

Knowledge Assessment

Fill in the Blank

Complete the following sentences by writing the correct word or words in the blanks provided.

1. A(n) assignment is the matching of a specific resource to a particular task to do work.
2. Assigning a(n) cost or material resource to a task will not affect the duration of the task.
3. In Microsoft Project, when you assign a human or equipment resource to a task, the result is work.
4. Duration is the amount of work periods you expect the task to take to complete.
5. If a resource is assigned to do more work than can be done within the normal work capacity of the resource, it is overallocated.
6. The capacity of a resource to work is measured in units.
7. In Microsoft Project, $\text{Duration} \times \text{Units} = \text{Work}$ is known as the work formula.
8. Effort-driven scheduling adjusts a task's duration only if you add or remove work resources from a task.
9. When you assign material resources to tasks, you can track their consumption and cost.
10. According to the work formula in Microsoft Project, $20 \text{ hours task duration} \times 200\%$ assignment units = 40 hours work.

Multiple Choice

Select the best response for the following statements.

1. If you assign a resource to a task with more units than the resource has available, then the resource is considered to be which of the following?
 1. maximized
 2. over utilized
 3. compromised
 4. over allocated

2. Which of the following lets you choose the scheduling option you need?
 1. Actions tag list
 2. work formula
 3. Assign Resources dialog box
 4. effort-driven scheduler

3. A task plus a resource equals which of the following?
 1. work
 2. an assignment
 3. over allocation
 4. duration

4. If, on an effort-driven task, after an initial assignment, you assign more resources to a task, which of the following happens to the task's duration?
 1. It doubles.
 2. It decreases.
 3. It is reduced by half.
 4. It increases.

5. Where do you normally record the dollar value of the cost resources for your project?
 1. on the Resource Sheet in the Cost column
 2. on the Resource Sheet in the Std. Rate column
 3. in the Assign Resources dialog box when the cost resource is assigned
 4. in a separate Excel spreadsheet

6. The first time you are making resource assignments to a task, and you assign two resources at the same time, each at 100% assignment units, to a task with 24 hours duration, each resource will work on the task for how long?
 1. 12 hours
 2. 24 hours
 3. 36 hours
 4. 48 hours

7. To assign more than one resource to a task using the Assign Resources dialog box, click on the first resource name, then hold down the _____ key while clicking the second resource name, and then click Assign.
 1. Alt
 2. Shift

3. Ctrl

4. none of the above

8. Which of the following is an advantage of assigning resources to tasks?

1. You can see if the resource assignment affects task duration.

2. You can track the progress of the resource in working on the task.

3. You can track resource and task costs.

4. All of the above are advantages of assigning resources to tasks.

9. If you assign a(n) _____ quantity of a material resource to a task, Microsoft

Project will adjust the quantity and cost of the resource as the task's duration changes.

1. variable-rate

2. open-ended

3. fixed unit

4. declining rate

10. You can assign resources to tasks using all of the following methods, except the

_____.

1. Assign Resources dialog box

2. Resource Names column

3. Resource Sheet

4. Resource tab on the Task Information dialog box