



***Student User Guide  
to the Project Life Cycle Simulation***

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## Goal

The purpose of this simulation is to supplement your coursework with a hands-on tool that allows you to put project management industry standards to practice. This 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 project management concepts 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 simulation as part of a class or workshop, you need to have the access credentials (session ID and access code), which will be provided to you by your instructor. Once registered for the simulation session, your instructor can then monitor your activity and view your summary results.

## Creating Your Double Masters User Account

Before you can register for a session, you first must create a Double Masters user account. In the upper right hand corner of the Double Masters home page, click on *My Account* and then in the secondary menu click on *Create an Account*. This will bring you to the following page:

The screenshot shows the 'Create an Account' page. At the top is a navigation bar with the Double Masters logo and links for SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main heading is 'Create an Account' in green. Below it, a message states: 'Fill out the information below and you will be sent an automated email to validate your account.' A link 'Log in.' is provided for existing users. The form is divided into two sections: 'Account Info' (Required) and 'More Details' (Optional). The 'Account Info' section contains fields for Email, Verify Email, Password, Verify Password, First Name, and Last Name. The 'More Details' section contains an 'Organization' field. A green 'CREATE ACCOUNT' button is at the bottom. On the right, there is a 'TRUSTe Certified Privacy' logo. The footer includes social media icons, copyright information '© 2024 Double Masters. All rights reserved.', and links for Terms, Privacy Policy, Accessibility, and Contact Us. A small 'Privacy - Terms' icon is also present in the bottom right corner.

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SIMULATIONS SUPPORT COMPANY | MY ACCOUNT

## Create an Account

Fill out the information below and you will be sent an automated email to validate your account.

Already have a Double Masters account? [Log in.](#)

### Account Info Required

Email

Verify Email

Password

Verify Password

First Name

Last Name

### More Details Optional

Organization

**CREATE ACCOUNT**

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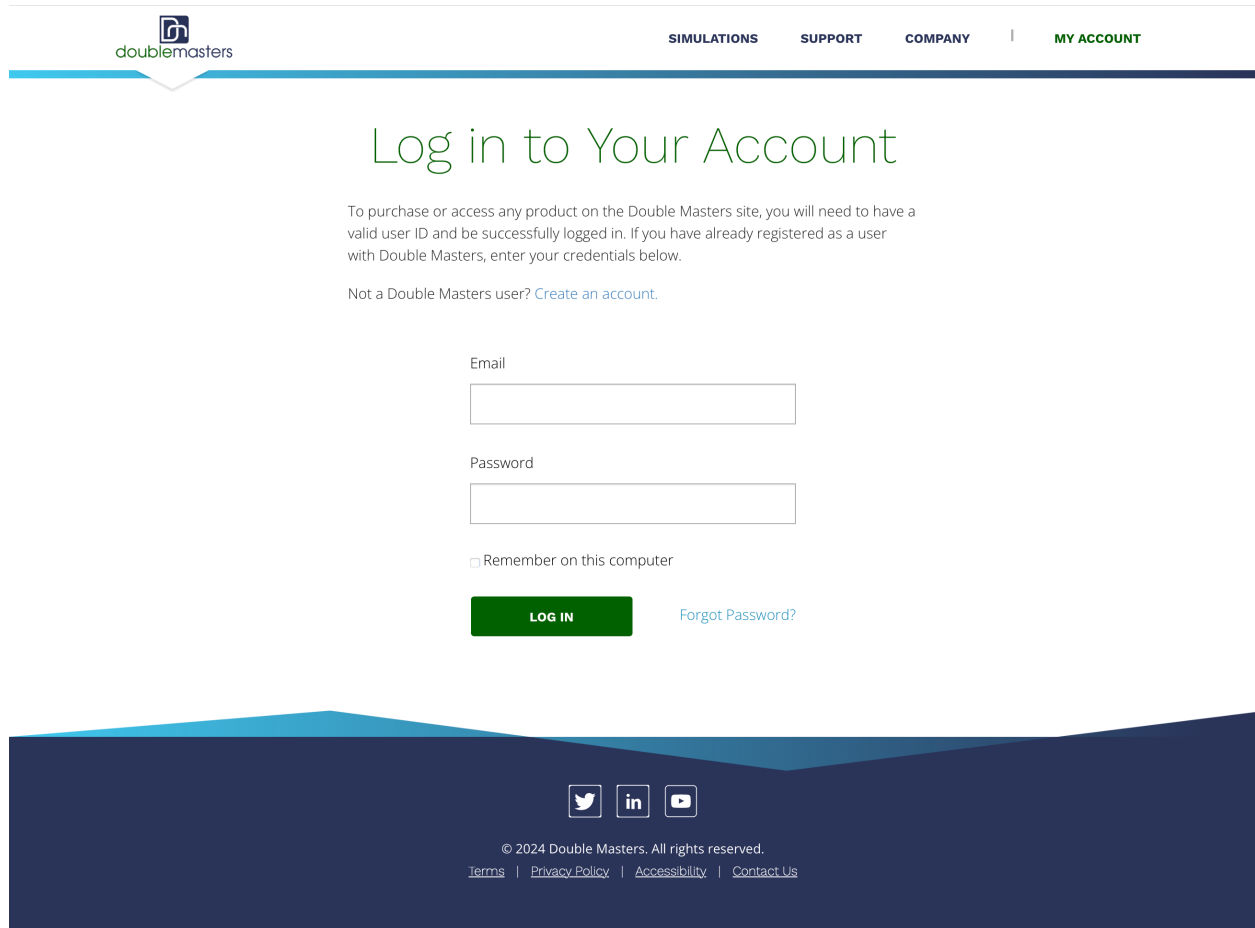
[Terms](#) | [Privacy Policy](#) | [Accessibility](#) | [Contact Us](#)

