74-343^Q&As

Managing Projects with Microsoft Project 2013

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QUESTION 1

You are a project manager who uses Project Professional 2013. You manage a software development project and have baselined the project. Your Project Management Office (PMO) requires you to capture the actual hours per resource for

each task in your project schedule. You use these weekly actual hours to generate a weekly report for your project sponsor. Your resources report their actual hours each Friday. You need to enter the hours in your Project Schedule on a

weekly basis.

What should you do?

A. Choose Resource Usage view, add an Actual Work row, and enter total weekly hours per assignment in the appropriate week.

B. Display the Team Planner view, add an Actual Work column, and enter total weekly hours for each task.

C. Choose Gantt Chart view, add a Work column, and enter total weekly hours for each task.

D. Choose Resource Form view, right-click to view Work Details, and enter total weekly hours for each task.

Correct Answer: A

QUESTION 2

Your company uses Project Professional 2013, 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 3

You are a project manager who uses Project Professional 2013. A customer has sent you a project plan, which contains several custom fields that you want to use in your project. You have a custom field named CF1 in the Number1 field in your project, and you have a custom field named CF2 in the Number1 field of your customer\\'s project. You need to copy the custom fields from your customer\\'s project into your own. You do not want to overwrite your project custom field. You open both projects. What should you do next?

A. Use the Organizer to move the custom fields from one project to the other.

B. Cut and paste the custom fields from one project to the other.

C. Drag the custom fields from one project to the other.

D. Open the custom fields dialog box and use the Import Fields button.

Correct Answer: D

QUESTION 4

You are a program manager for a complex software development project. You use Project Professional 2013 to manage your project. Your resources work on many different projects across the program, and you need to resolve resource over allocations. Your project team uses a resource pool to manage resources. Resource1 has been assigned to assist on a project that is on the critical path. After assigning Resource2 to the task, you notice that Resource1 is over allocated during the month of November. Project A, which is on critical path, takes priority over Project B, which Resource1 is also assigned to. Using resource leveling in Project Professional 2013, you need to resolve the over allocation for Resource1 for the month of November only. What should you do?

A. Set the priority of Project A to 1000 and the priority of Project B to 500, Set the Leveling Range for November. Change the leveling order to Priority, Standard. Select Level Resource, and choose Resource1 and Level Now.

B. Set the priority of Project A to 500 and the priority of Project B to 1000. Set the Leveling Range for November. Change the leveling order to Standard and select Level Resource. Then choose Resource1 and Level Now.

C. Set the priority of Project A to 1000 and the priority of Project B to 500. Change the leveling order to Standard, and select Level All.

D. Set the priority of Project A to 500 and the priority of Project B to 1000. Change the leveling order to Priority, Standard, and select Level All.

Correct Answer: A

QUESTION 5

You are a project manager who uses Project Professional 2013. You work in a software development project, which is in progress and has reached 60% of actual progress. Your company decides to use the new Project Reports views to communicate all the project progress across the key users. They also decide to report information about a specific period only, normally one month behind the current day. You need to access the report view that your company previously created; however, you must only modify the period displayed in the report and ensure that another period will not be presented. What should you do?

A. Access your report and change the scale by zooming in and out.

B. Access your report and create a new Date Range group.

C. Access your report and use the default Date Range filter.

D. Access your report view and edit the time category under the field list pane.

Correct Answer: D

QUESTION 6

Your company uses Project Professional 2013. You are a program manager who has a master project created for your program. Currently you are seeing the critical path for each independent project in the master project. As a program manager, you want to ensure the resources are properly applied to successfully complete the program. You need to display the critical path for the entire program instead of each independent project. What should you do?

A. Turn on Inserted projects are calculated like summary tasks in the Schedule section of Project Options.

B. Turn on Calculate multiple critical paths in the Advanced section of Project Options.

C. Insert the Critical field, and change the values to Yes for the non-critical tasks.

D. Double-click the inserted project summary task and uncheck Roll Up.

Correct Answer: A

QUESTION 7

Your organization uses Project Professional 2013. You are setting up a preliminary schedule by using manually scheduled tasks. As you build the task breakdown, you notice a potential scheduling problem indicated by a wavy red line under the finish date of a detail task. You need to determine the cause of the wavy red line. What should you do?

