74-343^Q&As

Managing Projects with Microsoft Project

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QUESTION 1

Your company uses Microsoft Project, and you are setting up an initial planning schedule.

You need to set each task duration as estimated, until the estimate is confirmed by the assigned resource.

What should you do?

A. Select the estimated check box.

B. Use a task custom field and set the Roll task down to assignment check box.

C. Enter the duration suffixed with -ed for estimated days.

D. Set the task to manually scheduled.

E. Use an assignment custom field and set the Roll assignment up to task check box.

Correct Answer: A

QUESTION 2

You are a project manager who uses Microsoft Project.

You have been told to build multiple project files for a program.

You need to have all of your projects start with auto scheduled tasks by default.

What should you do?

A. Under schedule options, set New tasks created to Auto Scheduled for each project.

B. Use the Task Mode field to change the first task to Auto Schedule, then copy down for all of your tasks.

C. Under schedule options, set New tasks created to Auto Scheduled for all new projects.

D. Highlight all of the tasks in your schedule and select the Auto Schedule button.

Correct Answer: C

QUESTION 3

You are a project manager who uses Microsoft Project.

After updating a project schedule, you want to determine the amount of time that the schedule has slipped from the original scheduled dates.

You need a graphical view that shows the current schedule to baseline.

Which view should you use?

A. Detail Gantt view

B. Tracking Gantt view

C. Leveling Gantt view

D. Gantt Chart view

Correct Answer: B

QUESTION 4

Your organization uses Microsoft Project and Microsoft SharePoint.

You are responsible for a project with resources in different offices. All offices share the same SharePoint intranet, and all resources have valid accounts to log into the company intranet. Your project plan already has the correct names and

assignments for each resource involved in this project.

You need to share and receive project plan updates dynamically with your resources.

What should you do?

A. Sync with SharePoint Tasks List, automatically creating a Project Site synchronized to your Project Plan.

B. Create the Project Site in SharePoint and upload the project plan to the project site.

C. Create the Project Site in SharePoint and save the project plan to the project site.

D. Copy and paste the project tasks to a SharePoint task list.

Correct Answer: A

QUESTION 5

You manage a project by using Microsoft Project.

The work variance for a task is 48 hours. The remaining work is 25 hours. The work for this task has been completed.

You need the work variance to be adjusted to reflect what has occurred during the performance of the task.

What should you do?

A. Adjust the value in the Baseline Work column.

B. Enter a 0 in the remaining Duration column.

C. Adjust the value in the Work Variance column.

D. Mark the task inactive.

Correct Answer: B

QUESTION 6

You are a project manager for a software development company that uses Microsoft Project.

For managing projects, your company has its own specialized processes, all of which you are familiar with, except for the reporting processes. Additionally, your company\\\'s status reports of project progress are based on Work and Cumulative

Work.

Thirty minutes before a meeting is scheduled to begin, the president of your company asks you to present the status report at the meeting.

You need the report to show all project tasks, resources assigned, and their respective Work and Cumulative Work on a monthly basis.

What should you do?

A. Select the Gantt Chart view that has all project tasks and resources assigned. Click Add New Column to add Work and Cumulative Work. Go to the Gantt chart and adjust the timescale by zooming in or out to fit the monthly basis.

B. Select the Gantt Chart view that has all project tasks and resources assigned. Right-click on the Gantt chart, selecting Work and Cumulative Work. Adjust the timescale by zooming in or out to fit the monthly basis.

C. Select the Task Usage view that has all project tasks and resources assigned. Right-click the Details table, selecting Work and Cumulative Work. Adjust the timescale by zooming in or out to fit the monthly basis.

D. Select the Network Diagram View. Choose Format Box Styles and add Cumulative Work to the Critical Task Box style.

Correct Answer: C

QUESTION 7

You are managing a project by using Microsoft Project.

Your project schedule contains 1000 tasks which are in outline format. You discover that the Design summary task is located below the Build summary group of tasks.

You need to move the Design summary task and its detail tasks to the proper location.

What should you do?

A. Click on the Design summary task name and drag it above the Build group of tasks.

B. Make the Design summary task grouping a manual task, and drag the Design task name above the Build group of tasks.

C. Cut all of the tasks below the Design summary task and paste them above the Build group of tasks.

D. Click on the ID number for the Design summary task grouping and drag the group above the Build group of tasks.

Correct Answer: D

QUESTION 8

You are a project manager who uses Microsoft Project.

Your organization migrates all project plans from Microsoft Excel to Microsoft Project. One of the directors of the company has several years of experience using Excel Pivot Tables to analyze and make decisions about projects.

You need to enable project managers to view relevant project information in Excel Pivot Tables.

What should you do?

A. Create a Report view by using the new Built-in Dashboards and Reports feature and export to Excel.

B. Download and install the Microsoft Project to Pivot Table Tool and generate a new Excel Pivot Table by selecting the current project.

C. Use the Excel Data From Other Sources feature to access your project file.

D. Create a report by using the Visual Reports feature. Select Microsoft Excel and choose relevant data to view in the report.

