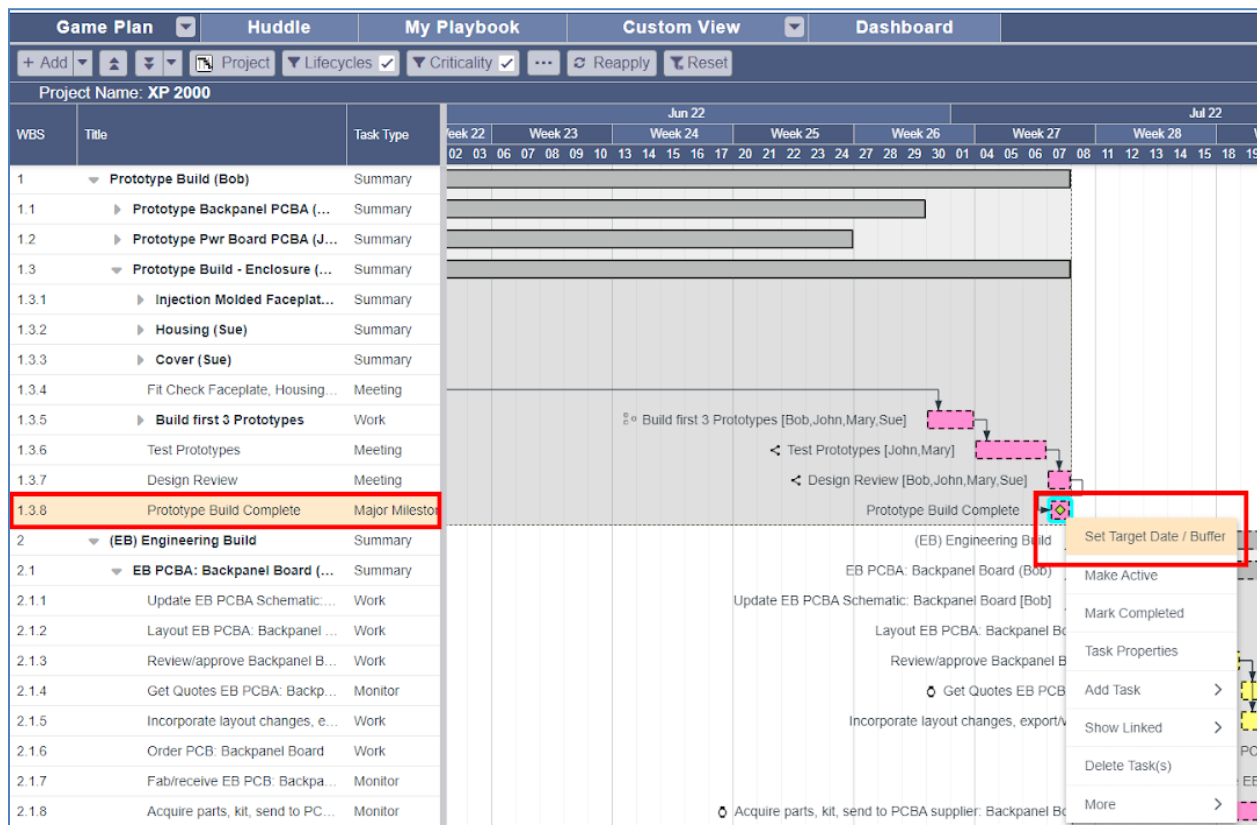


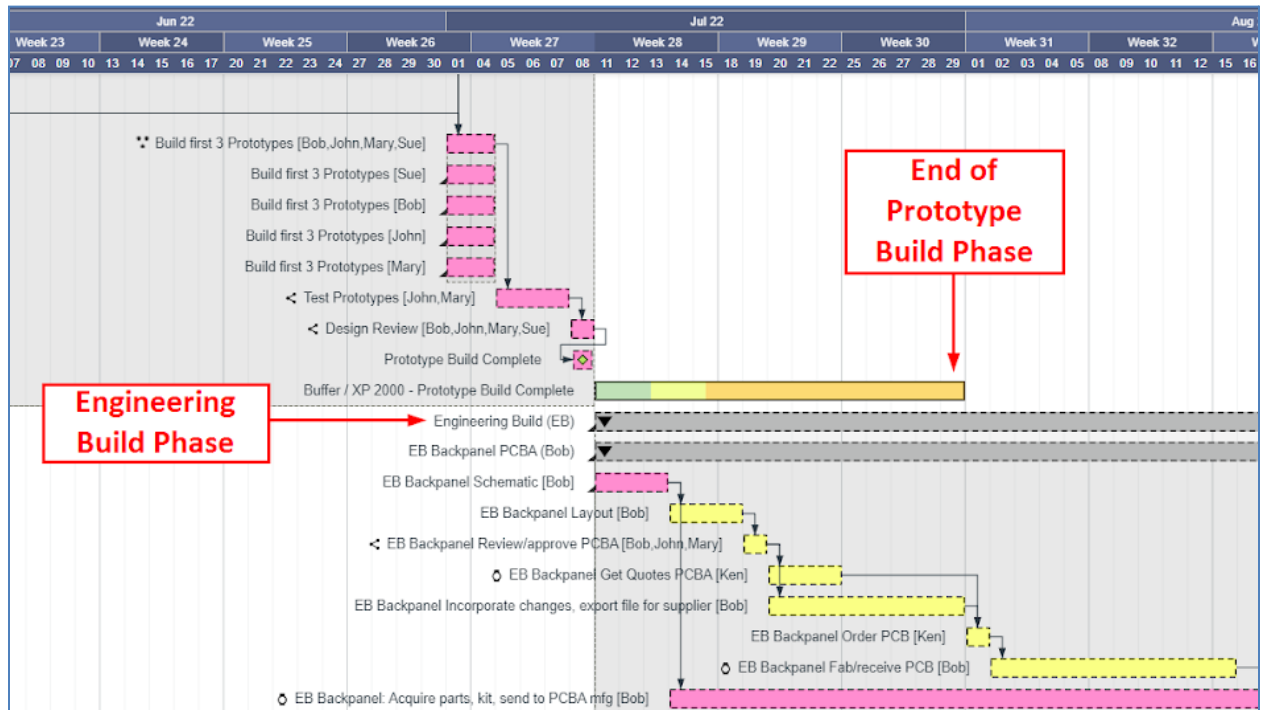
Exercise – Create a Buffer to Start After a Previous Phase

In this exercise, you will learn how to create and configure a buffer that begins after a previous buffer ends, typically for serial phases in a project.

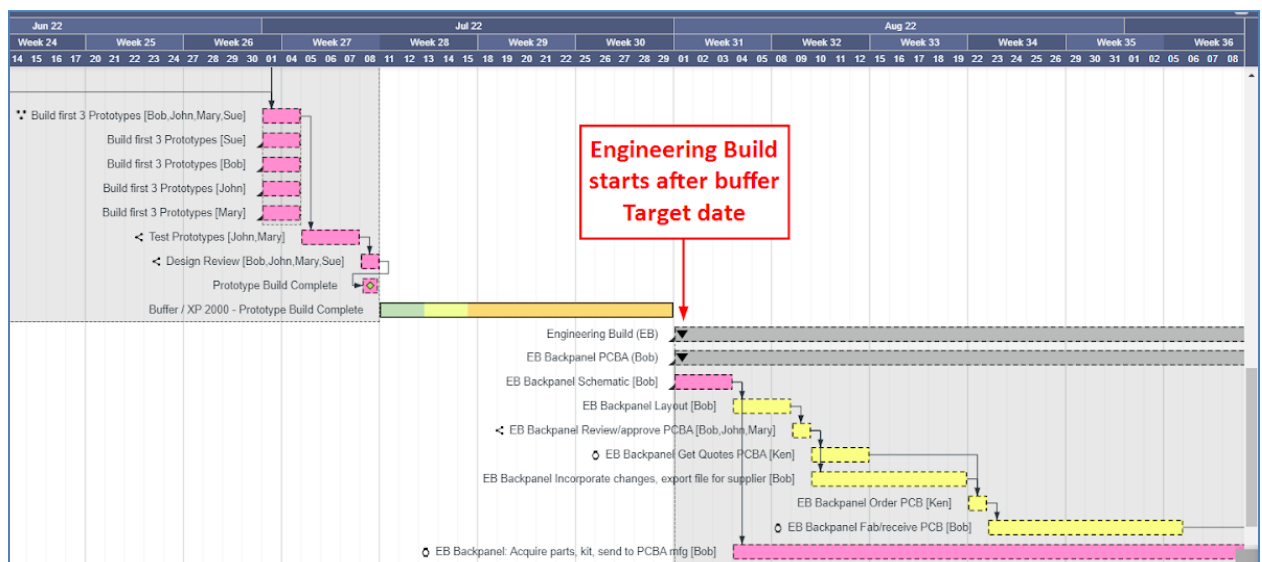
1. Open a Chrome or Edge browser and enter the following:
<https://training3.playbookteam.com>
2. Sign in to Playbook as Bob. Username = **Bob**, password = **PlayBook2021**
3. Go to the Game Plan view and activate Project **XP 2000**.
4. Right-click on Major Milestone **Prototype Build Complete** (WBS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



