



***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 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 *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 on the Double Masters website. The header includes the Double Masters logo and navigation 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 for existing users is provided: 'Already have a Double Masters account? [Log in.](#)'

The form is divided into two sections: 'Account Info' (Required) and 'More Details' (Optional).

**Account Info (Required):**

- Email:
- Verify Email:
- Password:
- Verify Password:
- First Name:
- Last Name:

**More Details (Optional):**

- Organization:

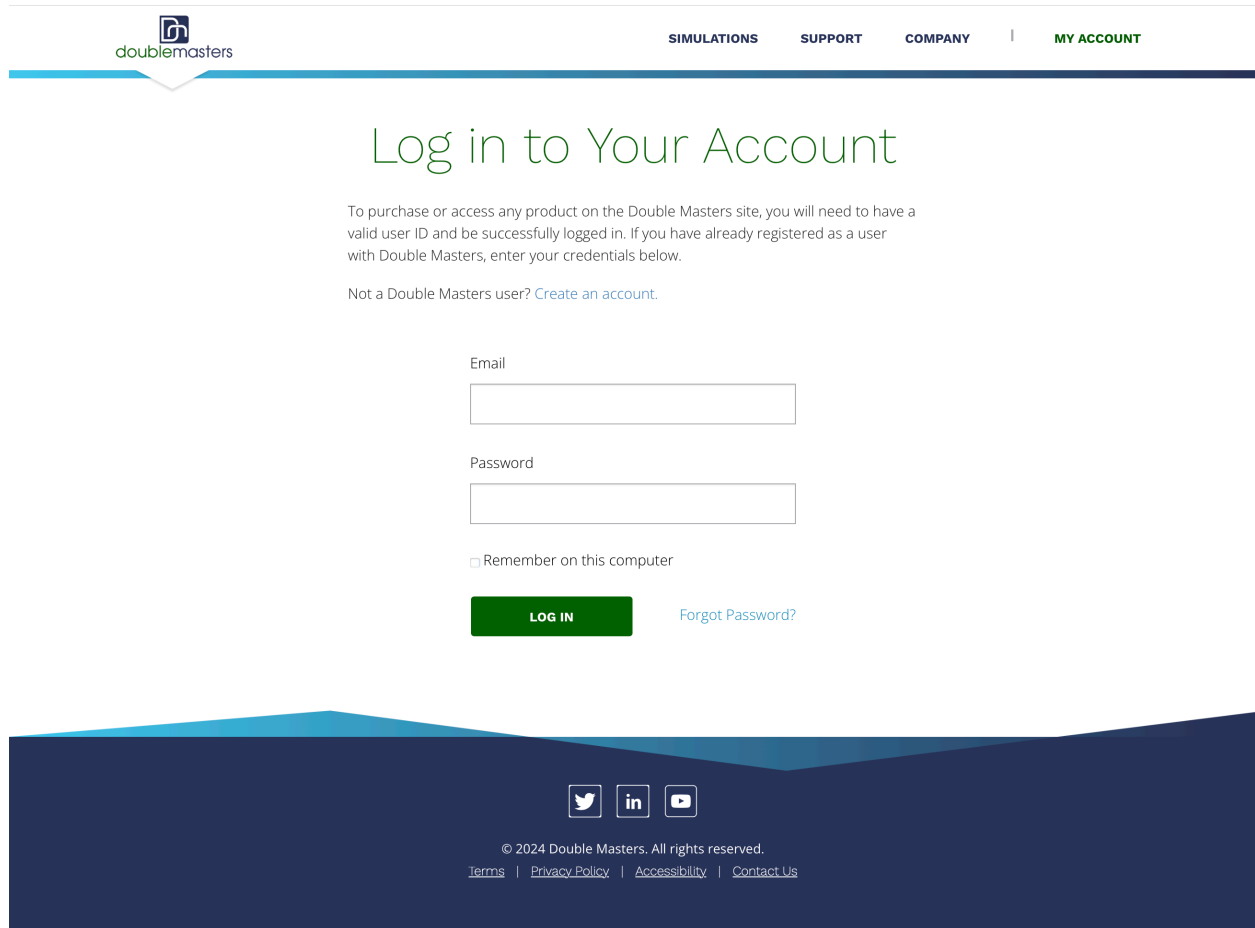
A green 'CREATE ACCOUNT' button is located below the form. In the bottom right corner, there is a 'TRUSTe Certified Privacy Powered by TrustArc' logo.

The footer contains social media icons for Twitter, LinkedIn, and YouTube, followed by the copyright notice '© 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 of the footer area.

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 tab 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 main heading is 'Log in to Your Account' in a large, green, sans-serif font. Below the heading, a paragraph explains that users need a valid user ID and to be logged in to purchase or access products. It instructs users to enter their credentials if they are already registered. A link 'Create an account.' is provided for new users. The login form consists of two input fields: 'Email' and 'Password'. Below these fields is a checkbox labeled 'Remember on this computer'. A green 'LOG IN' button is positioned below the 'Remember' checkbox, and a blue link '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 a row of links: 'Terms', 'Privacy Policy', 'Accessibility', and 'Contact Us'.

