Knowledge Assessment

Matching

Match the term in column 1 to its description in column 2.

Column 1	Column 2
1. critical path	**a.** the amount of time a task can be delayed before it will delay another task
2. free slack	**b.** a restriction that controls the start or finish date of a task
3. split	**c.** the condition of a resource when the total work of its task assignments is exactly equal to that resource's work capacity
4. under-allocated	**d.** the amount of time a task can be delayed without delaying the project completion date
5. recurring task	**e.** the series of tasks whose scheduling directly affects the project's finish date
6. fixed units	**f.** a restriction that forces a task to begin or end on a certain date, preventing the rescheduling of a task
7. constraint	**g.** an interruption in a task
8. fully allocated	**h.** the condition of a resource when the work assigned to a resource is less than the resource's maximum capacity
9. inflexible constraint	**i.** a task that is repeated at specific intervals
10. total slack	**j.** a task type in which the units value does not automatically change

True/False

Circle T if the statement is true or F if the statement is false.

T	F	**1.** It is always best to enter a start or finish date for every task.
T	F	**3.** By default, critical path tasks are shown in red on the Detail Gantt view.
T	F	**3.** It is never acceptable to have an overallocated resource.
T	F	**4.** It is not possible to split a task over a weekend.
T	F	**5.** Effort-driven scheduling and task types both affect all resources in the same way.
T	F	**6.** You cannot change the task type for a summary task.
T	F	**7.** You can use a task calendar to schedule a task that will occur during working time that is not available on the project calendar.
T	F	**8.** It is acceptable to have a resource group named Unassigned.
T	F	**9.** It is not possible to set a specific time of day for a recurring task.

T (F) **10.** You can split a task only three times.

Competency Assessment

Project 4-1: Adjusting Working Time for an Office Remodel

You are in charge of the kitchen and lunchroom remodel for your office. Based on feedback from your associates, you have decided to schedule the drywall installation after working hours due to the noise. You need to set up a task calendar that reflects the different working hours.

ONLINE

The ***Office Remodel 4-1*** project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running. **OPEN** ***Office Remodel 4-1*** from the data files for this lesson.

1. Click the **Project** tab and then click **Change Working Time**.
2. In the Change Working Time dialog box, click **Create New Calendar**.
3. In the Name box, key **Evening Drywall Install**.
4. If it is not already selected, click the **Make a copy of** button. In the drop-down menu, select **Standard**, and then click **OK**.
5. In the Change Working Time dialog box, click the **Work Weeks** tab and then click the **Details** button.
6. In the Select Days box, drag your pointer to select **Monday** through **Friday**. Click the **Set day(s) to these specific working times** button.
7. Click the **cell in row 1** of the From column and key **4:00 PM**. Click the **cell in row 1** of the To column and key **12:00 AM**. Click the **cell in row 2** of the From column and press **Delete**. Click **OK**. Click **OK** again to close the Change Working Time dialog box.
8. Double-click task 12, **Install drywall**. The Task Information dialog box appears.
9. Click the **Advanced** tab.
10. In the Calendar box, select **Evening Drywall Install** from the drop-down list.
11. Click the **Scheduling ignores resource calendars** check box and then click **OK**.
12. **SAVE** the project schedule as **Office Remodel Drywall Install** and then **CLOSE** the file.

    LEAVE Project open for the next exercise.

Project 4-2: Creating a Weekly Meeting for Hiring a New Employee

You have developed a project schedule for hiring a new employee. You now need to add a recurring weekly status meeting to your tasks.

The ***Hiring New Employee 4-2*** project schedule is available on the book companion website.

GET READY. OPEN ***Hiring New Employee 4-2*** from the data files for this lesson.

1. Select the **name cell** of task 5, Collect resumes.
2. Click the **Task** tab. In the Insert group, click the **down arrow** under the Task button and then select **Recurring Task**.
3. In the Task Name box, key **Status Meeting**.
4. In the Duration box, key **1 h**.
5. Under Recurrence pattern, select **Daily**.
6. In the Every box, key or select **3** and then select **workdays**.
7. In the Start box, key or select **10/22/19**.
8. Under Range of Recurrence, select **End after**, and then key or select **10** occurrences.
9. Click **OK**.
10. **SAVE** the project schedule as ***Hiring New Employee Recurring*** and then **CLOSE** the file.

    LEAVE Project open for the next exercise.

Proficiency Assessment

Project 4-3: Splitting a Task for Setting Up a Home Office

You are in the process of setting up a home office, but have just been notified that you will need to be out of town from Wednesday, October 2 through Friday, October 4 for some training. You need to adjust your project schedule to reflect this out-of-town time.

ONLINE

The ***Home Office 4-3*** project schedule is available on the book companion website.

GET READY. OPEN *Home Office 4-3* from the data files for this lesson.

1. Change the view to the Gantt Chart view.
2. Select the **name cell** of task 13. Scroll to the bar chart view for this task.
3. Use the Split Task button to split the task from Wednesday, October 2 to Monday, October 7 (you will not be in town from Wednesday through Friday).
4. **SAVE** the project schedule as ***Home Office Split Task*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 4-4: Setting a Constraint

You have just been informed that the entire marketing department is not available from April 29 to May 3, 2019, due to attendance of a toy conference. You need to set a constraint for this task to reflect this.

The ***Tailspin Remote Drone 4-4*** project schedule is available on the book companion website.

GET READY. OPEN *Tailspin Remote Drone 4-4* from the data files for this lesson.

1. Select the **name cell** of task 50. Scroll the Gantt bars to this task.
2. Click the **Task** tab. In the Properties group, select the **Information** button.
3. Click the **Advanced** tab and set a Start No Earlier Than constraint with a date of May 6, 2019.
4. Add a task note that the entire marketing department will be attending a toy conference from April 29 to May 3.
5. **SAVE** the project schedule as ***Remote Drone Constraint*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Mastery Assessment

Project 4-5: Hiring a New Employee—Adding Resources to the Recurring Status Meeting

In Project 4-2, you established a recurring status meeting for the Hiring a New Employee project schedule. Now, you will add resources to that task.

The ***Hiring New Employee Recurring 4-5*** project schedule is available on the book companion website.

GET READY. OPEN ***Hiring New Employee Recurring 4-5*** from the data files for this lesson.

1. Assign the resources Amy Rusko, Barry Potter, Gabe Mares, and Jeff Smith to the Status Meeting recurring task.
2. Expand the subtasks for the recurring task to visually confirm that the resources have been assigned.
3. **SAVE** the project schedule as ***Hiring New Employee Recurring Resources*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 4-6: Identifying Overallocated Resources

Review the resource allocations for the Tailspin Remote Drone. Pay close attention to overallocated resources.

The ***Tailspin Remote Drone 4-6*** project schedule is available on the book companion website.

GET READY. OPEN ***Tailspin Remote Drone 4-6*** from the data files for this lesson.

1. Use the Resource Usage view to review resource assignments for this project.
2. Locate Brad Sutton and then review his task assignments for the weeks of January 7 and January 14.
3. In a separate Word document, write a brief paragraph detailing Yan Li's assignments for those weeks. Include any dates/times that he is overallocated, and discuss whether or not you think the overallocation is critical or can be left as is.
4. **SAVE** the project schedule as ***Remote Drone – Brad Sutton*** and then **CLOSE** the file. **SAVE** the Word document as ***Remote Drone – Brad Sutton Discussion*** and then **CLOSE** the file.

   CLOSE Project.