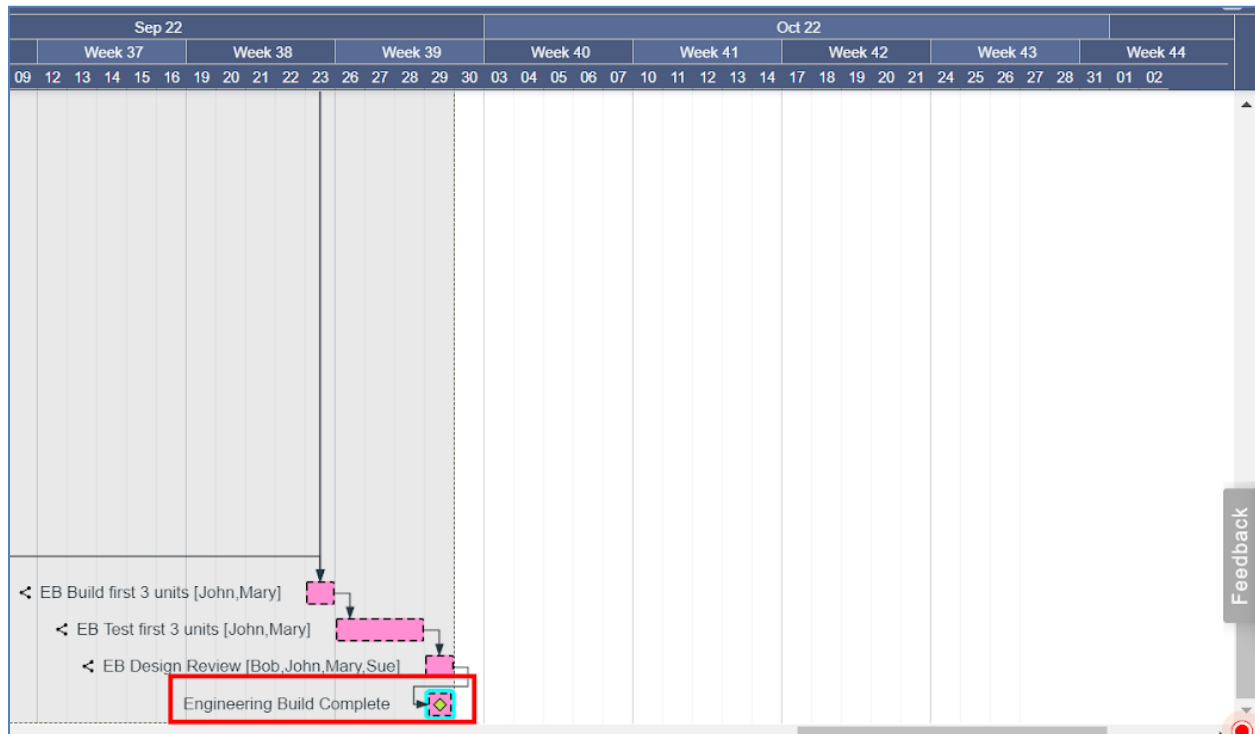
- In Buffer Properties, set **Lifecycle = Active**, then click **Ok**. The buffer has been created and it has a solid border indicating it is active. Notice the Prototype Build phase is followed by an Engineering Build phase.



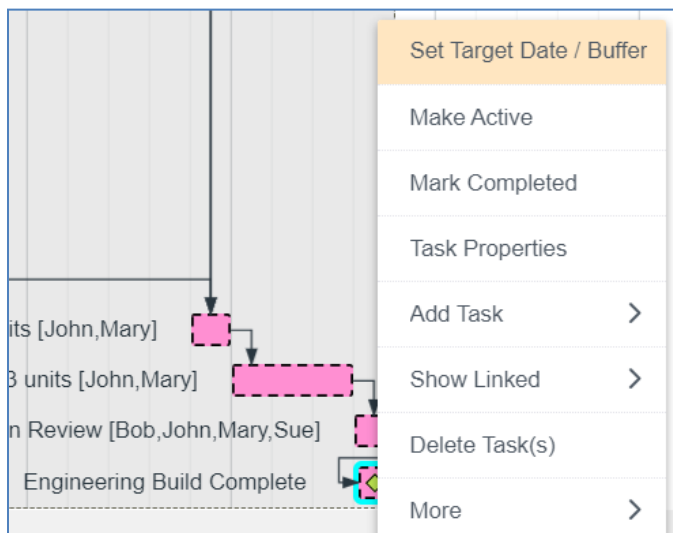
- Currently the Engineering Build phase is planned to start at the beginning of the Prototype Build Complete buffer. Since it is not likely to start until after the Prototype Build phase is completed, the Engineering Build phase needs to be moved later. Drag summary task **Engineering Build to start the day after the Prototype Build buffer's Target / Due Date**.



