Student User's Guide
to the Project Integration Management Simulation

Based on the PMBOK® Guide - 5th edition
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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 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 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:

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:

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:

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.

If this is the correct 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. If you want to pay using your PayPal account, press the **Check out with PayPal** button.

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.
**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.

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 simulation name *Project Integration Management Simulation* under the *Simulation* column:
Simulation details

1) Project Integration Management Simulation: Run time, about 8 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 have been tested under the following browsers on both the Windows and Mac OS X platforms:

- Microsoft Windows 10 using Microsoft Edge, Internet Explorer 11, Firefox, or Chrome
- Microsoft Windows 8 using Internet Explorer 11 or later, Firefox, or Chrome
- Microsoft Windows 7 using Internet Explorer 11 or later, Firefox, or Chrome
- macOS v10.9 or later using Safari 7 or later, Firefox, or Chrome

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.

Double Masters simulations are currently not available for the Apple iPad®, iPhone®, or iPod® platforms.
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.