74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You are a project manager who uses Project Standard 2013. Your project is approved, and you identify named resources to replace the generic resources for your project tasks. You need to update the project schedule to assign the named resources to their appropriate tasks. Which three actions should you perform in sequence? (To answer, move the appropriate three actions from the list of actions to the answer area and arrange them in the correct order.)

Select and Place:

	Answer Area
Click **Assign Resources**, select the Resource Name, and click **Assign.**	
In the Gantt view, highlight the tasks for which you need to assign the named resources.	
Add the Named Resources to the Resource Sheet.	
Click **Assign Resources**, select the Resource Name, and click **Replace.**	

Correct Answer:

	Answer Area
Click **Assign Resources**, select the Resource Name, and click **Assign.**	Add the Named Resources to the Resource Sheet.
	In the Gantt view, highlight the tasks for which you need to assign the named resources.
	Click **Assign Resources**, select the Resource Name, and click **Replace.**

Note:

1 On the Resource tab, in the Assignments group, click Assign Resources.

The Assign Resources dialog box appears, in which you see the resource names you earlier (step 1), plus additional resources.

2 In the Task Name column in the Gantt Chart view, select the task.

3. In the Resource Name column in the Assign Resources dialog box, click the name of the assigned resource, and then click Replace (not Assign as we already have a dummy/generic assignment).

QUESTION 2

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 3

You manage a project by using Microsoft Project.

You need to use the Baseline2 fields to calculate Variance at Completion (VAC). You have already set Baseline2.

What should you do?

A. Enter physical percent complete for the tasks that have actual values. Set the Baseline to the Baseline2, and reschedule uncompleted work based on the status date.

B. Change the Earned Value method to Baseline2 in the Task Information Form. Enter tracking data, and view the VAC on the Earned Value table.

C. Change the Baseline for Earned Value calculation option to Baseline2, and reschedule uncompleted work based on the status date.

D. Go to the Earned Value table and insert the Baseline2 column. Recalculate the project.

Correct Answer: C

QUESTION 4

You manage a project by using Microsoft Project.

The Indicators column in the Gantt Chart view shows that there are overallocated resources for a task. A resource is assigned to multiple tasks at 100% on a specific day, totaling 2.5 hours of work for the day. The resource has availability of 8

hours for the day.

You need to solve this problem.

What should you add to the task?

A. A deadline

B. A Finish to Start relationship

C. A Finish to Finish relationship

D. More work

Correct Answer: B

QUESTION 5

You manage a project for an organization that relies heavily on schedule baselines in Microsoft Project.

A change is approved for an in-progress project which you manage. You enter the new tasks necessary to include the changes to the project schedule.

You need to update the baseline in the most efficient manner.

What should you do?

A. Update the current baseline to the baseline1 fields.

B. Copy the current schedule to the baseline fields.

C. Select a range of tasks and update the schedule to the baseline1 fields for the selected tasks.

D. Select a range of tasks and update the baseline for the selected tasks.

Correct Answer: D

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