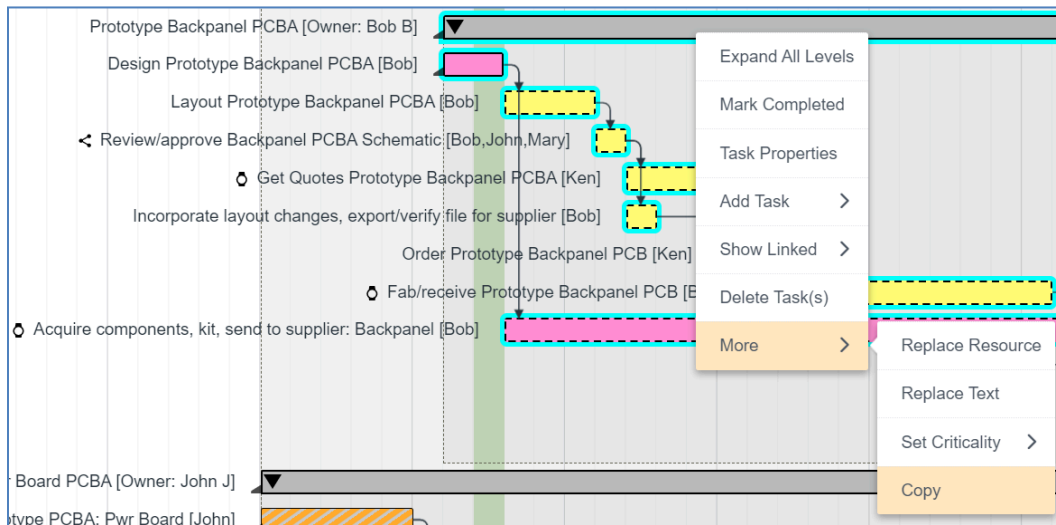
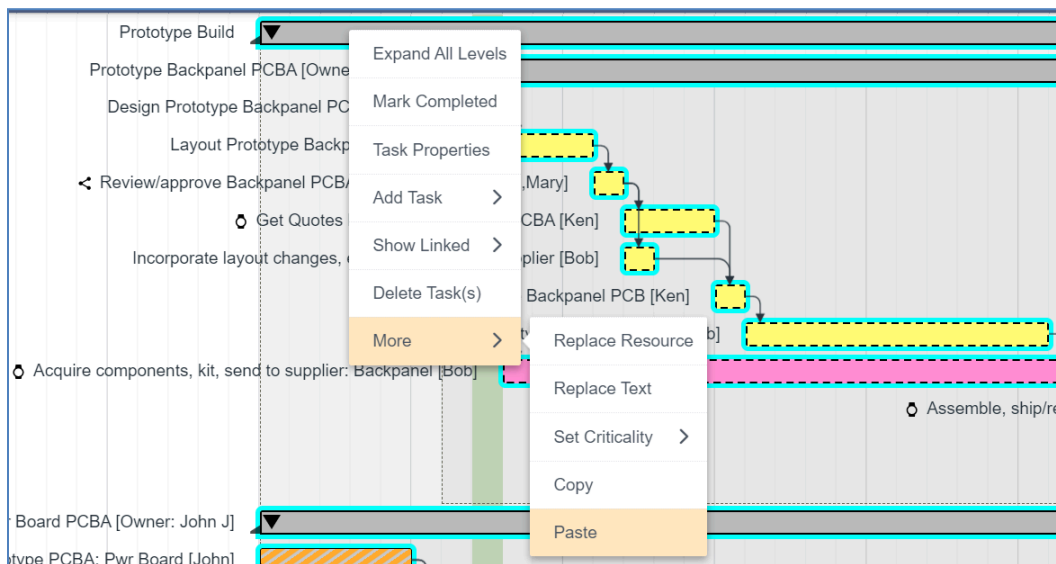


Exercise – Copy/Paste in the Same Project

1. Open a Chrome or Edge browser and enter the following:
<https://training3.playbookteam.com>
2. Sign in Playbook as Bob. Username = **Bob**, password = **PlayBook2021**
3. Switch to **Game Plan**, and display project **XP 2000**.
4. Right-click on the summary task **Prototype Backpanel PCBA** to select it and all its subtasks then click **More → Copy**.



