# MS Project 2013 certification tests – 74-343 and 74-344

To support Microsoft Project 2013 and Microsoft Project Server 2013 software Microsoft has developed certification tests which are offered through Prometric. These tests have been developed to test the user’s in-depth knowledge and usage of both of these software packages.

## **What tests are available?**

* 74-343 – Managing Projects with Microsoft Project 2013
* 74-344 - Managing Programs and Projects with Project Server 2013

Entering “MS Project 2013 Test” into http://Bing.com will give you quick links to the Microsoft test site for both of the above tests.

## **Award for passing the tests:**

Microsoft awards certifications for passing the exams. For passing either or both of the above exams the candidate will be awarded the MCTS or Microsoft Certified Technology Specialist award. This award is under the canopy of the MCP or Microsoft Certified Professional awards. The successful candidate can add these initials (either MCP or MCTS) after their name on business cards and the designation can be added to the candidates resume. As part of the award you may also download a certificate for framing.

## **What is measured?**

The two tests have very similar formats and standards. Both tests are designed to measure how well the user understands the software and can apply that knowledge using best practices for MS Project.

Microsoft provides test objectives for both tests which were used to develop the tests. The test objectives are included at the end of this section and they are available on the test details website. The objectives are an indicator as to the topics which were included on the test.

## **Languages:**

As of June 6th, 2013 the test is only available in English.

## **How the test works:**

At the start of the test 74-343 test you will see a screen that will tell you that the test contains 54 questions and you are allowed 2 hours and 15 minutes to take the test. The 74-344 test contains 52 questions with a similar time allotment. You will then answer some questions regarding your current experience and knowledge level using MS Project 2013 or MS Project Server 2013. There is also an optional tutorial for taking the test. The survey and tutorial do not take away from the time allocated to take the test.

Most of the questions are multiple choice formatted questions. There are a few questions where you will need to place answers in the order in which you would perform an operation.

The question style is from the point of view of problem solving. The questions are real usage situation oriented for how you would use the software. You will be given a problem condition and asked to supply the best resolution for the situation. An example of this type of question would be:

*You need to make dinner. What should you do to achieve this?*

*A. Read a book*

*B. Call for hotel reservations*

*C. Have coffee with a friend*

*D. Get some food out and start cooking*

## **Study tips:**

* Start with the test objectives provided at the end of this appendix. If the topic is in the objectives it will be on the test. Make sure you understand the topics and can apply them to scheduling situations.
* Seek out and learn the new features of the 2013 software as this information is usually part of the tests.
* You will be asked questions regarding the best practices of using MS Project and MS Project Server – what is the best way to accomplish an objective. Usually a good reference book will include many of these concepts. Any reference book which includes the test objectives (which is most of the books) will be a helpful study tool.
* Contained in this MS Project 2013 advanced book and *Managing Project with MS Project 2013* book there are best practices sections. Reviewing these sections will be helpful.
* If possible self-taught candidates would be better prepared if they took a substantial class. Reviewing the class content directly after the class while it is fresh in your memory will be helpful.
* Ask questions to clarify concepts. Ask your instructor or post a question on the Microsoft Technet site (Technet.Microsoft.com) in the MS Project section. Specifiy that the question is in regard to 2013. There are other newsgroups available where questions may be posted.
* Last minute cramming will not work for these tests. They will be testing your knowledge of using the software. Having managed projects using MS Project 2013 or Server will be your best teacher.
* Know the standard software: views, tables, options, choices on menus, and choices in selection boxes, location of data, use of filters, groupings, existing reports, etc.

**Registering to take the test:**

The Prometic registration site is at www. Prometric.com.

Before starting your registration if you do not have a Prometric account, create one. Click on Log In.

When you are at the Prometric website, click on:

1. **Locate a test center**
2. Select **Country**. Select **State/Province** (if applicable) There might be limited availability in some areas. Click **Next.**
3. Client – Select **Microsoft.**
4. Program – Select **Microsoft (070, 071, 074, MBX),** click **Next.**
5. The page which starts with “Welcome to the Microsoft Certification Program” will contain some links. One of the links is titled “**Second Shot Offer**”. **Click on this link**.   
     
