

## Exercise – Preparing for Tomorrow’s Huddle

It is the end of the day, time for Mary to prepare for tomorrow’s huddle.

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 you are logged in as Mary, in the **My Playbook** tab, then load **all projects**, and ensure the **Backlog tab** is selected, not the Ongoing tab.
4. Mary worked on her top priority task in support of project XP 2000 for 3 hours. Resize **Define Housing/Faceplate/Cover Interfaces** to **3:00 hrs** using the time bar.

Game Plan	Huddle	My Playbook	Dashboard
<div>Resources</div> <div>Projects</div>	« 18 Mar < Fri	21 Mar Mon	22 Mar Tue
Mary	8:00	6:00	0:00
XP 2000	Define Housing/Faceplat Interfaces	Define Housing/Faceplat Interfaces 3:00	
Sustaining Engineering			
Misc. Other	Submit Next Year's Budget Admin	Submit Next Year's Budget	

### Extra! Extra! Read All About It!

Resizing tasks is important because it helps project leaders understand resource availability, especially for the Critical Resources. All you have to do is resize your tasks daily to reflect the actual amount of time you spent working on them today and how much time you plan to spend working on them tomorrow.

- She completed the task, so she right-clicks on **Define Housing/Faceplate/Cover Interfaces** then clicks **Mark Completed**.

Game Plan	Huddle	My Playbook	Custom V
<div>Resources</div> <div>Projects</div>	<div>« 18 Mar</div> <div>&lt; Fri</div>	<div>21 Mar</div> <div>Mon</div>	
Mary M	8:00		<div>Mark Completed</div> <div>Add Days</div> <div>Remove a Day</div> <div>Task Properties</div> <div>More</div>
XP 2000	Define Housing/Faceplate/Cover Interfaces		
Sustaining Engineering			
Misc. Other	Submit Next Year's Budget	Submit Next Year's Budget	
	Admin		

- She also worked on next year's budget for 1 hour. In project **Misc. Other**, **resize** today's task, **Submit Next Year's Budget**, to **1:00 hr**.

Game Plan	Huddle	My Playbook
<div>Resources</div> <div>Projects</div>	<div>« 18 Mar</div> <div>&lt; Fri</div>	<div>21 Mar</div> <div>Mon</div>
Mary	8:00	4:00
XP 2000	Define Housing/Faceplate/Interfaces	Define Housing/Faceplate/Interfaces
Sustaining Engineering		
Misc. Other	Submit Next Year's Budget	Submit Next Year's Budget
	Admin	

- She plans to continue working on next year's budget tomorrow so she right-clicks on the task, then clicks **Add Days > 1**. **Resize** it to **2 hrs** because she needs to focus and get it done.

Game Plan	Huddle	My Playbook	Dashboard
<div>Resources</div> <div>Projects</div>	<div>« 18 Mar</div> <div>&lt; Fri</div>	<div>21 Mar</div> <div>Mon</div>	<div>22 Mar</div> <div>Tue</div>
Mary	8:00	4:00	2:00
XP 2000	Define Housing/Faceplate/Interfaces	Define Housing/Faceplate/Interfaces	
Sustaining Engineering			
Misc. Other	Submit Next Year's Budget	Submit Next Year's Budget	Submit Next Year's Budget
	Admin		

- In her project XP 2000 backlog, she sees the task, **Finalize Faceplate Design & Drawing**, is now queued and ready to be worked on.
- She **pulls** **Finalize Faceplate Design & Drawing** to **tomorrow** because she plans to start working on it.

