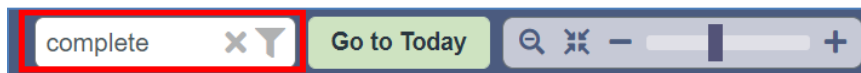
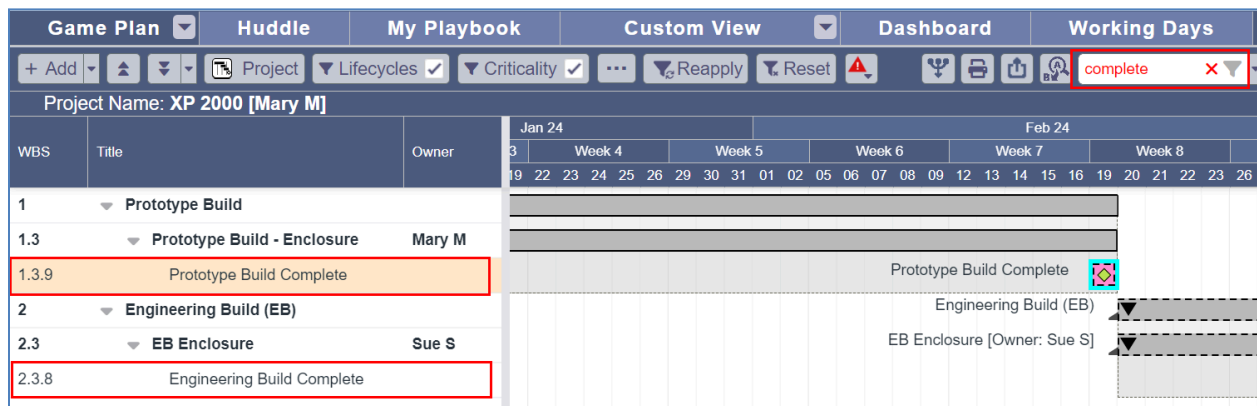


## Exercise – Determining the Critical Path Accurately

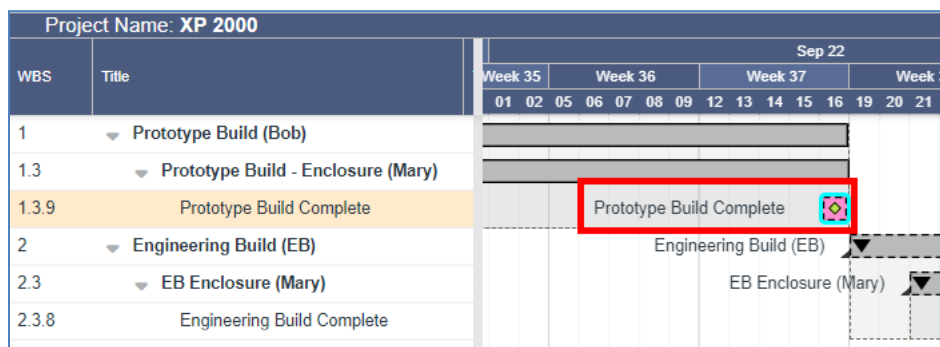
1. Open a Chrome or Edge browser and enter the following:  
<https://training3.playbookteam.com>
2. Sign into Playbook as **Ken**. Username = **Ken**, password = **PlayBook2021**
3. Load project **XP 2000**.
4. Switch to **Game Plan** and ensure project **XP 2000** is displayed.
5. Find tasks. In the **Find & Filter** window type the word **complete**. Note: searches are not case sensitive.



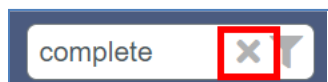
6. The Game Plan automatically shows only two tasks with the keyword **complete** in their titles. It also shows the summary tasks they are in.