   At times you can obtain a code which will allow for a second shot at the test if you do not pass the first time. This offer is not always available but it is worth a try to see if it is currently available. If it is available, you will be given a code which must to be entered when you sign up and pay for taking the test. You will not be able to take advantage of the second shot offer at a later time. If you entered the second shot code and failed the test, contact Prometric for your retake certificate. Click **Next** when ready.
6. Select the test you would like to take. At the writing of this article 74-343 and 74-344 are only offered in English. It will be translated into other languages in the future. You will also notice that the cost is $150.00 (USD) to register for the test.
7. Select your testing location
8. Sign into Prometric and complete the registration.

**Taking the test**:

* It is suggested by Prometric that you arrive at the test facility at least 20 minutes before the scheduled test time. You will be required to empty your pockets and check your coat, backpack, computer, purse, etc. You are only permited to take your glasses and any writing materials they give you into the testing room. No food or drink is allowed.
* Keep your eye on the upper right corner of the screen at the countdown clock. Space your time out to make sure you can answer all of the questions. A question not answered is a wrong answer. You will have approximately 2 minutes and 22 seconds per question for the 74-343 test. The 74-344 test is a little less time.
* Read the questions carefully. Understand what the question is asking you **before** you read the answer choices. You will be in a better frame of mind to select the correct answer.
* Keep a positive attitude throughout the whole test and try to stay relaxed. If you start to feel nervous take a few deep breaths to relax.
* Some multiple choice questions will require more than one answer to fulfill the complete answer for a question. Make sure you supply all answers necessary to satisfy the requirements of the question.
* You can flag questions to return and review them at the end of the test before you indicate that you are finished taking the test. If a question is confusing or you are not sure of the answer, flag the question to return to it later.
* Most of the Prometric centers provide a desk with computer and divider walls between candidates. Others in the room will be taking other types of tests different from your test. Do your best to focus on your test and ignore others. Do not talk to other candidates in the room.
* At the end of the test you will have an opportunity to comment on the quality and content of the questions. These comments will be allowed only **AFTER** you have indicated that the test is completed. During this time you will not be able to change any of your answers.

**Test objectives for Microsoft Project 2013 desktop test – 74-343:**

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| **Skills Being Measured**This exam measures your ability to accomplish the technical tasks listed below.The percentages indicate the relative weight of each major topic area on the exam.The higher the percentage, the more questions you are likely to see on that content area on the exam.  The information after “This objective may include but is not limited to” is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here. |

