74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You are a project manager for a company that is based in New York and London. The company uses Microsoft Project.

Teams from both offices are working together on a project. Since the two offices are located in different regions, the teams have separate company holiday schedules and working times.

You need to ensure that the effort for each resource and task is set up properly in the calendar.

You want to achieve this goal by using the least amount of time and effort.

What should you do?

A. Create a London calendar from the standard calendar and assign the London calendar as the project calendar.

B. Create a new base calendar for London that includes all of the London office\\'s company holidays and assign it to all London resources.

C. Manually edit each London resource\\'s calendar to add all of the London office\\'s company holidays.

D. Assign the 24-hour calendar to all tasks and select Scheduling ignores resource calendars.

Correct Answer: B

QUESTION 2

You are creating a schedule by using Microsoft Project. You enter the non-working days for the organization into the Standard calendar.

You need to save the updated calendar to use in future projects.

What should you do?

A. Use Project Information to change the Project calendar.

B. Use the Organizer to copy the Standard calendar to the Global template.

C. Use the Organizer to copy the Gantt Chart view to the Global template.

D. Use Change Working Time to copy the Standard calendar.

Correct Answer: B

References: https://support.office.com/en-us/article/Copy-reports-calendars-and-views-using-the-Organizer-78d9c687-b70f-4a20-86c5-e1c65c124261

QUESTION 3

You are evaluating a completed project by using Microsoft PPM.

You have displayed the Resource Sheet view and selected the Work table. In this project, the Custom Service Team

was responsible for 25 tasks.

Resource Name	%	Work	Overtime	Baseline	Variance	Actual	Remaining
Customer Service Team	100%	258 hrs	0 hrs	208 hrs	50 hrs	258 hrs	0 hrs

Use the drop-down menus to select the answer choice that answer each question.

Hot Area:

Answer Area

What can you conclude about the budget for the Customer Service Team?

- You are over budget.
- You are under budget.
- You are on budget.

You will be using Customer Service Team on your next project. Based on the imformation presented, which adjustments would you ask them to make to their work estimates?

- Have them increase their work estimate.
- Have them decrease their work estimate.
- Keep their work estimate the same.

Correct Answer:

Answer Area

What can you conclude about the budget for the Customer Service Team?

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- **Have them increase their work estimate.**
- Have them decrease their work estimate.
- Keep their work estimate the same.

If the Work Variance field contains a negative number, less work is scheduled for the assignment than originally planned, as shown in the baseline. If the Work Variance field contains a positive number, more work is scheduled for the assignment than originally planned. If the Work Variance field contains zero, the scheduled amount of work is exactly as was planned.

References: https://support.office.com/en-gb/article/work-variance-fields-1bb45242-e32e-4c7f-a694-81bc2a9e9a74

https://ntrajkovski.com/2011/12/29/tracking-the-project-progress-with-using-different-tables/

QUESTION 4

You are an independent project manager who uses Project Professional 2013.

You are starting a new marketing campaign project for your own company. You want to use Project Professional 2013 to plan and manage this project. You have never worked with a marketing project, so you choose to start your project plan

with one of many templates available at the Microsoft Office website. You need to access the correct template.

