

Solution (Lesson 1 Exercise)

Knowledge Assessment

Fill in the Blank

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

1. A(n) project schedule is a model of a real project—what you want to happen or what you think will happen.
2. A(n) link is a logical connection between tasks that controls sequence.
3. A group of closely related tasks that encompass a major section of your project is a(n) phase.
4. A(n) calender is a scheduling tool that determines the standard working time and nonworking time for the project, resources, and tasks.
5. A(n) template is a predefined file that can be used as a starting point to create a project schedule.
6. A(n) note is supplemental text that you can attach to a task, resource, or assignment.
7. A(n) exception is added to the project calendar to denote something different from the standard working times.
8. A task whose start or end date determines the start or finish of another task or tasks is a(n) predecessor.
9. A(n) milestone represents a significant point reached within the project or imposed upon the project.
10. A(n) tasks represents the actual individual work activities that must be done to accomplish the final goal.

True / False

1. Manual scheduling is not the default mode and creates a dynamic schedule. - False
2. When you initially enter tasks into Microsoft Project, they are linked in a finish-to-start relationship that can be changed later. – False
3. The Task Note field can only contain words and not pictures. – False
4. A milestone can be imposed on the project or developed and used by the project team to track project progress. - True
5. An estimated duration of three weeks for a task would be shown as 3ew. – False
6. A task calendar defines working and nonworking times for an individual work resource. - False
7. A summary task is derived from all of the detail tasks that fall below it. – True
8. Once you have entered the tasks, durations, and task links for a project, the project duration does not change. - False
9. Tasks that are indented below a summary task are called successors. - False
10. For tasks that are linked in a finish-to-start relationship, the finish date of the predecessor task determines the start date of the successor task. – True