



doublemasters

*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

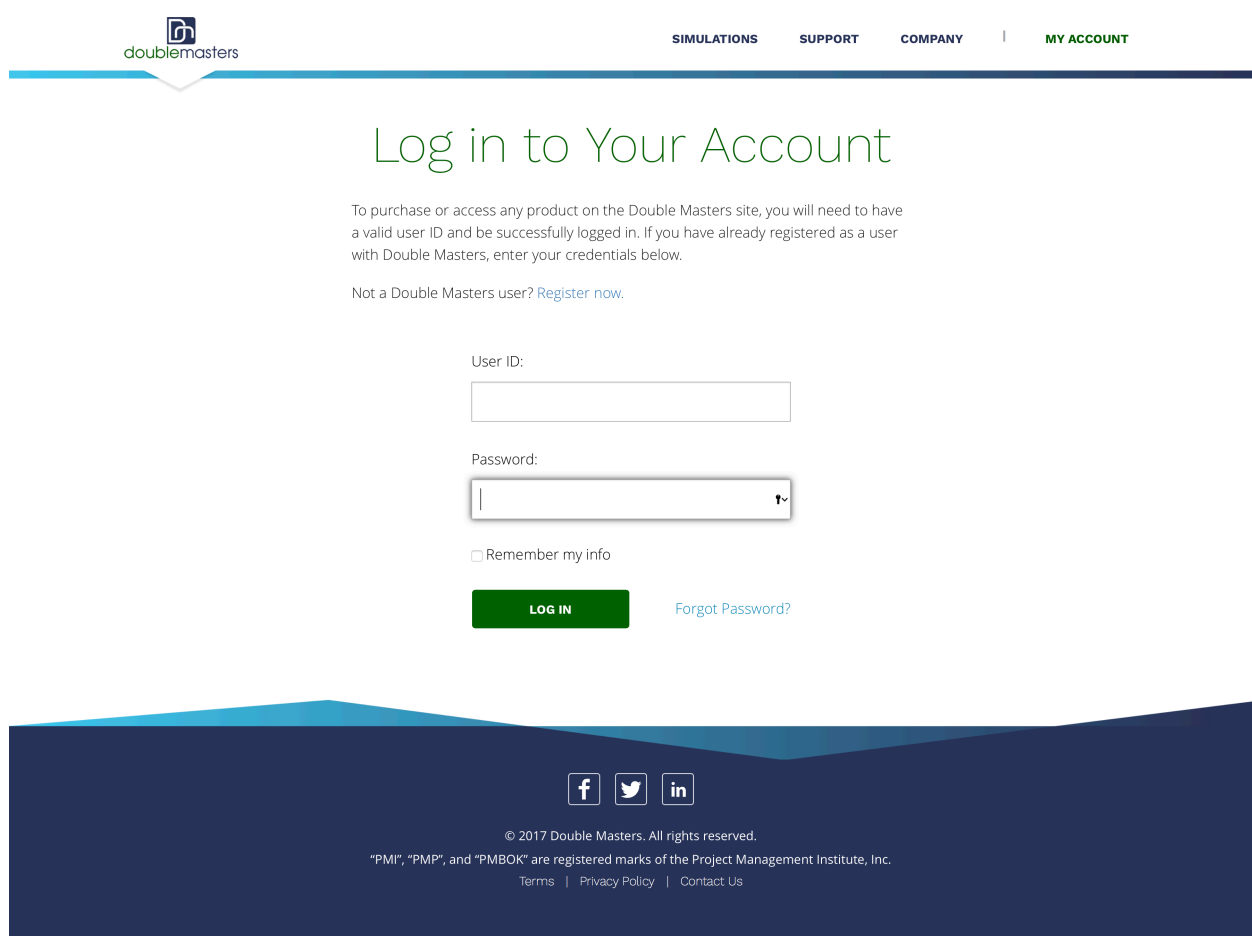
Before you can register for a session, you first must create a Double Masters user account. In the upper right hand corner of the Double Masters home page, click on *My Account* and then in the secondary menu click on *New User Registration*. This will bring you to the following page:

The screenshot shows the 'New User Registration' page on the Double Masters website. At the top, there is a navigation bar with the Double Masters logo and links for 'SIMULATIONS', 'SUPPORT', 'COMPANY', and 'MY ACCOUNT'. The main heading is 'New User Registration'. Below the heading, a paragraph explains the registration process: 'Once you fill out the information below, you will be sent an automated email to validate your registration. 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 to complete your purchase.' The form consists of several input fields: '\*User ID:', '\*Verify User ID:', '\*Password:', '\*Verify Password:', '\*First Name:', '\*Last Name:', and 'Organization:'. A green 'REGISTER' button is located below the form. In the bottom right corner, there is a 'TRUSTe' logo. The footer contains social media icons for Facebook, Twitter, and LinkedIn, along with copyright information: '© 2017 Double Masters. All rights reserved. \*PMP\*, \*PMBOK\*, and \*PMBOK\* are registered marks of the Project Management Institute, Inc. Terms | Privacy Policy | 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 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 login page for the Double Masters website. At the top left is the Double Masters logo. The navigation menu at the top right includes SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main heading is "Log in to Your Account". Below this is a paragraph explaining that users need a valid user ID and password to access products. A link "Register now" is provided for new users. The login form consists of two input fields: "User ID:" and "Password:". Below the password field is a checkbox for "Remember my info". A green "LOG IN" button is positioned to the left of a "Forgot Password?" link. At the bottom of the page, there are social media icons for Facebook, Twitter, and LinkedIn, followed by copyright information and links for Terms, Privacy Policy, and Contact Us.

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:

**doublemasters** SIMULATIONS SUPPORT COMPANY | MY ACCOUNT

# Sessions

Hello No Name! Here are your current and past sessions. Active sessions are shown under the *Status* column. You can add more sessions using the buttons below.

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 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 interface. At the top left is the Double Masters logo. To the right are navigation links: SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main heading is "Register for Session - Step 1: Enter Access Credentials". Below this is a paragraph explaining that users need session access credentials (session ID and access code) provided by their instructor. A note states "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". At the bottom of the page, there are social media icons for Twitter and LinkedIn, followed by copyright information: "© 2020 Double Masters. All rights reserved." and "PMI, PMP, and PMBOK are registered marks of the Project Management Institute, Inc." with links to Terms, Privacy Policy, Accessibility, and Contact Us.

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.

**doublmasters** SIMULATIONS SUPPORT COMPANY | MY ACCOUNT

### 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:	2023-04-11
End:	2023-05-31
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.


The screenshot shows the Double Masters website interface. At the top left is the Double Masters logo. The navigation menu includes SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main heading is "Register for Session - Step 3: Accept 'Terms of Use' Agreement". Below this, a paragraph explains that users must review the terms and choose a payment method. The session details are: Session Description: Sample Session for University Students; Sponsoring Organization: Sample University. A scrollable box contains the "Double Masters Terms of Use" text, which states that by clicking "I Accept", users agree to the terms and conditions. The first section is "1. Description of Service", which describes the project management simulations as Software as a Service. At the bottom of the scrollable box is a checkbox labeled "I accept the Double Masters 'Terms of Use' agreement". Below the scrollable box are four buttons: "GO BACK", "CHECK OUT", "PayPal Check out" (with the PayPal logo and tagline "The safer, easier way to pay"), and "CANCEL". At the bottom of the page are social media icons for Twitter, LinkedIn, and YouTube, followed by the copyright notice "© 2023 Double Masters. All rights reserved." and links for Terms, Privacy Policy, Accessibility, and Contact Us.

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.





SIMULATIONS | SUPPORT | COMPANY | MY ACCOUNT

### 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:	<input type="text" value="Sample Session for University Students"/>
Sponsoring Organization:	<input type="text" value="Sample University"/>
Cost to Register:	<input type="text" value="\$40"/>
*Payment Type:	<input checked="" type="radio"/> PayPal <input type="radio"/> Discover <input type="radio"/> VISA <input type="radio"/> American Express <input type="radio"/> MasterCard
*Credit Card Number:	<input type="text"/>
*Expiration Date:	April 2023 *CW: <input type="text"/> <a href="#">What's this?</a>
*First Name:	<input type="text" value="Sample"/>
*Last Name:	<input type="text" value="Student"/>
*Address Line 1:	<input type="text"/>
*Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State/Province:	<input type="text"/>
*Zip/Postal Code:	<input type="text"/>
*Country:	<input type="text" value="United States"/>



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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.

The screenshot shows the Double Masters website header with navigation links: SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main content area is titled "Register for Session - Confirmation" and contains the following text: "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'." Below this text is a table with registration details:

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

At the bottom of the confirmation area are two green buttons: "CONFIRM" and "CANCEL". The footer of the page includes social media icons for Twitter, LinkedIn, and YouTube, along with the copyright notice "© 2023 Double Masters. All rights reserved." and links for "Terms", "Privacy Policy", "Accessibility", and "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 *Start* button under the *Status* column:

doublemasters

SIMULATIONS SUPPORT COMPANY | MY ACCOUNT

# Sessions

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.

Session Description	Sponsor	Simulation	Start	End	Status
Sample Session for University Students	Sample University	Project Life Cycle Simulation	2023-04-11	2023-05-31	<a href="#">START</a>

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## Simulation details

### 1) Project Life Cycle Simulation: Run time, about 5 - 6 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 8 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.