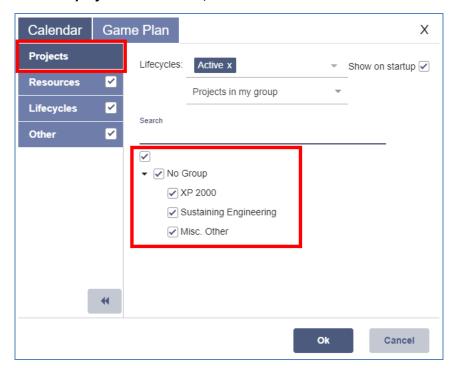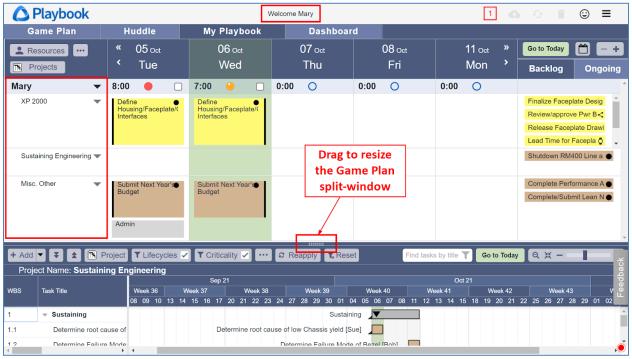## Exercise – Ongoing Tasks

1. Open a Chrome or Edge browser and enter the following:
   **https://training3.playbookteam.com**

2. Sign in Playbook as Mary. Username = **Mary**, password = **PlayBook2021**

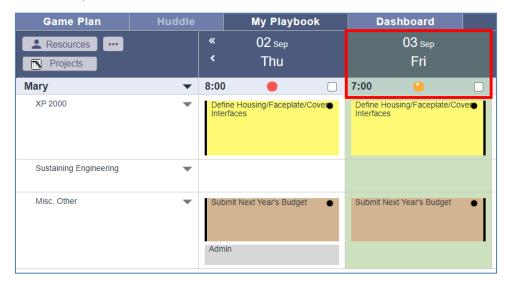3. Ensure **all projects** are selected, then click **Ok.**

4. If necessary, drag the horizontal, blue bar to resize the Game Plan so you can see all three projects:

**XP 2000**, **Sustaining Engineering**, and **Misc. Other**.



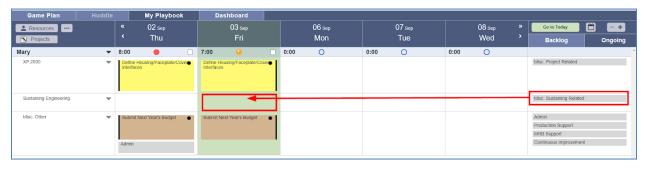5. Today Mary's Whole Day Total currently shows 7:00 hours of active work (she's probably overloaded).

6. Mary wants to clearly show how all her time is utilized, so she is using Ongoing tasks to account for the rest of her time. In the backlog, click **Ongoing**.

7. Notice the Ongoing tasks: **Misc. Project Related, Misc. Sustaining Related**, **Admin, Production Support, MRB Support,** and **Continuous Improvement**. Note: Ongoing tasks are completely customizable to suit the needs of your organization.
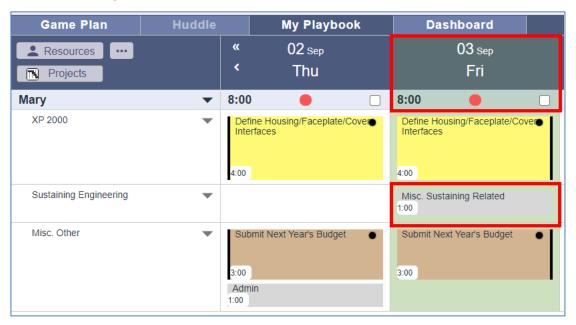


8. Mary attended the Sustaining Engineering weekly meeting today, so she uses an Ongoing task to account for her time. Drag the Ongoing task, **Misc. Sustaining Related** to *today*.
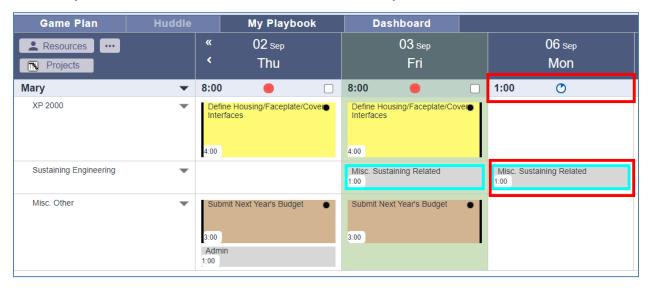
9. Using the time bar, resize the Ongoing task to **1:00 hr**. Mary's Whole Day Total is now 8:00 hours. Ongoing tasks default to zero hours so don't forget to resize them. Segment times can be displayed using the **"Other"** filter ( ⋯ ).
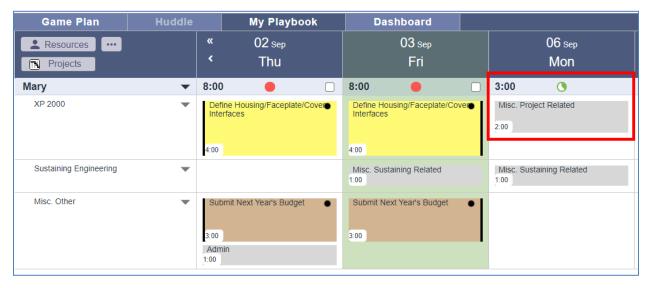


10. During today's Sustaining Engineering meeting, Mary was asked to attend another meeting tomorrow (sound familiar?). Right-click on today's Ongoing task, **Misc. Sustaining Related**, click **Add Days > 1** then *resize tomorrow's copy to 1:00 hr*. Notice: it consumes one hour of her day tomorrow in both her utilization dial and Whole Day Total.

11. Mary also has 2 hours of miscellaneous meetings related to project XP 2000 scheduled for tomorrow, so she uses the XP 2000 Ongoing task, **Misc. Project Related**, to account for her time. Drag the Ongoing task, **Misc. Project Related** to *tomorrow,* then *resize it to 2:00 hrs*.

| Game Plan | Huddle | My Playbook | Dashboard | |
|---|---|---|---|---|
| 👤 Resources  ⋯ <br> 📇 Projects | « <br> ‹ | 02 Sep <br> **Thu** | 03 Sep <br> **Fri** | 06 Sep <br> **Mon** |
| **Mary** ▼ | | 8:00  🔴  ☐ | 8:00  🔴  ☐ | 3:00  🟢 |
| XP 2000 ▼ | | Define Housing/Faceplate/Cover Interfaces ● <br><br> 4:00 | Define Housing/Faceplate/Cover Interfaces ● <br><br> 4:00 | Misc. Project Related <br><br> 2:00 |
| Sustaining Engineering ▼ | | | Misc. Sustaining Related <br> 1:00 | Misc. Sustaining Related <br> 1:00 |
| Misc. Other ▼ | | Submit Next Year's Budget  ● <br><br> 3:00 <br> Admin <br> 1:00 | Submit Next Year's Budget  ● <br><br> 3:00 | |

12. Sign Mary out of Playbook then click *Discard*.

*This completes this exercise.*