Privacy - Terms

After you fill out the form and press the *Create Account* 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 to purchase your simulation session.

## Logging In to the Double Masters Site

In the upper right hand corner of the Double Masters home page, click on *My Account* and then in the secondary menu, click on *Log In*. This will bring you to the following page:



The screenshot shows the 'Log in to Your Account' page of the Double Masters website. At the top, there is a navigation bar with the Double Masters logo on the left and links for 'SIMULATIONS', 'SUPPORT', 'COMPANY', and 'MY ACCOUNT' on the right. The 'MY ACCOUNT' link is highlighted in green. Below the navigation bar, the page title 'Log in to Your Account' is displayed in a large, green, sans-serif font. Underneath the title, a paragraph explains that users need a valid user ID and password to access products. Below this text, there is a link to 'Create an account' for new users. The login form consists of two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember on this computer'. A green 'LOG IN' button is positioned below the form, and a link for 'Forgot Password?' is to its right. The footer of the page features social media icons for Twitter, LinkedIn, and YouTube, followed by the copyright notice '© 2024 Double Masters. All rights reserved.' and links to 'Terms', 'Privacy Policy', 'Accessibility', and 'Contact Us'.

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## Log in to Your Account

To purchase or 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? [Create an account](#).

Email

Password

☐ Remember on this computer

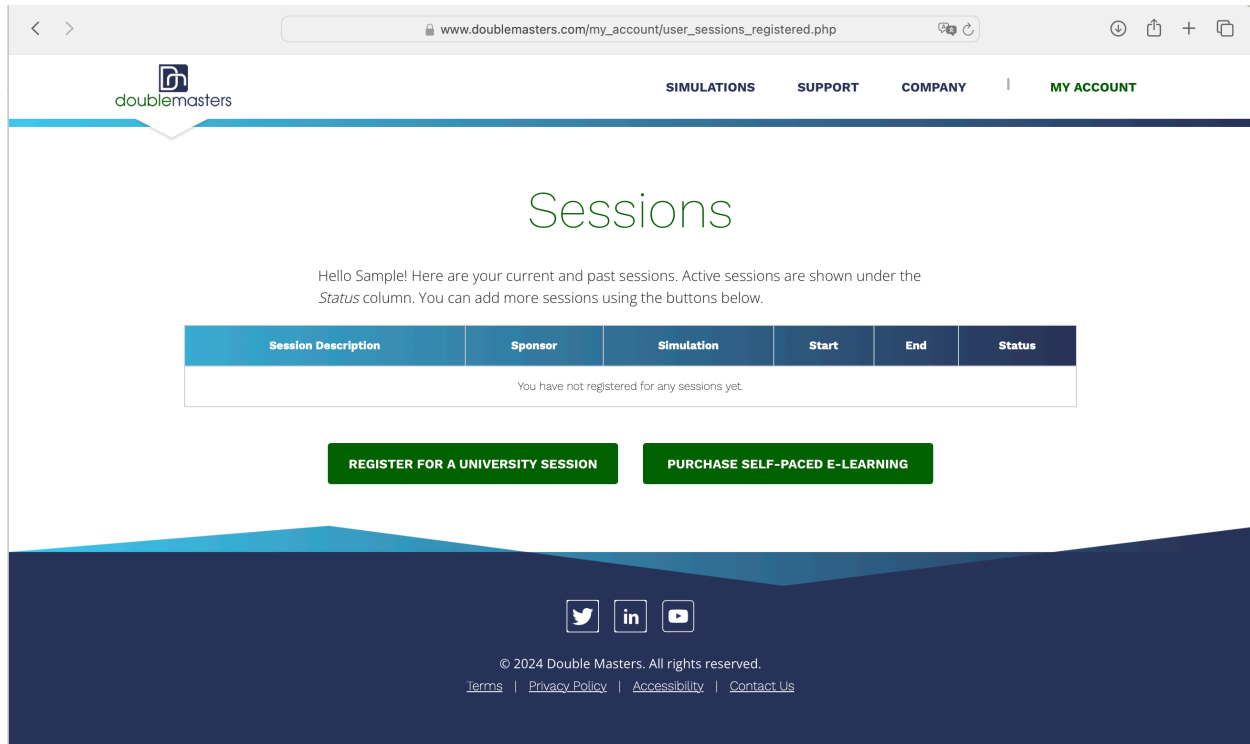
LOG IN [Forgot Password?](#)

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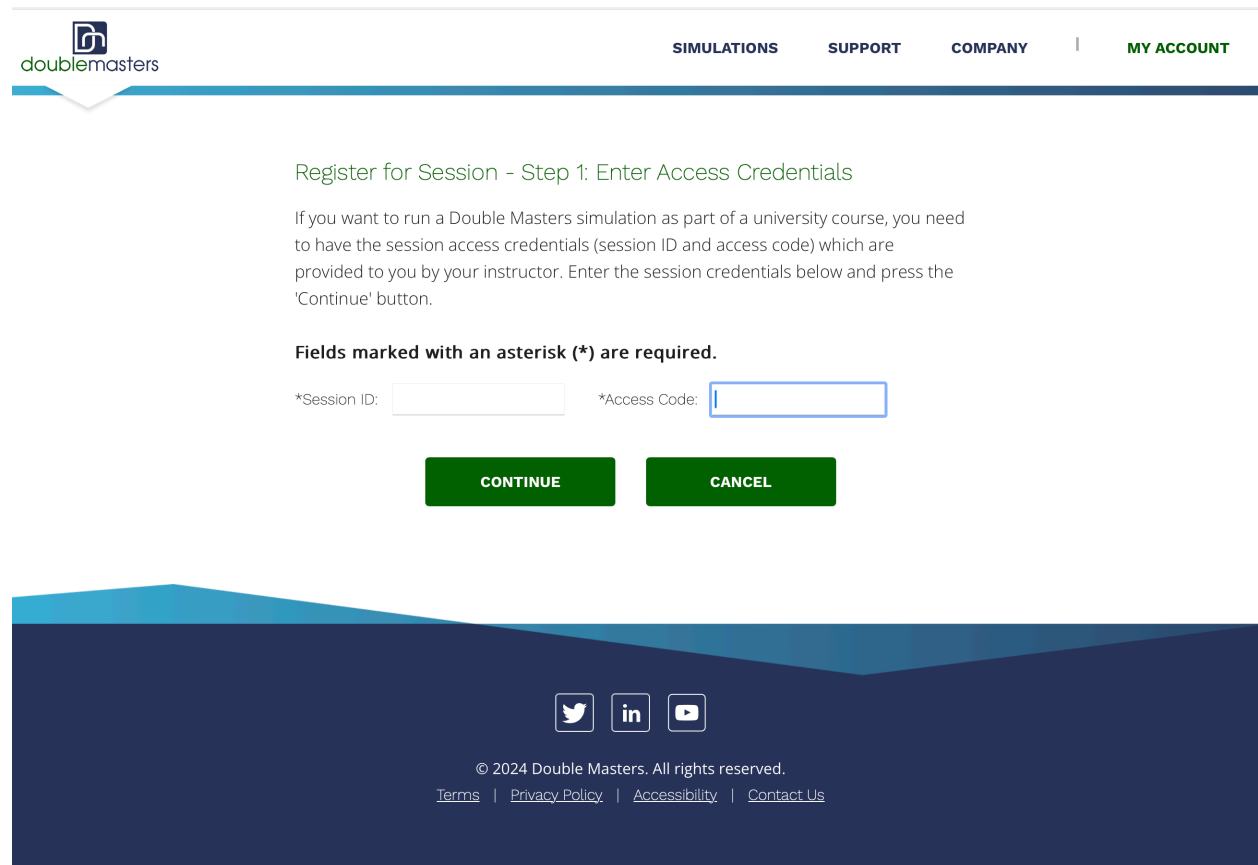
After you enter your user ID and password and press the *Log In* button, you will be brought to the main *My Account* page.