Which three actions should you perform in sequence? (To answer, move the three appropriate actions from the list of actions to the answer area and arrange them in the correct order.)
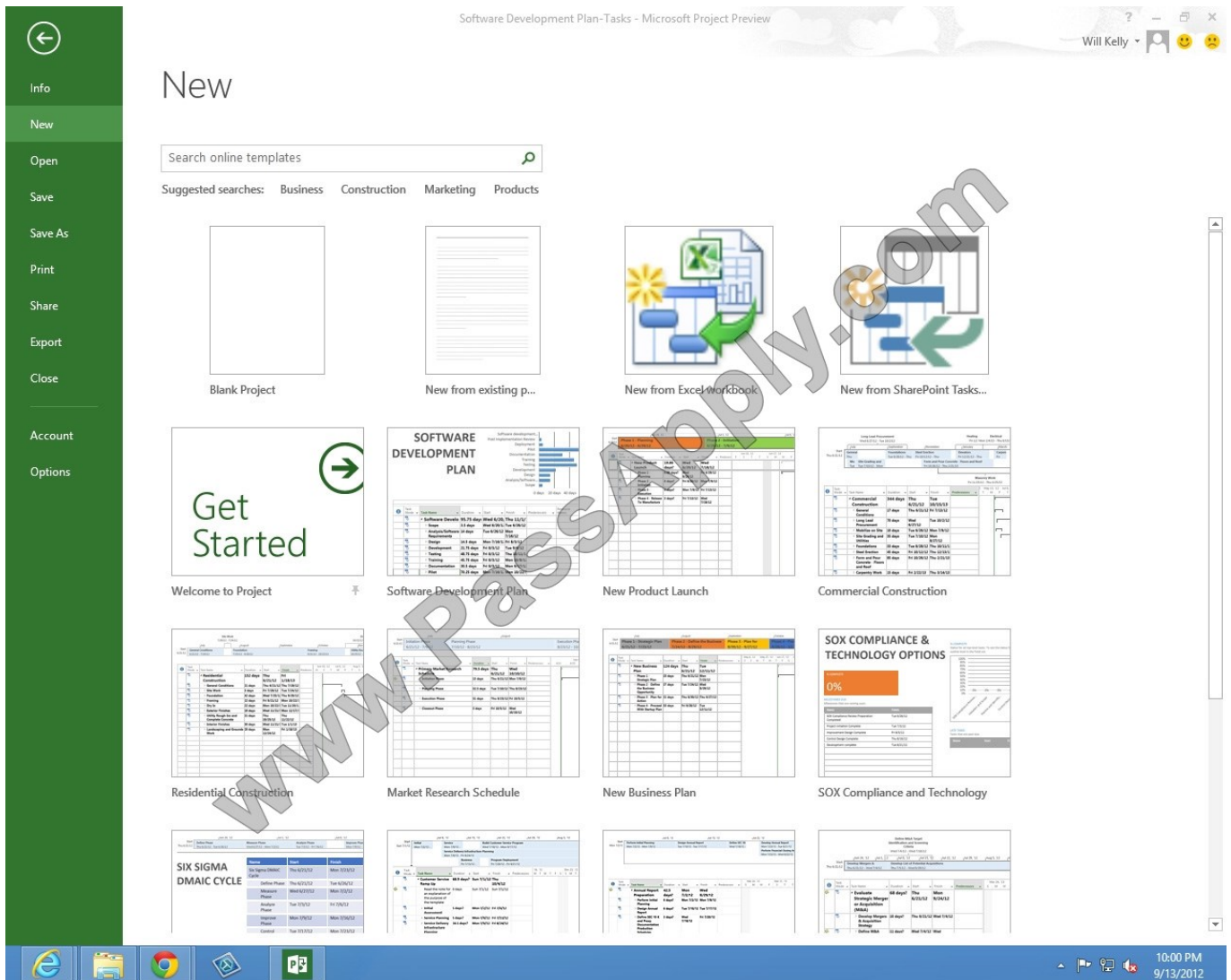
Select and Place:

	Answer Area
Use the organizer to copy the template.	
Run the Template Installation file.	
Download and save the selected template.	
Go to **File** – **New**.	
Select your template or search online.	

Correct Answer:

	Answer Area
Use the organizer to copy the template.	Go to **File** – **New**.
Run the Template Installation file.	Select your template or search online.
	Download and save the selected template.

Note:

* Microsoft Project Professional 2013 includes an ever-growing library of Project templates on Office.com, a Microsoft-owned Office online resource.

QUESTION 5

Your organization uses Microsoft Project and records actual hours worked on the project.

You manage a small e-commerce website implementation project. One of your testers asks for assistance in completing a critical task, and you find two additional testing resources that can assist with executing the critical test cases.

The total estimated work for the effort-driven task is 100 hours. The original testing resource, Resource1, completes 25 hours of work on the task.

You need to add Resource2 and Resource3 to the task and split the remaining hours across all three resources now working on the task.

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

A. Open the Task Form and format it to show Work Details. Enter 25 hours of actual work for Resource1. Then save the changes.

B. Open the Task Form and format it to show Work Details. Enter 75 hours of remaining work for the assigned resource. Then save the changes.

C. Assign Resource2 and Resource3 to the task. Then save the changes.

D. Open the Task Form and format it to show Work Details. Enter 33.33 hours of work for each resource. Then save the changes.

Correct Answer: AC

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