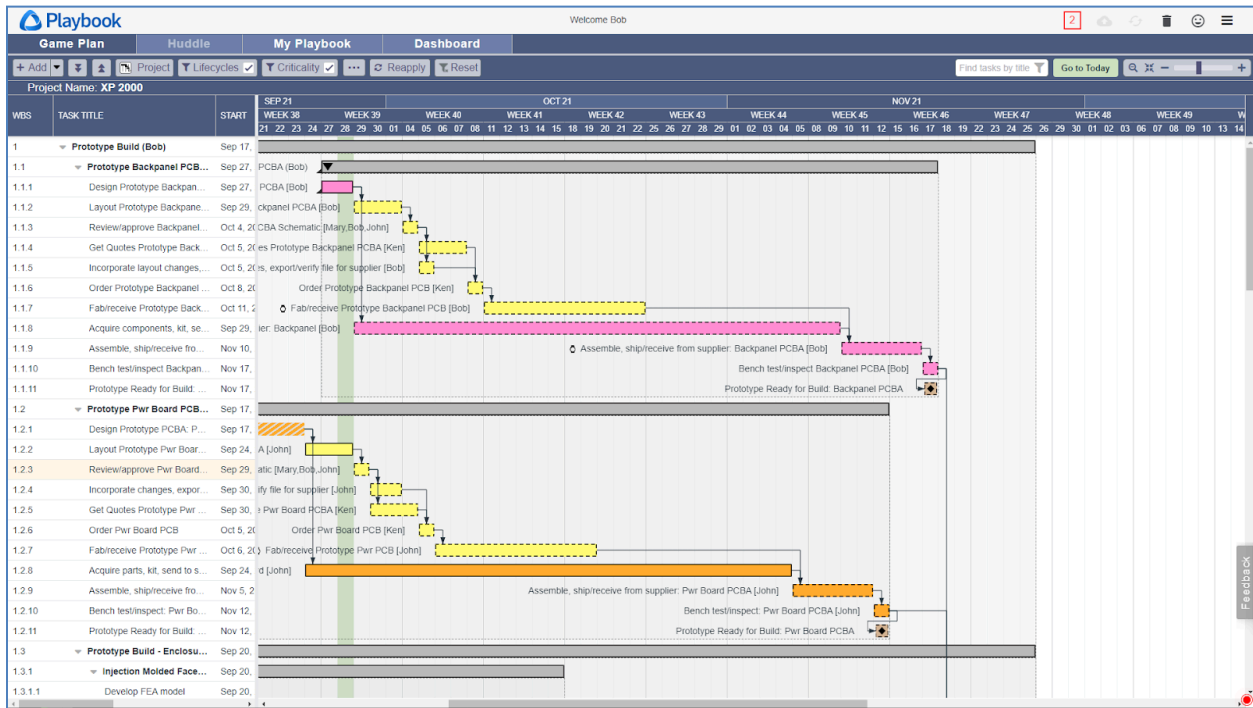
7. In the task grid, click **Prototype Build Complete** (WBS 1.3.9). The Game Plan navigates to the milestone and highlights it in cyan. What type of milestone is it, Normal or Major?



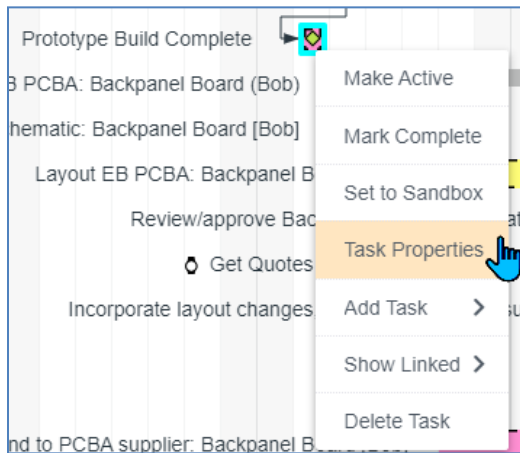
8. In the Find & Filter window, clear the search by clicking the **X**. Note: The Game Plan unfilters the rest of the tasks and keeps the highlighted one visible on your screen.



- Since it is a Major Milestone, the criticality of all upstream tasks linked to it, directly or indirectly, is calculated by Playbook. Scroll left then up to the top of the plan to view its predecessors and notice some are pink, orange, and others are yellow.



- Change the milestone from Major to Normal. Right-click on the milestone, **Prototype Build Complete** then click **Task Properties**.

