



doublemasters

*Self-Paced e-Learning User's Guide  
to the Project Life Cycle Simulation*

**TABLE OF CONTENTS**

Goal ..... 2

Accessing the Simulation ..... 2

    Creating Your Double Masters User Account ..... 3

    Logging In to the Double Masters Site ..... 4

    Registering for a Session ..... 5

    Paying by Credit Card ..... 9

    Paying with your PayPal Account ..... 10

    Running the Simulation ..... 11

System Requirements ..... 12

Decisions ..... 13

Weekly Status Reports ..... 13

Summary Report ..... 13

## 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 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 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. Run time is approximately 5 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 *My Account* and then in the secondary menu click on *New User Registration*. This will bring you to the following page:

**doublemasters** 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
<input type="text"/>	<input type="text"/>
Password	Verify Password
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>

### More Details Optional

Organization

**CREATE ACCOUNT**

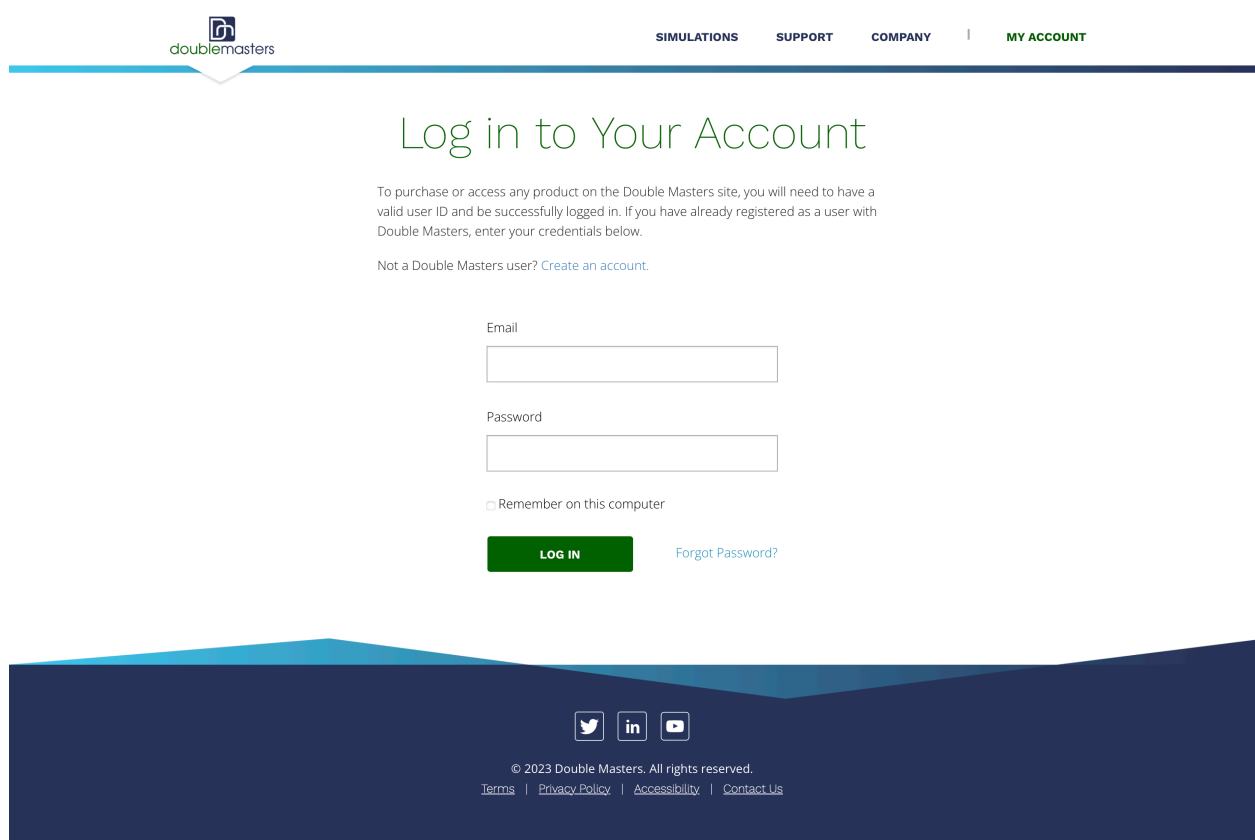
TRUSTe Certified Privacy Powered by TrueARC