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| **Initialize a Project**   * Create a new project.   + This objective may include but is not limited to: creating a template from a completed project, creating a project from an existing template, existing project, SharePoint task list, or Microsoft Office Excel workbook * Create and maintain calendars.   + This objective may include but is not limited to: setting working or non-working hours and days for calendars, setting a base calendar, resource calendar, and hours per day, applying calendars to project, task, and resource levels * Create custom fields.   + This objective may include but is not limited to: creating basic formulas, graphical indicator criteria, lookup tables, and task and resource custom fields * Customize option settings.   + This objective may include but is not limited to: setting default task types, manual vs. auto-scheduling, project options, calendar options, customized ribbon and quick access toolbar   **Create a Task-Based Schedule**   * Set up project information.   + This objective may include but is not limited to: defining project start date, applying calendars and current date, entering project properties, displaying the project summary task on a new project * Create and modify a project task structure.   + This objective may include but is not limited to: creating and modifying summary tasks and subtasks, rearranging tasks, creating milestones, creating manually scheduled tasks, outlining, setting tasks as active or inactive * Build a logical schedule model.   + This objective may include but is not limited to: setting date constraints, deadlines, dependencies, links, duration equations, effort-driven tasks, and formulas, choosing a task type * Create a user-controlled schedule.   + This objective may include but is not limited to: entering duration, setting or changing the task mode (manual or auto), displaying warnings and suggestions, using estimated durations and user-controlled summary tasks * Manage multiple projects.   + This objective may include but is not limited to: creating a shared resource pool, connecting to a resource pool, creating links between projects, resolving conflicts between linked projects, working with master projects and sub-projects, summarizing data in master projects   **Manage Resources and Assignments**   * Enter and edit resource information.   + This objective may include but is not limited to: entering and editing max units, resource types, resource rate table, cost per use, availability, resource group, generic resources, and cost resources * Create and edit resource assignments.   + This objective may include but is not limited to: using task forms, assigning multiple resources, assigning resources to tasks using units that represent part-time work, editing assignments * Manage resource allocation.   + This objective may include but is not limited to: viewing task and resource usage, viewing availability across multiple projects, changing assignment information, leveling, replacing resources * Manage resource allocations by using Team Planner.   + This objective may include but is not limited to: displaying current resource allocations and assignments, managing unassigned tasks, resolving resource conflicts, leveling resource overallocations, substituting resources * Model project costs.   + This objective may include but is not limited to: entering and assigning resource-based costs (work, material, cost), cost per use, fixed costs, accrual method, applying a resource rate table   **Track and Analyze a Project**   * Set and maintain baselines.   + This objective may include but is not limited to: using multiple baselines, baselining an entire project, baselining selected tasks, updating a baseline * Update actual progress.   + This objective may include but is not limited to: updating percentage completion, actual or remaining duration, actual work, remaining work, status date, current date, actual start and actual finish, using actual work and usage views, rescheduling uncompleted work, cancelling an unneeded task * Compare progress against a baseline.   + This objective may include but is not limited to: using date variance, work variance, cost variance, and task slippage, showing variance of the current plan against baseline (tracking Gantt), selecting a view to display variance * Resolve potential schedule problems.   + This objective may include but is not limited to: displaying warnings, suggestions, and task drivers by using Task Inspector and Task Path, identifying resource overallocations * Display Critical Path information.   + This objective may include but is not limited to: viewing the critical path in single or master projects, viewing total slack, displaying progress against baseline or deadlines   **Communicate Project Information**   * Apply and customize views.   + This objective may include but is not limited to: using auto-filter, applying views, grouping, filtering, highlighting, creating and managing tables, sorting, customizing views, sharing a view with Organizer * Share data with other applications.   + This objective may include but is not limited to: importing data from Excel, exporting data to Excel, attaching documents or linking hyperlinks to supporting information, copying and pasting timeline and reports to other Office Web Apps, creating and generating visual reports in Excel and Microsoft Visio, exporting a timeline view to e-mail * Configure and display reports and dashboards.   + This objective may include but is not limited to: reporting progress status, saving to PDF or XPS, displaying Gantt information, schedule, or timeline, displaying data based on date range, creating built-in dashboards and reports, changing and customizing built-in dashboards and reports, copying pictures, working with cumulative fields * Connect and share data with SharePoint.   + This objective may include but is not limited to: syncing to SharePoint, sharing plans and getting updates through SharePoint, sharing project plans through SharePoint (bi-directional sync of tasks, progress, and timeline elements), collecting actual progress from a team through SharePoint * Extend Project 2013.   + This objective may include but is not limited to: acquiring Apps from the Office Store, saving files in SkyDrive, acquiring templates from Office.com, automating frequent tasks with Visual Basic for Applications (VBA) |

**Test objectives for Microsoft Project Server 2013 test – 74-344:**

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| **Skills Being Measured**This exam measures your ability to accomplish the technical tasks listed below.The percentages indicate the relative weight of each major topic area on the exam.The higher the percentage, the more questions you are likely to see on that content area on the exam.  The information after “This objective may include but is not limited to” is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here. |