5. Right-click on summary task **Prototype Build** then click **More → Paste**. By doing so you have told Playbook which summary task you want to place the new tasks in.



6. In the Paste Window, reassign the tasks assigned from **Bob B** to **John J**.

Paste Window

Lifecycle Planned Criticality Same as Original

Start Type Same as Original In Summary Task Prototype Build (Bob)

Earliest Task Start Date 16 Dec 2022

Replace Resources	
Original Resource	New Resource
Bob B	John J
John J	John J
Ken K	Ken K
Mary M	Mary M

Replace Text ☒ Title ☒ Description	
Replace this:	With this:

+ New Row

Ok Cancel

7. Click in the cell under **Replace this:** enter **Backpanel** then click in the cell under **With this:** enter **Auxiliary** then click **Ok**.

Paste Window

Lifecycle Planned Criticality Same as Original

Start Type Same as Original In Summary Task Prototype Build (Bob)

Earliest Task Start Date 16 Dec 2022

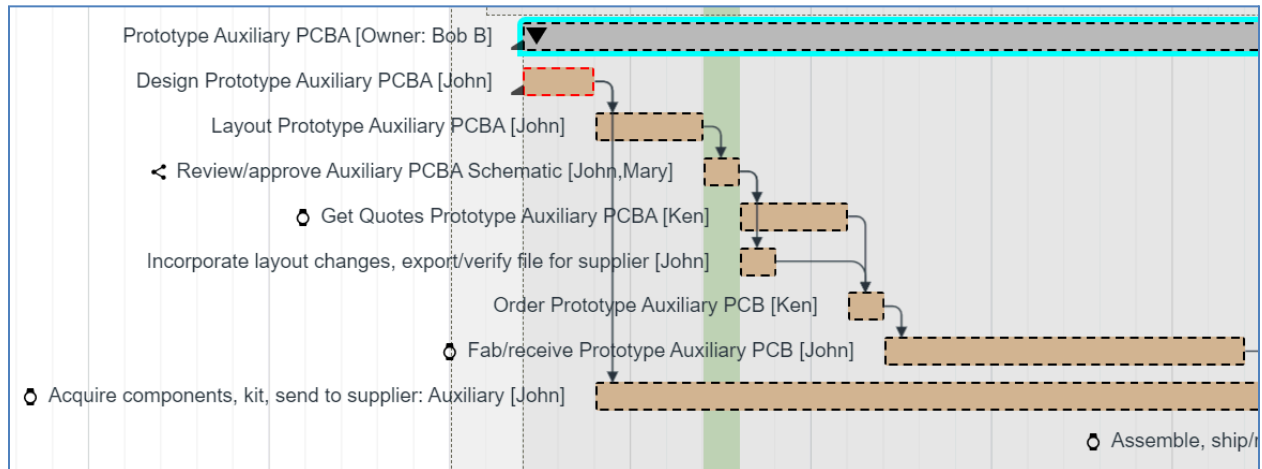
Replace Resources	
Original Resource	New Resource
Bob B	John J
John J	John J
Ken K	Ken K
Mary M	Mary M

Replace Text ☒ Title ☒ Description	
Replace this:	With this:
Backpanel	Auxiliary

+ New Row

Ok Cancel

8. Summary task **Prototype Auxiliary PCBA** and all its subtasks have been created, titles modified, and all tasks assigned to Bob have been reassigned to John. The new tasks are completely independent of the original tasks. Note: Major milestones are converted to Normal milestones when copied, hence the new tasks are brown (unknown slack) and will need to be linked to a Major milestone to calculate their slack and criticality.



9. Sign Bob out of Playbook and **Discard**.

This completes this exercise.