## Registering for a Session

From the *My Account page*, you can register for the session with the access credentials your instructor gave you. Initially, the page will look like this:



To register for the session sponsored by your instructor, press the *Register for a University Session* button and enter your session access credentials. This will bring you to the following page:



The screenshot shows the Double Masters website's registration interface. At the top, the Double Masters logo is on the left, and navigation links for SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT are on the right. The main heading is "Register for Session - Step 1: Enter Access Credentials". Below this, a paragraph explains that users need session access credentials (session ID and access code) provided by their instructor. A note states that fields marked with an asterisk (\*) are required. There are two input fields: "\*Session ID:" and "\*Access Code:". Below the fields are two green buttons: "CONTINUE" and "CANCEL". The footer contains social media icons for Twitter, LinkedIn, and YouTube, followed by the copyright notice "© 2024 Double Masters. All rights reserved." and links to Terms, Privacy Policy, Accessibility, and Contact Us.

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### Register for Session - Step 1: Enter Access Credentials

If you want to run a Double Masters simulation as part of a university course, you need to have the session access credentials (session ID and access code) which are provided to you by your instructor. Enter the session credentials below and press the 'Continue' button.

Fields marked with an asterisk (\*) are required.


\*Session ID:  \*Access Code:

CONTINUE CANCEL

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

The session verification page lists the session details for the access credentials you just entered.



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### Register for Session - Step 2: Verify Session Details




If this is the correct session, press the 'Continue' 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 enter different session access credentials.

Session ID:	DM0483
Session Description:	Sample Session for University Students
Sponsor:	Professor Instructor
Sponsoring Organization:	Sample University
Simulation:	Project Life Cycle Simulation
Start:	2024-09-01
End:	2024-09-30
Cost to Register:	\$40

GO BACK

CONTINUE

CANCEL




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If this is the correct session, press the *Continue* 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.



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### Register for Session - Step 3: Accept 'Terms of Use' Agreement

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.

Session Description: **Sample Session for University Students**

Sponsoring Organization: **Sample University**

#### 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 Accept" 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

☐ I accept the Double Masters 'Terms of Use' agreement

GO BACK

CHECK OUT

CANCEL



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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.

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. You will also receive an automated email receipt from Double Masters. Check your spam folder if you do not receive the automated receipt immediately. Sometimes your email server will consider auto generated emails as spam and will not forward them.