A. Evaluate the task to determine if there is a deadline.

B. Insert the Constraint Type field and view the task constraints.

C. Evaluate the task by using the Task Inspector.

D. View the Resource Sheet to see if you have overallocated resources.

Correct Answer: C

QUESTION 8

You manage a project for an organization that uses Project Professional 2013. You reset the baseline for some selected tasks. After the baseline has been updated with the new values, you realize that some of the summary baseline duration values are not correct. You need to resolve this problem. What should you do?

A. Update the summary tasks manually with the new duration values.

B. Change all task durations to the same denomination values, such as days, weeks, or months.

C. Reset the baseline for the selected tasks and select the Roll up baselines to all summary tasks option.

D. Reset the summary tasks to manual scheduling.

Correct Answer: C

QUESTION 9

Your organization uses Project Professional 2013. 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 10

You are a resource manager who uses Project Standard 2013. You manage all of your resources in a single plan, which acts as a Shared Resource Pool for other projects in your organization. Each resource needs to pass an annual exam in order to work on construction sites. You need to set up a method that allows you to pick the renewal month for each resource. What should you do?

A. Rename the Resource Text1 Custom field to Exam Expiration Date. Enter the month when the exam expires. Select the correct expiration date for each resource.

B. Use the Organizer to copy the Resource Finish1 Custom field from the Global.mpt. Select the correct expiration date for each resource.

C. Rename the Resource Date1 Custom field to Exam Expiration Date. Create a Lookup table with values containing the last date of each month. Select the correct expiration date for each exam.

D. Rename the Resource Month1 Custom field to Exam Expiration Date. Create a Lookup table with monthly values. Select the correct expiration month for each exam.

E. Rename the Resource Flag1 Custom field to Exam Expired Date. Enter the expiration dates into a Lookup table. Select the correct expiration date for each resource.

Correct Answer: C

QUESTION 11

Your organization uses Microsoft Project 2013. You are finalizing the Project Schedule for a very complex project with over 100 resources. You need to ensure that all tasks are assigned to resources. What should you do?

A. Use Task Usage view and look for Unassigned tasks.

B. Use Resource Graph view and look for the Unassigned resource name.

C. Use Resource Usage view and look for the Unassigned resource name.

D. Use Resource Sheet view and look for Unassigned tasks.

Correct Answer: C

QUESTION 12

You are a project manager who uses Project Professional 2013. All resources in your project schedule have availability of 8 hours per day. You notice that several of the resources on the project are over allocated. 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 13

You are a project manager who uses Project Standard 2013. You manage a large project and are capturing actual work for the tasks as they are being worked. You do not need to enter the time on the actual day worked; however, you need to capture the total amount of time spent on the task. The fixed work task has a baseline of 20 hours, and the developer\\'s timecard displays the following hours: Monday = 2 hours Tuesday = 8 hours Wednesday = 4 hours Thursday = 2 hours Friday = 2 hours The developer informs you that the task is now complete. You need to update the actual work and mark the task complete. What should you do?

A. Open the Task Form and format it to show Work Details. Enter 20 hours in the Actual Work for the resource. Enter 0 hours in the remaining work. Mark the task as 100% complete.

B. Open the Task Form and format it to show Schedule Details. Enter 18 hours in the Actual Work for the resource. Enter 2 hours in the remaining work. Mark the task as 100% complete.

C. Open the Task Form and format it to show Work Details. Enter 18 hours in the Actual Work for the resource. Enter 0 hours in the remaining work.

D. Open the Task Form and format it to show Schedule View. Enter 18 hours in the Work column for the resource.

Correct Answer: C

QUESTION 14

You are a program manager. Your project managers use Project Professional 2013 to manage projects. The project managers want to utilize the same resources across their projects. You need to combine the projects, as well as the project resources, to see allocations across the projects. What should you do?

