Knowledge Assessment

Matching

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

Column 1	Column 2
1. actual cost	**a.** the collecting, entering, and analyzing of actual project performance data
2. baseline	**b.** the individual or organization that provides financial support and supports the project team
3. sponsor	**c.** the cost that has been incurred so far
4. variance	**d.** in the Gantt Chart view, shows how much of the task has been completed
5. % work complete	**e.** the total planned cost of the project when the baseline was saved
6. current cost	**f.** project work completed and recorded in a Microsoft Project file
7. actuals	**g.** a collection of key values in the project schedule
8. progress bar	**h.** the amount of work that has been completed in relation to the planned work value
9. tracking	**i.** the sum of the actual and remaining cost values
10. baseline cost	**j.** a deviation from the schedule or budget established

True / False.

T	**F**	**1.** You can save up to 11 different baselines for a single project schedule.
T	**F**	**2.** You must provide Microsoft Project a remaining duration value for it to calculate a percentage complete.
T	**F**	**3.** A check mark in the Indicators column for a task means that the task is on schedule.
T	**F**	**4.** You should save a project baseline when you have developed the project schedule as fully as possible.
T	**F**	**5.** Planning refers to the collecting, entering, and analyzing of actual project performance data.
T	**F**	**6.** If you reschedule an in-progress task, the delay is shown as a split on the Gantt chart.
T	**F**	**7.** The only true indicator of project health is whether or not the project is on schedule.
T	**F**	**8.** The Project Statistics dialog box pinpoints the point of cost variance in a project schedule.
T	**F**	**9.** You can only enter completion percentages for a task in multiples of 10.
T	**F**	**10.** The remaining cost is the difference between the current cost and the actual cost.

Competency Assessment

Project 9-1: Creating a Baseline

You are ready to begin entering actuals on your Insurance Claim Processing schedule. Before you do this, you need to save a baseline for your schedule.

ONLINE

The ***Insurance Claim Processing 9-1*** project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running. **OPEN** ***Insurance Claim Processing 9-1*** from the data files for this lesson.

1. On the Project tab, click the **Set Baseline** button and then select **Set Baseline**.
2. In the Set Baseline dialog box, click **OK**.
3. **SAVE** the project schedule as ***Insurance Processing Schedule Baseline*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 9-2: Tracking a Project as Scheduled

Now that you have saved a baseline, you are now ready to track the project on your Insurance Claim Processing schedule.

ONLINE

The ***Insurance Processing Schedule Baseline 9-2*** project schedule is available on the book companion website.

GET READY. OPEN ***Insurance Processing Schedule Baseline 9-2*** from the data files for this lesson

1. On the Project tab, click the **Project Information** button.
2. In the Status Date box, enter **3/7/19** and then click **OK**.

3. Select tasks **1 through 53**.
4. Click the **Task** tab. In the Schedule group, select the **Mark on Track** button.
5. **SAVE** the project schedule as ***Insurance Processing Schedule Tracked*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Proficiency Assessment

Project 9-3: Recording Completion Percentages

Now that portions of your HR Interview project have been completed, you need to record the completion percentages of tasks.

ONLINE

The ***HR Interview Schedule 9-3*** project schedule is available on the book companion website.

GET READY. OPEN *HR Interview Schedule 9-3* from the data files for this lesson.

1. Switch to the Work table and adjust the Gantt chart so that the Work and % Work Complete columns are visible.
2. Enter percentages to show that the project is 100% complete through task 10, and that task 11 is 25% complete. (*Hint*: Remember to make entries for the subtasks, not the summary tasks.)
3. **SAVE** the project schedule as ***HR Interview Schedule Percentages*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 9-4: Determining Overbudget Tasks

Even more progress has been made on the Tailspin Remote Drone project, with tasks being complete through the Product Development phase. You need to analyze the project to determine the overbudget tasks.

ONLINE

The ***Tailspin Remote Drone 9-4*** project schedule is available on the book companion website.

GET READY. OPEN*Tailspin Remote Drone 9-4* from the data files for this lesson.

1. Activate the Project Statistics dialog box to view the costs for the project.
2. Display the Cost table.
3. Filter the tasks to show only the tasks that are over budget.
4. Collapse all summary tasks (hide subtasks) except for the summary task with the greatest cost variance.
5. **SAVE** the project schedule as ***Remote Drone Overbudget*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Mastery Assessment

Project 9-5: Creating a Task Delay

You have just been informed that while the plumber was rerunning the pipes for the office lunchroom remodel, a pipe burst and the floor was flooded with several inches of water. It will take a week to clean and dry the water damage. You need to reschedule the remaining work on incomplete tasks to restart when the cleanup is complete.

ONLINE

The ***Office Remodel 9-5*** project schedule is available on the book companion website.

GET READY. OPEN the ***Office Remodel 9-5*** project schedule from the data files for this lesson.

1. Activate the Update Project dialog box.
2. Reschedule uncompleted work to start after Friday, February 15, 2019.
3. **SAVE** the project schedule as ***Office Remodel Reschedule*** and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 9-6: Tracking the Tailspin Remote Drone as Scheduled

The next phase of the Tailspin Remote Drone project, Production Planning, is going well. Tasks are being completed on schedule. You want to update the project to show that the tasks are complete through a specified current date.

ONLINE

The ***Tailspin Remote Drone 9-6*** project schedule is available on the book companion website.

GET READY. OPEN the ***Tailspin Remote Drone 9-6*** project schedule from the data files for this lesson.

1. Activate the Update Project dialog box.
2. Update the project as complete through May 17, 2019.
3. Scroll the Gantt Chart bars so that the task and progress bars on the week of May 17, 2019, are visible.
4. **SAVE** the project schedule as ***Remote Drone On Schedule*** and then **CLOSE** the file.

   CLOSE Project.