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| **Create Enterprise Projects and Portfolios**   * Define strategic alignment.   + This objective may include but is not limited to: defining business drivers, creating multiple driver prioritizations, analyzing consistency ratio, rating projects against business drivers, determining primary cost constraints, determining resource constraints * Optimize portfolios.   + This objective may include but is not limited to: setting project dependencies, creating a portfolio analysis, reviewing and modifying prioritizations in an analysis, forcing projects in and out of analysis, determining hired resources, comparing and running simulations for project portfolio selection, adding additional constraints * Create a new enterprise project.   + This objective may include but is not limited to: creating a project by choosing a specific project type and going through a workflow, creating a Microsoft SharePoint task list project, creating SharePoint item lists for ideation and requests, using workflow approvals, importing projects through Project Professional, creating and managing project schedules using Project Web App, saving and checking in projects * Create a program with master projects and sub-projects.   + This objective may include but is not limited to: inserting sub-projects, creating cross-project task dependencies, creating a temporary master project, calculating sub-project summary fields, displaying a master project in Project Web App   **Plan Enterprise Projects and Resources**   * Manage resources and teams.   + This objective may include but is not limited to: editing resources with Project Web App, editing resources with Project Professional, creating team resources, creating team assignments, adding a team task to a task page or timesheet, mapping resource roles (Portfolio analysis) * Build a resource plan.   + This objective may include but is not limited to: building a team for a resource plan, building a resource plan for a project, setting resource utilization, using committed vs. proposed assignments * Build a project team.   + This objective may include but is not limited to: building a Project Team through Project Professional, building a Project Team through Project Web App, replacing generic resources, working with proposed assignments, importing a team resource plan * Resolve resource overallocations across projects.   + This objective may include but is not limited to: using leveling tools, using Team Planner, Task usage, and Resource Center availability views, evaluating how SharePoint task list projects impact availability * Baseline enterprise projects.   + This objective may include but is not limited to: setting a protected baseline, setting a baseline from Project Web App, setting a baseline from Project Professional, clearing a baseline, copying a baseline   **Track and Collaborate on an Enterprise Project**   * Select a tracking method.   + This objective may include but is not limited to: using percent complete, hours per period, actual work remaining, freeform, done, and not done fields * Manage task assignments.   + This objective may include but is not limited to: publishing assignments, selecting a status manager, selecting an assignment owner, setting the published values for individual tasks * Update tasks and timesheets.   + This objective may include but is not limited to: submitting and recalling timesheets, inserting and removing tasks, reassigning tasks, updating Task Status from SharePoint My Tasks, submitting updates from My Tasks * Approve tasks and timesheets.   + This objective may include but is not limited to: accepting task updates from tasks or timesheets, viewing impact of updates on a project, rejecting updates, approving and rejecting timesheets, managing delegations * Update a project schedule.   + This objective may include but is not limited to: rescheduling uncompleted work, updating cost resources, publishing schedule changes, utilizing task update history, updating schedules with protected user updates, closing tasks for updates   **Manage Configurable Enterprise Objects**   * Customize Project Web App views and reports.   + This objective may include but is not limited to: creating a portfolio report using Microsoft Excel, creating dashboards, copying and editing views, setting default views, renaming field names, grouping, filtering, and sorting views * Manage and extend Project Online and Project Server.   + This objective may include but is not limited to: creating and managing enterprise project templates, defining enterprise custom fields, defining Project Server workflows, defining enterprise global objects, extending with Office Store apps, adding social elements * Manage risks, issues, and deliverables.   + This objective may include but is not limited to: adding risks and issues, adding documents, adding deliverables, setting a dependency on a deliverable, synchronizing deliverables with projects, linking related items * Customize a project site.   + This objective may include but is not limited to: adding Document Library, adding Lists, adding Calendar, adding Folders, modifying site layout, creating program (master-sub) structure using subsites | |
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**Related Services**

* [E-Reference Libraries](http://www.microsoft.com/learning/books/ereference/default.mspx)

Best of luck to you on the tests.