Game Plan	Huddle	My Playbook	Dashboard	23 Mar	24 Mar	Live Settings
<div>Resources</div> <div>Projects</div>	<div>« 18 Mar</div> <div>&lt; Fri</div>	<div>21 Mar</div> <div>Mon</div>	<div>22 Mar</div> <div>Tue</div>	<div>23 Mar</div> <div>Wed</div>	<div>24 Mar</div> <div>Thu</div>	<div>Go to Today</div> <div>Backlog</div> <div>Ongoing</div>
Mary	8:00	4:00	2:00	0:00	0:00	
XP 2000	Define Housing/Faceplate/Interfaces	Define Housing/Faceplate/Interfaces				<div>Finalize Faceplate Design</div> <div>Review/approve Pwr Boa</div> <div>Release Faceplate Drawing</div> <div>Lead Time for Faceplate</div>
Sustaining Engineering						Shutdown RM400 Line and
Misc. Other	Submit Next Year's Budget	Submit Next Year's Budget	Submit Next Year's Budget			<div>Complete Performance Appr</div> <div>Complete/Submit Lean NPD</div>
	Admin					

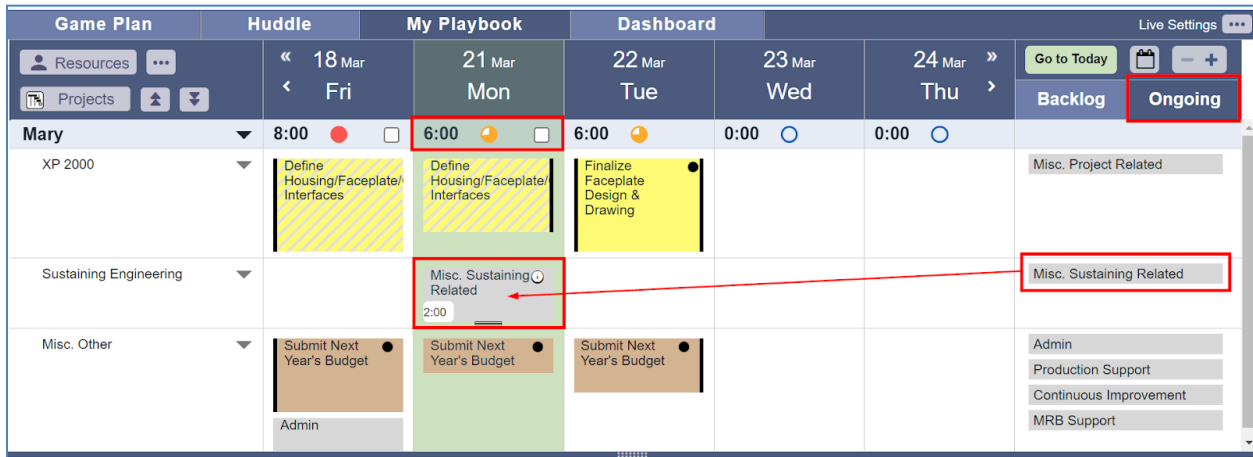
10. She believes these two tasks are her top priorities for tomorrow and since tomorrow's utilization dial is full (6 hrs = 75% of her capacity (8 hrs)), she is finished preparing for tomorrow's huddle(s).

Game Plan	Huddle	My Playbook	Dashboard
Resources ... Projects ▲ ▼	« 18 Mar < Fri	21 Mar Mon	22 Mar Tue
<b>Mary</b> ▼	8:00 ● □	4:00 ● □	6:00 ● □
XP 2000 ▼	Define Housing/Faceplate/Interfaces	Define Housing/Faceplate/Interfaces	Finalize Faceplate Design & Drawing
Sustaining Engineering ▼			
Misc. Other ▼	Submit Next Year's Budget ● Admin	Submit Next Year's Budget ●	Submit Next Year's Budget ●