Correct Answer: D

QUESTION 9

Your company uses Microsoft Project, and you are setting up an initial planning schedule.

You need to make sure that all new task durations are shown as estimated.

What should you do?

A. Enter the duration suffixed with -ed for estimated days.

B. Use a task custom field and set the Roll task down to assignment check box.

C. Use an assignment custom field and set the Roll assignment up to task check box.

D. Set the task to manually scheduled.

E. From Project Options| Schedule tab, select the New scheduled tasks have estimated durations check box.

F. From Project Options| Schedule tab, select the Show that scheduled tasks have estimated durations check box.

Correct Answer: F

References:

https://books.google.co.za/books?id=qGMDDgAAQBAJandpg=PT67andlpg=PT67anddq=New+scheduled+tasks+have+estimated+durations+check+box-+project

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20check%20box-%20project%202013andf=false

QUESTION 10

You are a project manager using Microsoft Project.

You need to be able to view your project plan in different ways to obtain information.

Match each view to its definition.

To answer, drag the appropriate view name from the column on the left to its definition on the right. Each view name may be used once, more than once, or not at all.

Select and Place:

Answer Area

	Definition	View name
Tracking Gantt Chart	Includes a task sheet on one side and graphical bars over time representing task duration of the scheduled and baseline start and finish dates.	
Calendar	View the project tasks in a grid layout by month, week, or custom.	
Network Diagram	Flowchart-style view where tasks are represented by boxes, or nodes, connected by lines to show dependencies between tasks.	
Resource Usage		
Resource Graph	View the assigned tasks for each resource and the amount of work the resource is scheduled ro perform on each task.	
Bar Rollup	Chart-style view of information about the allocation, work, or cost of resources over time.	
Resource Form		

Correct Answer:

Answer Area

	Definition	View name
	Includes a task sheet on one side and graphical bars over time representing task duration of the scheduled and baseline start and finish dates.	Tracking Gantt Chart
	View the project tasks in a grid layout by month, week, or custom.	Calendar
Resource Usage	Flowchart-style view where tasks are represented by boxes, or nodes, connected by lines to show dependencies between tasks.	Network Diagram
	View the assigned tasks for each resource and the amount of work the resource is scheduled ro perform on each task.	Resource Form
Bar Rollup	Chart-style view of information about the allocation, work, or cost of resources over time.	Resource Graph

References: https://support.office.com/en-us/article/Overview-of-Project-views-6CB1DBCD-5CD5-4CC2-A878-AA365564266D

QUESTION 11

You are reviewing a schedule in Microsoft Project. Your organization works a standard eight hours per day and 40 hours per week.

You observe that the mechanical engineer is scheduled to work 10 hours per day for two days on a task, but the cost calculated for the task is $1,600. You believe the total should be $1,720.

You need to identify the cause of this calculation error.

Which two troubleshooting steps should you perform? Each correct answer presents part of the solution.

A. Review the mechanical engineer\\'s work on the task, and ensure that total Work is set to 8h and Ovt.Work is set to 2h.

B. Review the mechanical engineer\\'s rate information, and ensure that Std.Rate is $100/hr.

C. Review the mechanical engineer\\'s work on the task, and ensure that total Work is set to 16h and Ovt.Work is set to 4h.

D. Review the mechanical engineer\\'s rate information, and ensure that Std.Rate is $80/hr and Ovt.Rate is $120/hr.

E. Review the mechanical engineer\\'s rate information, and ensure that Std.Rate is $80/hr and Cost/Use is $120/hr.

Correct Answer: C

QUESTION 12

You are entering tasks into a schedule by using Microsoft Project.

Some of the summary tasks contain an inaccurate duration for the task grouping, and the overall duration for the detail tasks is longer than the summary task indicates.

You need to ensure that the summary task duration accurately reflects the duration for the detail tasks in the grouping.

What should you do?

A. Remove task constraints in the summary grouping.

B. Verify the relationships between the tasks within the summary grouping and modify as needed.

C. Adjust the work on the detail tasks to match the work on the summary task.

D. Set the task mode for the summary task to automatically schedule.

Correct Answer: D

References: https://support.office.com/en-us/article/How-scheduling-works-in-Project-5d4f5981-4e9f-4e8e-a699-2ef2a419252f#__toc240439522

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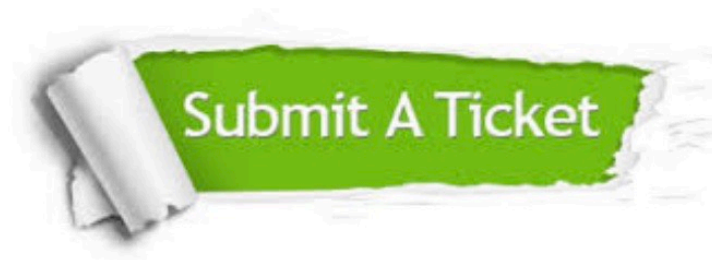
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