrome 3.0 or greater (Windows and Mac OS X)

Regardless of the browser, you will also have to enable cookies as well as have the [Adobe® Flash Player](#) installed. Depending on how your browser is configured, you may also have to explicitly enable pop-ups as well since they are used in several places in the Double Masters website.

Decisions

You will be asked to make many decisions during the simulation. Your decisions should not be based on intuition but rather on the information presented. Use the project data to make your decisions.

Weekly Status Reports

Once the project starts, you will receive a weekly status report mail message from your localization team, detailing exactly which tasks have been completed and what work remains to be done. It is in your best interest to thoroughly review these status reports and react accordingly.

Summary Report

At the end of the simulation, a *Scorecard* view will appear under the *Simulation Overview* tab, detailing your project management performance within the simulation. The scorecard will also tabulate the results of your performance and assign a score out of 100.