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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 tab click on *Log In*. This will bring you to the following page:



The screenshot shows the login page for Double Masters. At the top left is the Double Masters logo. The top navigation bar includes links for SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main heading is "Log in to Your Account". Below this, a paragraph explains that users need a valid ID and to be logged in. A link "Create an account" is provided for new users. The login form consists of an "Email" field, a "Password" field, and a "Remember on this computer" checkbox. A green "LOG IN" button is positioned below the password field, with a "Forgot Password?" link to its right. At the bottom of the page, there 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.

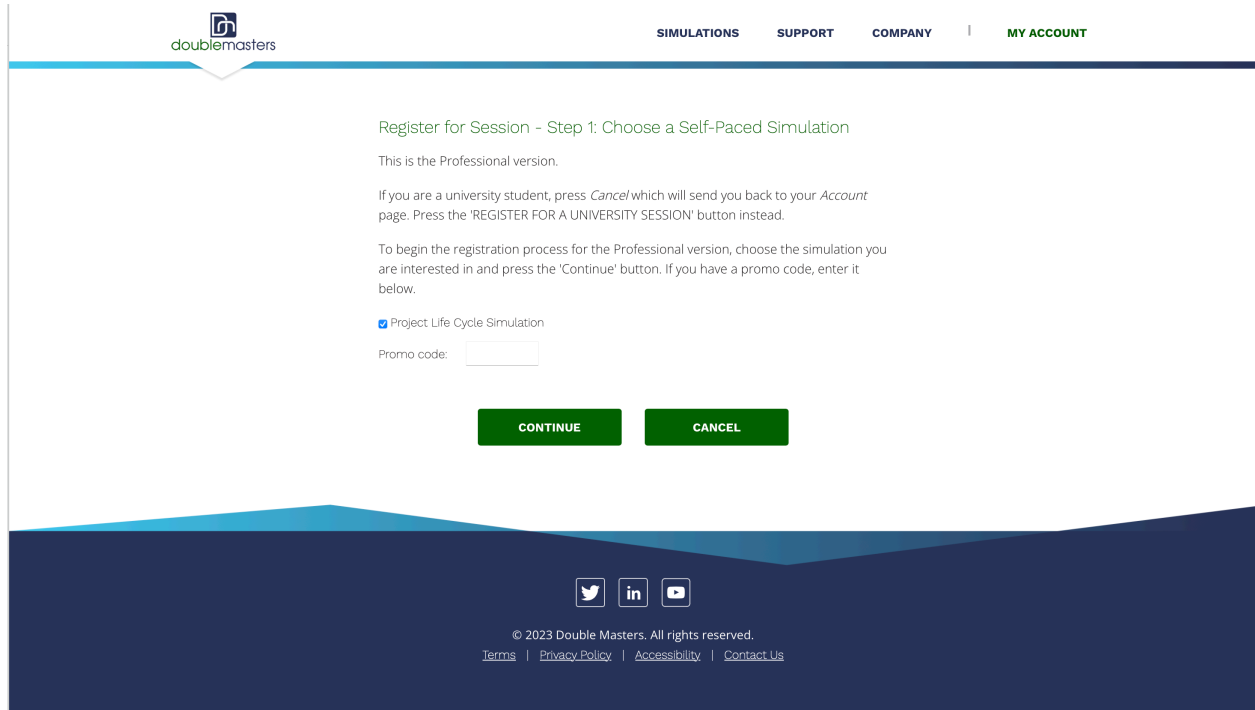
After you enter your user ID and password and press the *Log In* button, you will be brought to the main *My Account* page.

