Knowledge Assessment

Matching

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

Column 1	Column 2
1. resource calendar	**a.** the maximum capacity of a resource to accomplish tasks
2. Max. Units	**b.** specifies default working and nonworking times for a resource, a project, or a task
3. material resource	**c.** when and how much of a resource's time can be assigned to work on tasks
4. project calendar	**d.** the people and equipment that do work to accomplish the tasks of the project
5. cost resource	**e.** the people, equipment, money, and materials used to complete the tasks in a project
6. work resource	**f.** a way of documenting information about resources, tasks, and assignments
7. base calendar	**g.** consumable items used up as the tasks in a project are accomplished
8. availability	**h.** a resource that doesn't depend on the amount of work on a task or the duration of a task
9. resources	**i.** the base calendar that provides default working times for an entire project
10. note	**j.** defines the working and nonworking time for an individual resource

Multiple Choice

Select the best response for the following statements.

1. Which of the following is *not* an example of a work resource?
   1. Yan Li
   2. keyboard
   3. SD card
   4. electrician
2. It is helpful to assign a base calendar to a group of resources when they all _____.
   1. have the same pay rate
   2. work the night shift
   3. have the same Max. Units
   4. do the same job function?
3. A resource calendar does *not* apply to which of the following?
   1. material resources
   2. people resources

3. equipment resources
4. work resources
4. In which of the following views can you view information for the individual people who will perform the tasks on the project?
    1. Calendar view
    2. Gantt Chart view
    3. Network Diagram view
    4. Resource Sheet view
5. You can provide additional information about how a resource is scheduled by doing which of the following?
    1. changing the Max. Units
    2. establishing a project calendar
    3. adding a resource note
    4. setting constraints
6. For which resource is the standard rate listed per tracking unit of consumption?
    1. material
    2. equipment
    3. people
    4. all of the above
7. If you have four electricians whom can each work part-time (4 hours rather than 8), which of the following values should you assign to Max. Units for the resource "electrician"?
    1. 50%
    2. 25%
    3. 100%
    4. 200%
8. If you assign a base calendar to a resource, which of the following is true?
    1. The base calendar dictates the resource's vacation days.
    2. The base calendar gives all the available time to work on the project.
    3. The base calendar gives the basic days/hours for the resource, but the resource's calendar can have exceptions to those days/hours.
    4. The resource calendar contains all nonworking days for the entire project.
9. To add vacation days to the calendar for an individual work resource, which dialog box would you use?
    1. Resource Information
    2. Resource Notes
    3. Change Working Time
    4. none of the above
10. Which of the following is a reason why it is often difficult to get cost information for people resources?
    1. The information is often confidential.
    2. The information is too complex to calculate.
    3. The information changes too frequently.
    4. The costs are large in comparison with other resource costs.

Competency Assessment

Project 2-1: Adding People Resources for Hiring a New Employee

In the previous lesson, you entered the tasks of a project schedule for hiring a new employee. In this project, you will add some of the people resources that will be responsible for performing those tasks.

ONLINE

The *Hiring New Employee 2-1* project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running. **OPEN** *Hiring New Employee 2-1* from the data files for this lesson.

1. Click the **View** tab. In the Resource Views group, select **Resource Sheet**.
2. In the Resource Sheet view, click the **empty cell** directly below the Resource Name column heading.
3. Enter the following resource names into the simple Resource Sheet:
   o **Gabe Mares**
   o **Barry Potter**
   o **Amy Rusko**
   o **Jeff Smith**
4. **SAVE** the project as *Hire New Employee* and then **CLOSE** the file.

   LEAVE Project open for the next exercise.

Project 2-2: Entering Pay Rates for an Office Remodel

You are in charge of the remodeling project for the kitchen and lunchroom for your office. Your facilities manager has just provided you with the resource pay rates for this project. In this project, you will enter the pay rates in the project schedule.

ONLINE

The *Office Remodel 2-2* project schedule is available on the book companion website.

GET READY. OPEN *Office Remodel 2-2* from the data files for this lesson.

1. Select the **Resource Sheet** view.
2. For the drywall resource, click the **Type** field drop-down arrow, select **Material**, and then press **Tab**.
3. In the Material Label cell, key **sheet**.
4. For the drywall screws resource, click the **Type** field drop-down arrow, select **Material**, and then press **Tab**.
5. In the Material Label cell, key **1 pound**.
6. In the Resource Sheet, click the **Std. Rate** field for resource 1, Toby Nixon.
7. Key **1200/w** and press **Enter**.
8.

(Course 55-57)

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