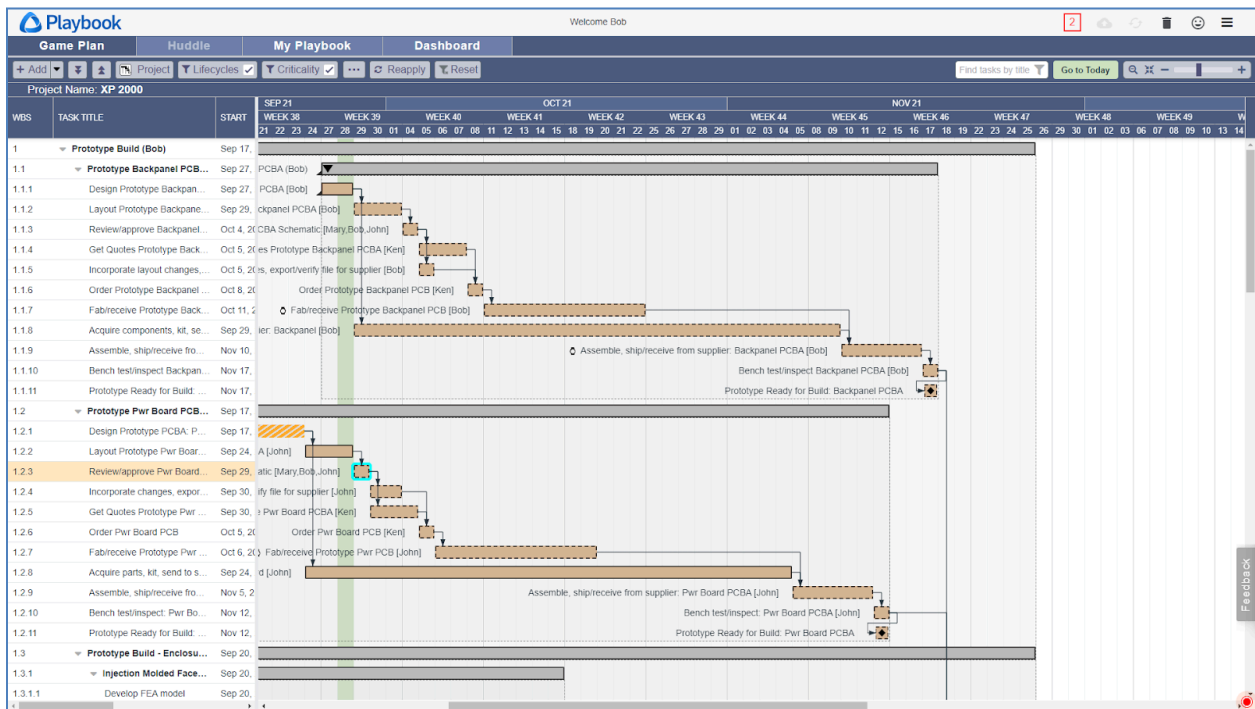


11. Change Task Type to **Milestone** then click **Ok**.

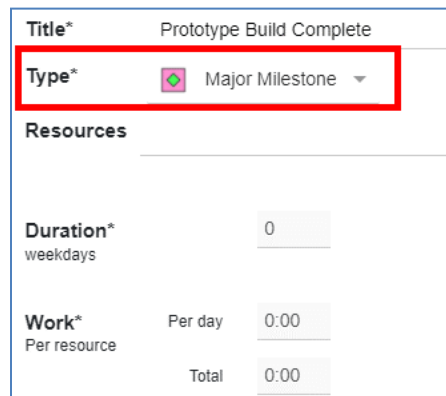
The screenshot shows the 'Edit Task' dialog box with the following fields and options:

- Title\***: Prototype Build Complete
- Type\***: Major Milestone (dropdown menu)
- Resources**: Work, Monitor, Meeting, Time Off, Summary, Milestone (selected), Major Milestone
- Duration\***: weekdays
- Work\***: Per resource

12. Scroll left then up to the top of the plan again to view its predecessors. Since these tasks are no longer linked to a Major Milestone, their criticality is not calculated and their slack is unknown, therefore they are brown.



13. Convert the milestone back to a Major Milestone. Right-click on the milestone, click **Task Properties**. Change the Task Type from **Milestone** to **Major Milestone** then click **Ok**. (Or **Undo**).



