## Exercise - Create a Buffer with a Predefined Due Date

In this exercise you will learn how to create and configure a buffer with a predefined due date. Perhaps the due date was committed with the stakeholders before a thorough plan was fleshed out. Generally, due dates should only be committed to after a realistic plan has been developed including the buffer. The end date of the buffer establishes the due date.

- 1. Open a Chrome or Edge browser and enter the following: https://training3.playbookteam.com
- 2. Sign in to Playbook as Bob. Username = **Bob**, password = **PlayBook2021**
- 3. Go to the Game Plan view and activate project **XP 2000**.
- 4. Right-click on Major Milestone **Prototype Build Complete** (WBS 1.3.9) then **Set Target Date/Buffer**.

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Proje	ect Name: XP 2000												
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1	<ul> <li>Prototype Build (Bob)</li> </ul>	Summary											
1.1	Prototype Backpanel PCBA (	Summary											
1.2	Prototype Pwr Board PCBA (J	Summary											
1.3	<ul> <li>Prototype Build - Enclosure (</li> </ul>	Summary											
1.3.1	Injection Molded Faceplat	Summary											
1.3.2	Housing (Sue)	Summary											
1.3.3	Cover (Sue)	Summary											
1.3.4	Fit Check Faceplate, Housing	Meeting											
1.3.5	Build first 3 Prototypes	Work			🖁 º Build first 3 Pro	totypes [Bob,.	John,Ma	ary,Sue]	B-				
1.3.6	Test Prototypes	Meeting				< Test	Prototyp	oes [John,Mary]	C	1			
1.3.7	Design Review	Meeting				< 0	esign R	eview (Bob, John	,Mary,Sue]	h			
1.3.8	Prototype Build Complete	Major Milestor						Prototype Build	Complete 🚽	¢.			
2	<ul> <li>(EB) Engineering Build</li> </ul>	Summary						(EB) En	gineering Build	s	et Target Da	te / Buff	ler
2.1	<ul> <li>EB PCBA: Backpanel Board (</li> </ul>	Summary					EB	PCBA: Backpar	el Board (Bob)	N	lake Active		
2.1.1	Update EB PCBA Schematic:	Work				Update EB PO	CBA Sch	nematic: Backpar	nel Board [Bob]	N	lark Comple	hat	
2.1.2	Layout EB PCBA: Backpanel	Work						Layout EB PC	BA: Backpanel I	Bc	an compic	100	
2.1.3	Review/approve Backpanel B	Work						Review/app	rove Backpanel	в	ask Properti	ës	Ŀ,
2.1.4	Get Quotes EB PCBA: Backp	Monitor						Ō Ge	t Quotes EB PC	вA	dd Task		> [
2.1.5	Incorporate layout changes, e	Work					In	corporate layout	changes, expor	th s	how Linked		> [
2.1.6	Order PCB: Backpanel Board	Work									oloto Taekie	2)	PC
2.1.7	Fab/receive EB PCB: Backpa	Monitor									cicie iask(s	,	EB
2.1.8	Acquire parts, kit, send to PC	Monitor			0	Acquire parts,	, kit, ser	id to PCBA supp	ier: Backpanel I	BC N	lore		>

 In Buffer Properties click Ok to accept all the default settings. The buffer has been created and it has a dashed border indicating it is in planning and not yet active. Note the Target / Due Date (your Target/Due Date will be different from 29 Jul 22, but the key is to notice that the buffer begins the day after the Tracking Milestone and extends its full duration to the Target / Due Date).

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	Buffer / XP 2000 - F									Pro	ototype Build Complete																											

- 6. In this example, the team had already committed to a due date for the Prototype Build before having developed a detailed project plan. The due date they committed to is one week earlier, so they must decide how best to model the buffer. They have two options.
  - a. Option 1: Shorten the buffer's duration such that the buffer begins the day after the Tracking Milestone and ends one week earlier. Right-click on the buffer then click **Buffer Properties**.
    - i. Under Actual, set **Buffer Duration = 10 days** instead of 15 days. Click **Ok**.

Target Date / Buffer				
Basic	Title	XP 2000 - Prototype Build Complete	<u>+</u>	
Advanced	Lifecycle	In planning	Ŧ	
Description	Risk Profile	Medium	Ŧ	
Tracked Milestones				Fixed?
Change Log	Tracking Start Date	11 May 2022 Today	Ŧ	
	Unbuffered Duration	8.6 weeks		
		Ideal Actual Initial		
	Buffer Ratio	33 23 23 %		
	Buffer Duration	15 🖡 10 🕞 Neekdays		$\checkmark$
	Target / Due Date	↓ 22 Jul 2022 🗠		

ii. The Target / Due Date is now one week earlier.

	Jun 22 Week 24 Week 25 <u>Week 26</u>																						ſ	lul 2	2														
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- iii. However, there are a couple of issues with this approach. The buffer is too small for the amount of work there is to do, and it gives the false impression that the project is on track (in the green, low schedule risk).
- b. Option 2: Move the **Target / Due Date** one week earlier without shortening the buffer's duration. Right-click on the buffer then click **Buffer Properties**.
  - i. Under Actual, set **Buffer Duration = 15 days** instead of 10 days.
  - ii. Click Target / Due Date, *select the date one week earlier* then click Ok.

Target Date / Buffer										
Basic	Title			XP	2000	- Prot	otyp	pe Build Co	omplete	<u>+</u>
Advanced	Lifecycle	,		lukz		2022	, [			
Description	Risk Profile	`		July		2022		Sel	ect the	e date
Tracked Milestones		Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	F	one	week	earlier
Change Log	Tracking Sta	3	4	5	6	7	8	1		· 🗌
	Unbuffered I	10	11	12	13	14	15	5 16		
		17	18	19	20	21	22	2 23		
	Buffer Ratio	24	25	26	27	28	29	30		
	Buffer Durat	31	1	2	3	4	5	6	ekdays	
	Target / Due Da	te	1	29 J	ul 202	22			÷	$[\checkmark]$
									Ok	Cancel

iii. The buffer's start date and Target / Due Date are one week before the Tracking Milestone. The buffer is appropriately sized and clearly indicates the project is at a higher level of schedule risk (on the cusp between medium and high (yellow and orange)).

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27. Sign Bob out of Playbook and **Discard changes**.

## This completes this exercise.