The screenshot shows a web browser window with the URL [www.doublemasters.com/my\\_account/session\\_register4\\_cc.php?session=DM0483&access\\_code=](http://www.doublemasters.com/my_account/session_register4_cc.php?session=DM0483&access_code=). The page title is "Register for Session - Step 4: Enter Billing Information". The Double Masters logo is in the top left, and navigation links for SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT are in the top right. The main content area contains instructions: "Enter all required payment and billing information below, and then press the 'Purchase' button to complete your transaction. If you choose PayPal™ as a payment type, you will be transferred to the PayPal website to authorize your payment. If you choose one of the accepted credit cards, your card will be charged." Below this is a note: "Fields marked with an asterisk (\*) are required for credit card payments only." The form fields are: Session Description (Sample Session for University Students), Sponsoring Organization (Sample University), Cost to Register (\$40), \*Payment Type (PayPal, Mastercard, VISA, American Express, Discover), \*Credit Card Number, \*Expiration Date (September 2024), \*CVV, \*First Name (Sample), \*Last Name (Student), \*Address Line 1, \*Address Line 2, \*City, \*State/Province, \*Zip/Postal Code, and \*Country (United States). At the bottom are three buttons: GO BACK, PURCHASE, and CANCEL. A TRUSTe Certified Privacy logo is in the bottom right. The footer includes social media icons for Twitter, LinkedIn, and YouTube, and copyright information: © 2024 Double Masters. All rights reserved. Links for Terms, Privacy Policy, Accessibility, and Contact Us are also present.

Register for Session - Step 4: Enter Billing Information

Enter all required payment and billing information below, and then press the 'Purchase' button to complete your transaction. If you choose PayPal™ as a payment type, you will be transferred to the PayPal website to authorize your payment. If you choose one of the accepted credit cards, your card will be charged.

**Fields marked with an asterisk (\*) are required for credit card payments only.**

Session Description: Sample Session for University Students

Sponsoring Organization: Sample University

Cost to Register: \$40

\*Payment Type: ☒ PayPal ☐ Mastercard ☐ VISA ☐ American Express ☐ Discover

\*Credit Card Number:

\*Expiration Date:   \*CVV:  [What's this?](#)

\*First Name: Sample

\*Last Name: Student

\*Address Line 1:

\*Address Line 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Country:


[GO BACK](#) [PURCHASE](#) [CANCEL](#)

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## 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.



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### Register for Session - Confirmation

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 'samplestudent@sampleuniversity.edu'.

Session ID:	DM0483
Session Description:	Sample Session for University Students
Sponsor:	Professor Instructor
Sponsoring Organization:	Sample University
Simulation:	Project Life Cycle Simulation
Start:	2023-04-11
End:	2023-05-31
Cost to Register:	\$40

CONFIRM

CANCEL



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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 *Start* button under the *Status* column:

The screenshot shows the 'Sessions' page on the Double Masters website. The header includes the Double Masters logo and navigation links: SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main heading is 'Sessions'. Below it, a welcome message reads: 'Hello Sample! Here are your current and past sessions. Active sessions are shown under the Status column. You can add more sessions using the buttons below.' A table lists the sessions:

Session Description	Sponsor	Simulation	Start	End	Status
Sample Session for University Students	Sample University	Project Life Cycle Simulation	2024-09-01	2024-09-30	<a href="#">START</a>

Below the table are two green buttons: 'REGISTER FOR A UNIVERSITY SESSION' and 'PURCHASE SELF-PACED E-LEARNING'. The footer contains social media icons for Twitter, LinkedIn, and YouTube, followed by the copyright notice '© 2024 Double Masters. All rights reserved.' and links to 'Terms', 'Privacy Policy', 'Accessibility', and 'Contact Us'.

## Simulation details

### 1) Project Life Cycle Simulation: 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 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 Tutorial but is presented in a purely textual format.

## System Requirements

Double Masters simulations work optimally in the latest versions of Google Chrome, Safari, Firefox, and Microsoft Edge both on Windows and macOS X platforms. You may have trouble using certain features on older versions of browsers.

For the best possible user experience, we recommend using Chrome for both Windows and macOS.

Double Masters simulations should work on the Apple iPad®, iPhone®, or iPod® platforms. Note that due to screen size limitations, running the simulation on the phone is NOT recommended. You will scroll endlessly.

## 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.