A. Copy and paste all resource assignments into a Master file.

B. Share resources from an external resource pool.

C. Create a Master project and insert subprojects by using Link to project.

D. Open all projects in a new window.

Correct Answer: B

QUESTION 15

You are a project manager who uses Project Standard 2013. Your current project has resources with the standard calendar as the base calendar. Some tasks of the project need to be done overnight so the night shift calendar is assigned to those tasks. When you assign a resource to one of these tasks, you get an error. You need to correctly assign the resource. What should you do?

A. Remove the night calendar from the task and re-assign the resource.

B. Change the task mode to Manually Scheduled.

C. Change the task type to Fixed Units, Effort Driven, and then re-assign the resource.

D. Select scheduling ignores resource calendars for the task.

Correct Answer: D

QUESTION 16

You are using Project Standard 2013. Management wants to see an overview of your project that shows the overall start and finish dates, total duration, and the name of the project. They want to see this information in a simple layout that does not include task details. You need to show one line item that displays all the requested information in the Gantt view. What should you do?

A. Apply the Top Level Tasks filter.

B. On the format ribbon, check the box next to Project Summary Task.

C. Apply the default Summary Tasks filter.

D. On the format ribbon, check the box next to Summary Tasks.

Correct Answer: D

QUESTION 17

You are a project manager who uses Project Professional 2013. Your organization has been working with a new status report model for the last month. This new status report is created through the Built-in Dashboards and Reports in Project

Professional 2013. The standard Project Professional 2013 report views named Late Tasks and Milestone Report already have all the information required for the new model.

You are assigned to consolidate the information from these two reports into a dashboard view named Status Report Model. Your organization wants to keep the same format, colors, and layout. You need to implement this solution. What

should you do?

A. Use the Organizer to merge the reports.

B. Select all components on each view, and copy and paste directly to a new dashboard report.

C. Use the Burndown dashboard report to view this information.

D. Use the Work Overview dashboard to view the data.

Correct Answer: B

QUESTION 18

Your project managers manage several projects using Project Professional 2013. Each individual project contains a saved baseline. You need to capture in the master project the baseline data from the member projects at the summary levels for reporting purposes. What should you do?

A. Create a Master project and insert all of the individual projects without an update link. View the Baseline in the Tracking Gantt view, and view the baseline values in the Usage table.

B. Open all of the projects and create a New Window view. View the baseline in the Tracking Gantt view, and view the baseline data on the Variance table.

C. Turn on the option Inserted projects are calculated like summary tasks. Create a Master project and insert all of the individual projects without an update link. View the Baseline in the Tracking Gantt view, and view the baseline values in the Usage table.

D. Create a Master project and insert all of the individual projects with an update link. Save a baseline in the Master Project. View the Baseline in the Tracking Gantt view, and view the baseline values in the Variance table.

Correct Answer: D

QUESTION 19

You are an independent project manager who uses Project Professional 2013. You work on multiple projects for different customers and use only one project to manage their tasks. You invoice your customers on a monthly basis. To identify tasks that have not been invoiced, you create a custom field called Not Invoiced. Without losing the original project tasks\\' sort order, and without hiding any information, you need to see all tasks which have not been invoiced. You create a custom filter based on the Not Invoiced custom field. What should you do next?

A. Apply the custom filter.

B. Export to Microsoft Excel using the custom filter.

C. Apply the custom filter and select the Highlight option

D. Use the filter in the Group By function.

Correct Answer: C

QUESTION 20

You are a project manager, and you use Project 2013 for a large construction project. You create the work breakdown structure (WBS) and plan to add the following resources for your project: concrete, construction supplies, and airline tickets. You need to add these resources to your schedule. Which two resource types should be created for these resource examples? (Each correct answer presents part of the solution. Choose two.)

A. Add Generic Resources.

B. Add Cost Resources.

C. Add Work Resources.

D. Add Material Resources.

Correct Answer: BD

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