**Title\*** Prototype Build Complete

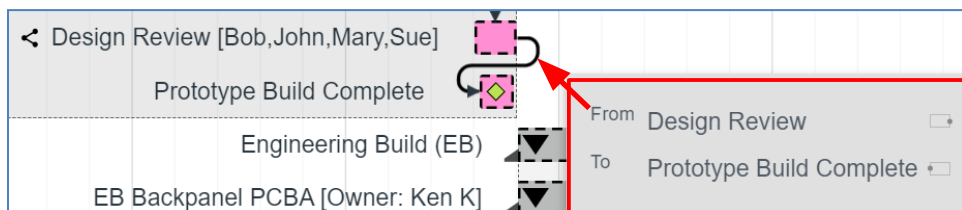
**Type\*** Major Milestone ▼

**Resources**

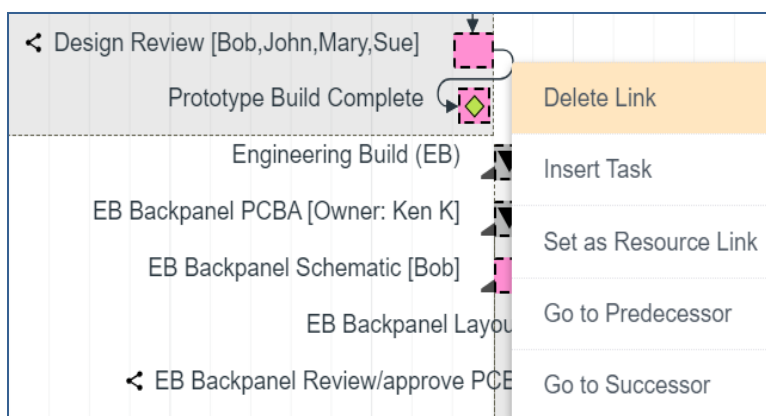
**Duration\*** 0  
weekdays

**Work\*** Per day 0:00  
Per resource Total 0:00

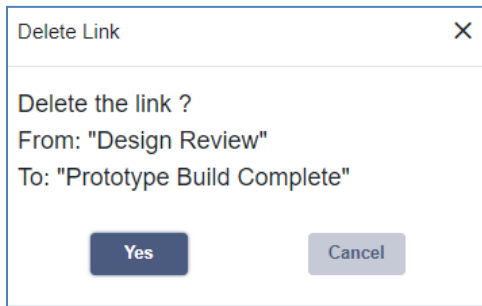
14. Since the upstream tasks are once again linked to a Major Milestone, their slack and criticality are calculated and they are displayed in pink, orange, and yellow.
15. Delete the Major Milestone's predecessors. Hover over the link until you see it highlight in **bold** and **From/To** message appear.



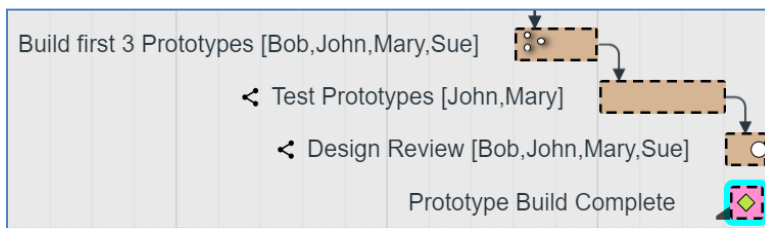
16. Right-click then click **Delete Link**.



17. Click **Yes**.

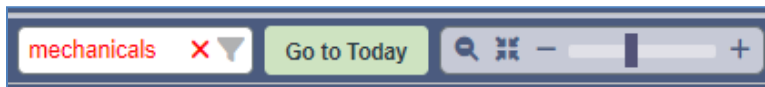


18. Since the upstream tasks are no longer linked to a Major Milestone, their slack and criticality are unknown, therefore they are displayed in brown.



19. Click **Undo** or **Ctrl-Z** to revert the milestone to a Major Milestone and watch the criticalities update.

20. In the Search window, enter the keyword **mechanicals**.



21. Select the milestone **Mechanicals Ready for Build** (WBS 1.3.5) then *clear the search*.

22. This is an interim milestone, not a Major Milestone, and the upstream tasks are yellow because they are linked to a Major Milestone and their slack and criticality are calculated.

