74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You are a project manager who uses Microsoft Project.

You are creating a preliminary project schedule and are estimating the number of resources required prior to finalizing the schedule. You do not have named resources to complete the tasks, but you know the resource roles that are

necessary. One of the roles needed is architect.

You need to estimate how many architect hours are required to complete the work.

What should you do?

A. Add a Material Resource named architect.

B. Add a Budget Resource named architect.

C. Add a Work Resource named architect,

D. Add a Cost Resource named architect.

Correct Answer: C

QUESTION 2

Your company uses Microsoft Project.

An organization with project managers of varying expertise wants a simple, standard view that displays overall project status.

You need an out-of-box function that provides the ability to assess current, baseline, and actual work for the project.

Which view should you use?

A. Project Overview dashboard

B. Resource Allocation view

C. Work Overview dashboard

D. Relationship Diagram view

Correct Answer: C

QUESTION 3

Your organization uses Microsoft Project.

A senior stakeholder in a project asks you to determine when a task is over budget by comparing the baseline cost of a task to the cost. Additionally, the senior stakeholder wants you to display a graphic indicator when the baseline cost is

greater than the cost.

You write a formula to display the indicator, but it only displays for normal tasks and not for summary tasks.

You need to make the indicator display for summary tasks.

Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

A. Within the Custom Field, set Calculation for task and group summary rows to Use Formula.

B. Within the Custom Field, set Calculation for task and group summary rows to Maximum.

C. Within the Graphical Indicators dialog box, check the Import Indicator Criteria button.

D. Within the Graphical Indicators dialog box, check Summary rows inherit criteria from nonsummary row.

Correct Answer: AD

QUESTION 4

You are a project manager who uses Microsoft Project.

All resources in your project schedule have availability of 8 hours per day. You notice that several of the resources on the project are overallocated. You decide to level the project to help resolve the overallocations for the resources.

Team members often do not work at the same time when completing their work on the tasks.

You need to resolve the overallocations by using the Resource Leveling function.

What should you do?

A. Click the Level only within available slack option.

B. Click Clear Leveling.

C. Click the Leveling can adjust individual assignments on a task option.

D. Click the Level resources with a proposed booking type option.

Correct Answer: C

QUESTION 5

You are project manager who uses Microsoft Project.

Your organization uses Microsoft SharePoint and uses a SharePoint task list to define the tasks required on an upcoming project. The task list contains over 100 items.

You need to create a project based on the tasks in the SharePoint list in the most efficient manner.

What should you do?

A. Export the tasks into Microsoft Excel and then import the Excel file into Microsoft Project.

B. Edit the Project Summary Task hyperlink column to point to the SharePoint task list and click the Import button.

C. Open the tasks directly from the SharePoint site into Microsoft Project.

D. Copy and paste the tasks from SharePoint into Microsoft Project.

Correct Answer: C

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