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SIMULATIONS SUPPORT COMPANY | MY ACCOUNT

## 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

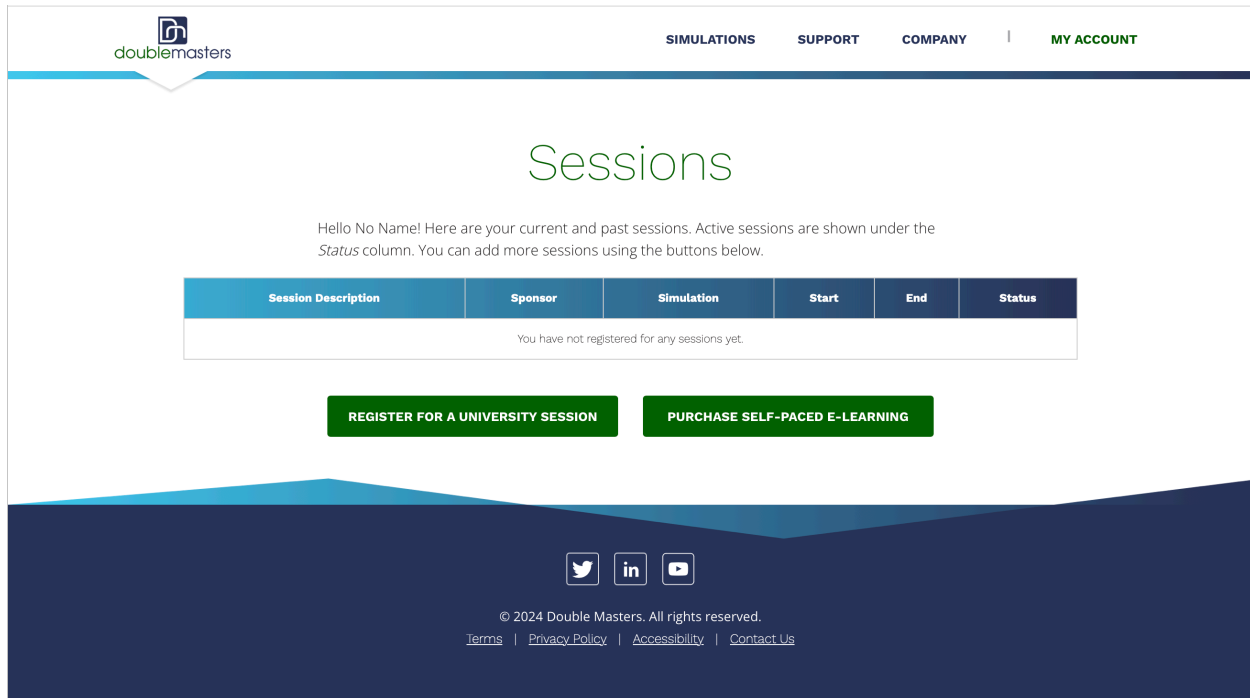
**LOG IN** [Forgot Password?](#)

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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 a simulation session. Initially, the page will look like this:



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

The screenshot shows the Double Masters website's registration page. 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 main heading is "Register for Session - Step 1: Choose a Self-Paced Simulation". Below this, a note states "This is the Professional version." and provides instructions for university students to press "Cancel" to return to their account page. It then explains that to begin registration for the Professional version, users should choose a simulation and press "Continue", with a note about entering a promo code. A checkbox labeled "Project Life Cycle Simulation" is checked. Below the checkbox is a "Promo code:" label and an empty text input field. At the bottom of the form are two green buttons: "CONTINUE" and "CANCEL". The footer of the page includes 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: Choose a Self-Paced Simulation

This is the Professional version.

If you are a university student, press *Cancel* which will send you back to your *Account* page. Press the 'REGISTER FOR A UNIVERSITY SESSION' button instead.

To begin the registration process for the Professional version, choose the simulation you are interested in and press the 'Continue' button. If you have a promo code, enter it below.

☒ Project Life Cycle Simulation

Promo 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 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.

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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 choose a different simulation.

Session Description:	PLC Self-paced session
Simulation:	Project Life Cycle Simulation
Start:	2024-09-04
End:	2024-10-05
Cost to Register:	\$350


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

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




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

GO BACK

CHECK OUT

 Check out  
The safer, easier way to pay

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.



[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:

PLC Self-paced session

Sponsoring Organization:

Double Masters

Cost to Register:

\$350

\*Payment Type:

☒ PayPal ☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

\*Credit Card Number:

\*Expiration Date:

April

2023

\*CVV:

[What's this?](#)

\*First Name:

No Name

\*Last Name:

User

\*Address Line 1:

\*Address Line 2:

\*City:

\*State/Province:

\*Zip/Postal Code:


\*Country:




United States

GO BACK

PURCHASE

CANCEL



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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.

The screenshot shows a web page for Double Masters. 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 main content area is titled "Register for Session - Confirmation". Below the title, a paragraph explains that the user has authorized payment through PayPal and that a receipt will be emailed to 'dummy1@dummyaccount.com'. A table lists the session details: Session Description (PLC Self-paced session), Sponsoring Organization (Double Masters), Simulation (Project Life Cycle Simulation), Start (2023-04-11), End (2030-01-01), and Cost to Register (\$350). At the bottom of the table are two green buttons: CONFIRM and CANCEL. The footer contains social media icons for Twitter, LinkedIn, and YouTube, followed by the copyright notice "© 2023 Double Masters. All rights reserved." and links to Terms, Privacy Policy, Accessibility, and Contact Us.

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

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:

The screenshot shows the 'Sessions' page on the Double Masters website. The header features the Double Masters logo and navigation links: 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 lists the sessions:

Session Description	Sponsor	Simulation	Start	End	Status
PLC Self-paced session	Double Masters	Project Life Cycle Simulation	2023-04-11	2023-07-10	START

Below the table are two buttons: 'REGISTER FOR A UNIVERSITY SESSION' and 'PURCHASE SELF-PACED E-LEARNING'. The footer includes social media icons for Twitter, LinkedIn, and YouTube, along with the copyright notice '© 2023 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 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.