## Registering for a Session

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

The screenshot displays the 'Sessions' page of a user account. At the top left is the 'doublemasters' logo. The top right navigation bar includes links for 'SIMULATIONS', 'SUPPORT', 'COMPANY', and 'MY ACCOUNT'. The main heading is 'Sessions'. Below it, a message reads: '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.' A table with the following columns is shown: 'Session Description', 'Sponsor', 'Simulation', 'Start', 'End', and 'Status'. The table body contains the text: 'You have not registered for any sessions yet.' Below the table are two green buttons: 'REGISTER FOR A UNIVERSITY SESSION' and 'PURCHASE SELF-PACED E-LEARNING'. The footer features 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'.

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:

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.

The screenshot shows the DoubleMasters website header with navigation links: SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main content area is titled "Register for Session - Step 2: Verify Session Details". Below the title is a paragraph of instructions: "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 choose a different simulation." Below this text is a table of session details:

Session Description:	PLC Self-paced session
Simulation:	Project Life Cycle Simulation
Start:	2023-04-11
End:	2023-05-12
Cost to Register:	\$350

At the bottom of the details section are three buttons: "GO BACK", "CONTINUE", and "CANCEL". The "CONTINUE" button is highlighted with a blue border. Below the buttons is a dark blue footer containing 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".



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, 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. Below the navigation bar, the page title is "Register for Session - Step 3: Accept 'Terms of Use' Agreement". The main content area contains the following text:

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: **PLC Self-paced session**  
Sponsoring Organization: **Double Masters**

**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 ~~operation, transmission, access and storage.~~ Your registration for use of the

I accept the Double Masters 'Terms of Use' agreement

At the bottom of the form, there are four buttons: "GO BACK", "CHECK OUT", "PayPal Check out" (with the PayPal logo and the tagline "The safer, easier way to pay"), and "CANCEL".

Below the registration form, there is a dark blue footer area containing social media icons for Twitter, LinkedIn, and YouTube. Below the icons, the text reads: "© 2023 Double Masters. All rights reserved." followed by 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.

The screenshot shows the 'Register for Session - Step 4: Enter Billing Information' page. At the top, there is a navigation bar with the Double Masters logo and links for SIMULATIONS, SUPPORT, COMPANY, and MY ACCOUNT. The main content area contains the following information:

- 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: PLC Self-paced session
- Sponsoring Organization: Double Masters
- Cost to Register: \$350
- \*Payment Type: Radio buttons for PayPal, MasterCard, VISA, American Express, and Discover.
- \*Credit Card Number: Text input field.
- \*Expiration Date: Dropdown menus for month (April) and year (2023). \*CVV: Text input field with a 'What's this?' link.
- \*First Name: No Name
- \*Last Name: User
- \*Address Line 1: Text input field.
- \*Address Line 2: Text input field.
- \*City: Text input field.
- \*State/Province: Dropdown menu.
- \*Zip/Postal Code: Text input field.
- \*Country: United States (dropdown menu).

At the bottom of the form are three buttons: GO BACK, PURCHASE, and CANCEL. In the bottom right corner, there is a TRUSTe Certified Privacy logo. The footer contains social media icons for Twitter, LinkedIn, and YouTube, along with the copyright notice: © 2023 Double Masters. All rights reserved. Links for Terms, Privacy Policy, Accessibility, and Contact Us are also provided.

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.

## 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.

**doublemasters** SIMULATIONS SUPPORT COMPANY | MY ACCOUNT

### 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 'dummy1@dummyaccount.com'.

Session Description:	PLC Self-paced session
Sponsoring Organization:	Double Masters
Simulation:	Project Life Cycle Simulation
Start:	2023-04-11
End:	2030-01-01
Cost to Register:	\$350

**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 name of the simulation under the *Simulation* column:

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
PLC Self-paced session	Double Masters	Project Life Cycle Simulation	2023-04-11	2023-07-10	START

REGISTER FOR A UNIVERSITY SESSION PURCHASE SELF-PACED E-LEARNING

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## Simulation details

### 1) **Project Life Cycle Simulation: Run time, about 5 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 Introduction section, 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 help you 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.