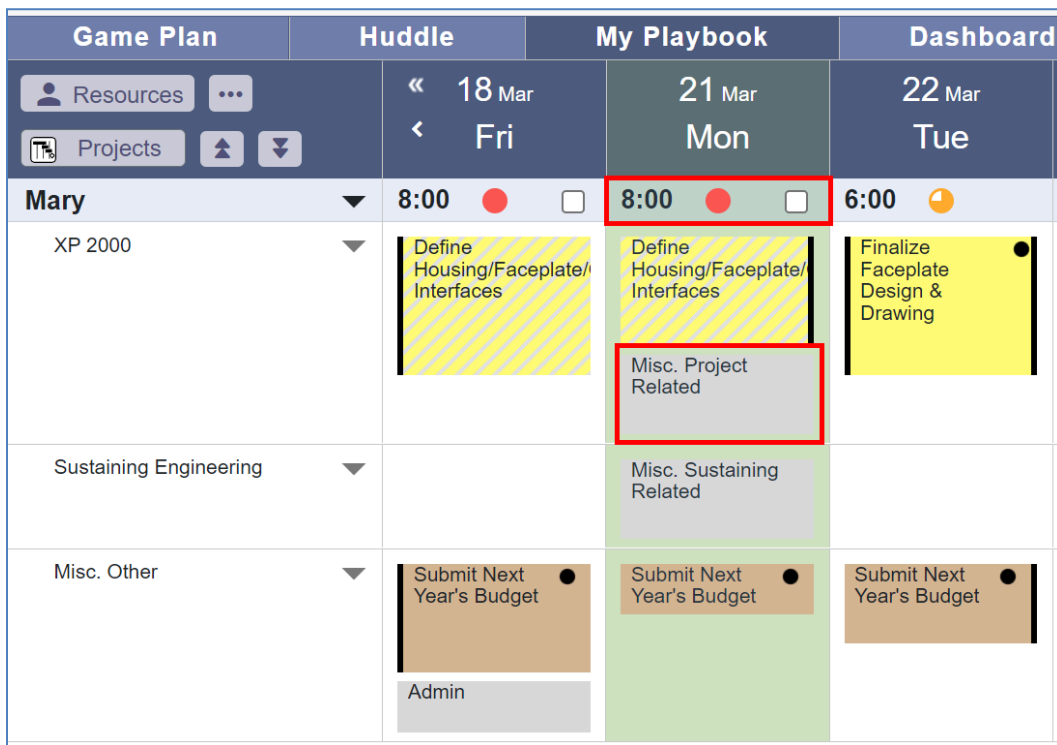
*Extra! Extra! Read All About It!*

If Mary were to schedule more work for herself, she would willingly overload herself and be more likely to multitask. Since she doesn't want to be her own worst enemy, she resists the temptation to schedule more work for herself. This is the most difficult behavior to change because we don't want to appear that we're not carrying our weight. We have to support each other to change the culture.

11. As for where the rest of her time went today... She spent 2 hours working on a Sustaining Engineering issue, so she clicks on the **Ongoing tab in the backlog** then **pulls the Misc. Sustaining Related** Ongoing task to today and **resizes it to 2 hrs** for a total thus far of 6 hours.



12. She also spent 2 hours working on project XP 2000 related activities – meetings, hallway conversations, huddles, etc. so she **pulls the XP 2000** Ongoing task, **Misc. Project Related**, to today and **resizes it to 2 hrs** for a total of 8 hours.



13. She clicks the checkbox to say, “*I’m prepared for tomorrow’s huddle*”.

Game Plan	Huddle	My Playbook	Dashboard
<div>Resources</div> <div>Projects</div>	<div>« 18 Mar</div> <div>&lt; Fri</div>	<div>21 Mar</div> <div>Mon</div>	<div>22 Mar</div> <div>Tue</div>
Mary	8:00 <span></span> <input type="checkbox"/>	8:00 <span></span> <input checked="" type="checkbox"/>	6:00 <span></span>
XP 2000	Define Housing/Faceplate/Interfaces	Define Housing/Faceplate/Interfaces Misc. Project Related	Finalize Faceplate Design & Drawing
Sustaining Engineering		Misc. Sustaining Related	
Misc. Other	Submit Next Year's Budget Admin	Submit Next Year's Budget	Submit Next Year's Budget

14. Save and Mary’s done!

You can’t save changes on the training site, but you get the idea! In just a few minutes she updated the status of her tasks thereby keeping the plan up to date and accurate, and she prepared for tomorrow’s huddle.

15. Sign Mary out of Playbook then **Discard**.

***This completes this exercise.***