7. Like the Prototype Build phase, there is a Major Milestone at the end of the Engineering Build phase. In the task grid, click on **Engineering Build Complete** (WBS 2.3.8).



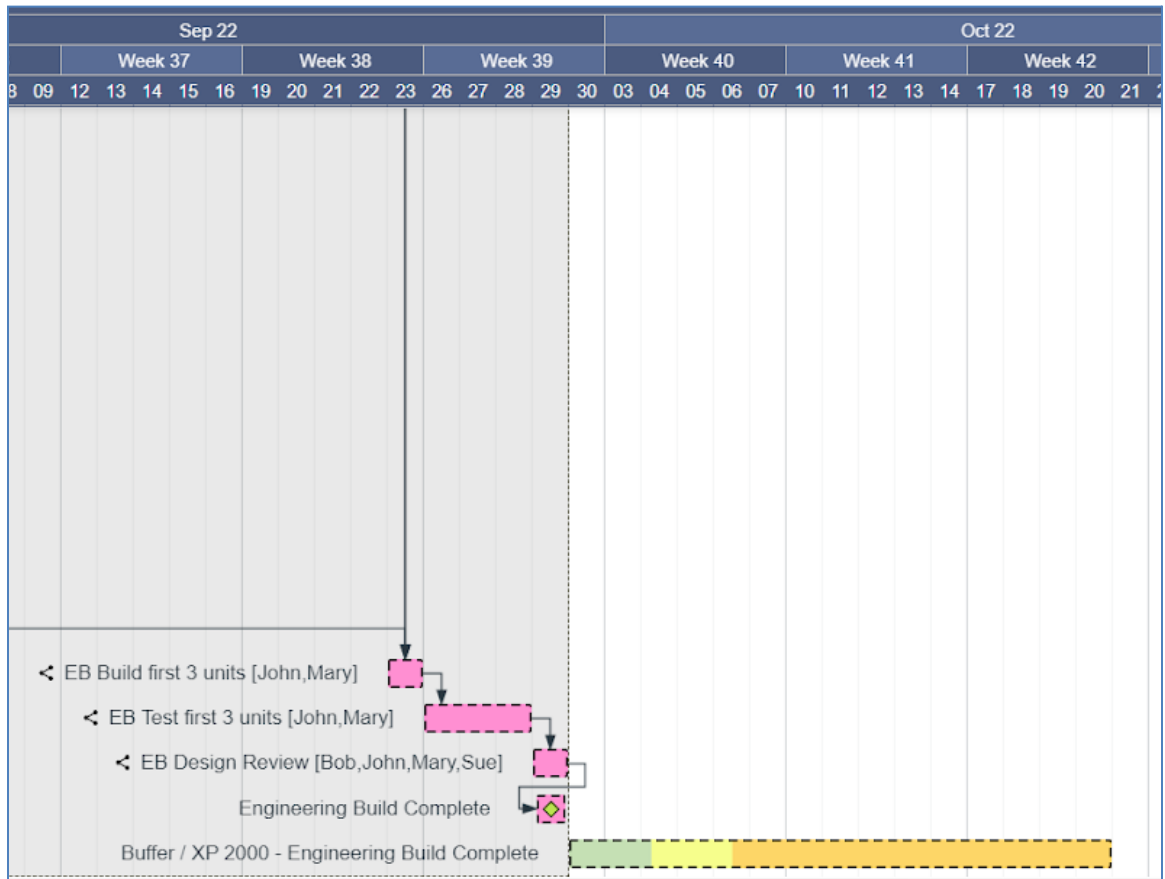
8. Right-click on **Engineering Build Complete** (WBS 2.3.8) then click **Set Target Date/Buffer**.



9. Note **Tracking Start Date = Today**, **Buffer Duration = 34 days**, and note the **Target / Due Date**. Since the Prototype Build phase already has a buffer and the Engineering Build phase is planned to start after the Prototype Build's buffer, the Engineering Build buffer's Tracking Start Date should be the day after the end of the Prototype Build's buffer's Target/Due Date. Set **Tracking Start Date = End of Previous Buffer**.

Target Date / Buffer	
Basic	TitleXP 2000 - Engineering Build Complete
Advanced	LifecycleIn planning
Description	Risk ProfileMedium
Tracked Milestones	
	Tracking Start Date01 Aug 2022End of Previous Buffer
	Unbuffered Duration8.8 weeks
	Buffer RatioIdealActualInitial333333%
	Buffer Duration151515 weekdays
	Target / Due Date20 Oct 2022

10. Note the updated Tracking Start Date, Buffer Duration and Target/Due Date. Set **Lifecycle = Planning Completed** to fix Buffer Duration, then click **Ok**. The buffer's lifecycle will be changed to Active once the Prototype phase has been completed.



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

This completes this exercise.