Show the slack in the Game Plan. Click the Criticality filter to open the filters pane then click **Other**. Check **Slack** then click **Ok**.

**Game Plan View Settings** [X]

Calendar ☐ **Game Plan** Res Load ☐ ☒ Automatically save settings

**Project**

**Resources** ☒ ☐ Slack update control [icon]

**Lifecycles** ☒

**Criticality** ☒

**Task Type** ☒

**Summary** ☒

**Linked Tasks** ☒

**Date Range** ☒

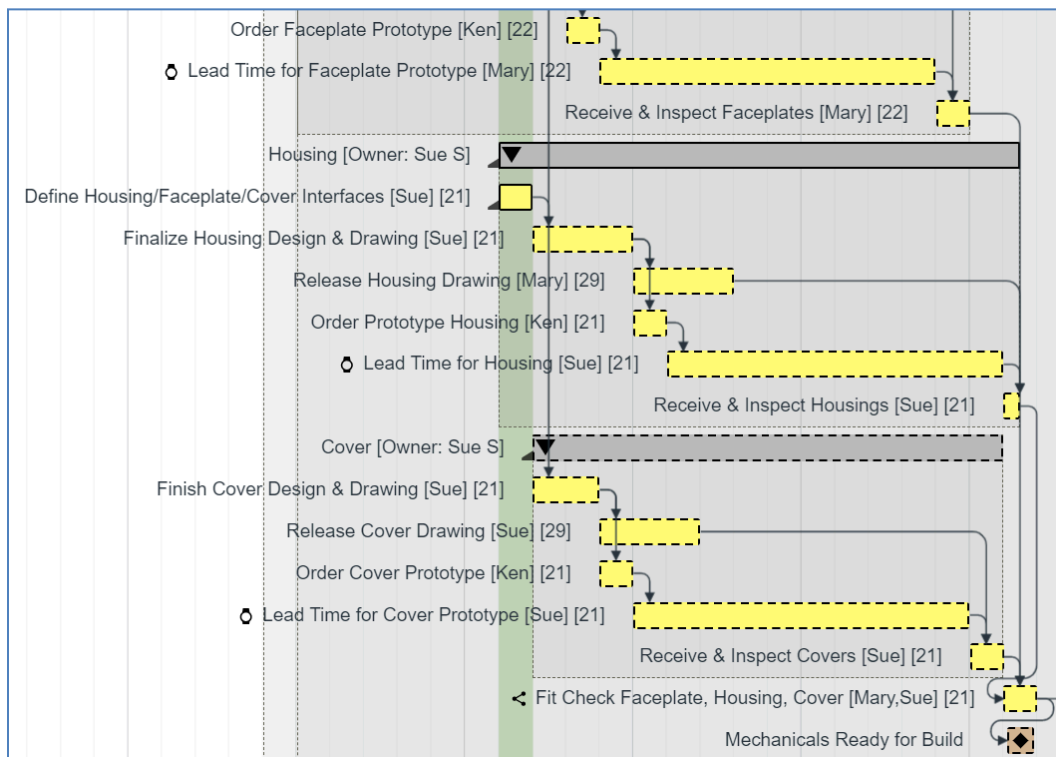
**Other** ☒ ☒ Slack

**Warnings List** ☒


☐ Weekends

☐ Milestone Status

23. Notice these mechanical related tasks all have 20+ days of slack.



24. Right-click on milestone **Mechanicals Ready for Build** and change the Type to a **Major Milestone** then click **Ok**.

Task Properties	
<b>Basic</b>	Title* Mechanicals Ready for Build
Summary & Status	Type*  Major Milestone ▼
Links	Resources
Change log	Duration* 0 weekdays

25. Now notice that some of the mechanical related tasks have turned pink (critical path) and the tasks have much less slack. ***This is an inappropriate use of a Major Milestone which results in an inaccurate critical path.***
26. Click **Undo** or **Ctrl-Z** to revert the Major Milestone back to a regular, Normal Milestone. The original plan had only one Major Milestone, **Prototype Build Complete**, at a single point of convergence of all upstream work packages. The slack and critical path are now accurate, and everyone can effectively prioritize their tasks towards this common, high-level project goal.
27. Sign Ken out of Playbook.

***This completes this exercise.***