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Section: NKK
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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) **calendar** 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) **task** represents the actual individual work activities that must be done to accomplish the final goal.

True / False

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

F	**1.** Manual scheduling is not the default mode and creates a dynamic schedule.
T	**2.** When you initially enter tasks into Microsoft Project, they are linked in a finish-to-start relationship that can be changed later.
F	**3.** The Task Note field can only contain words and not pictures.
T	**4.** A milestone can be imposed on the project or developed and used by the project team to track project progress.
T	**5.** An estimated duration of three weeks for a task would be shown as 3ew.
F	**6.** A task calendar defines working and nonworking times for an individual work resource.
T	**7.** A summary task is derived from all of the detail tasks that fall below it.

F	**8.** Once you have entered the tasks, durations, and task links for a project, the project duration does not change.
F	**9.** Tasks that are indented below a summary task are called successors.
T	**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.

Project 1-1: Adding Tasks and Durations to a Project Schedule

Using the ***Tailspin Remote Drone 1*** project schedule you previously created in this lesson, you will add several tasks and their durations under a summary task.
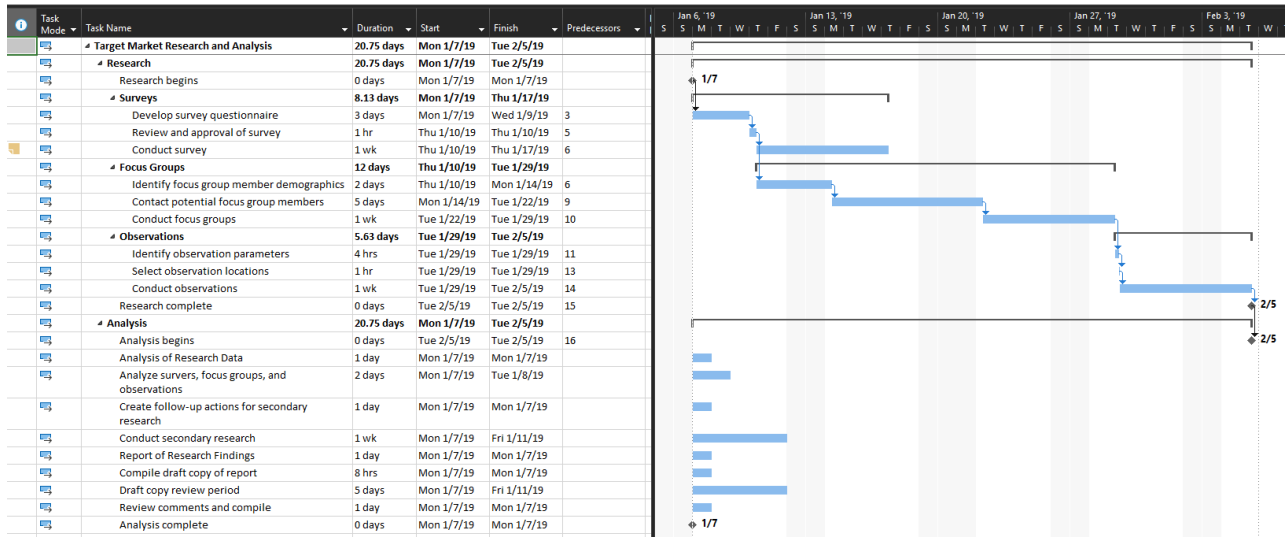
Project 1-2: Adding a Note to a Project Schedule

In this project, you will add a note to a project schedule as reminders of information to be given to new employees.

Project 1-3: Creating a Project Schedule for Hiring a New Employee

In this project, you will create a project schedule for the process of hiring a new employee for your department.

ⓘ	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Colu	Oct 13, '19 F S	Oct 20, '19 S M T W T F S	Oct 27, '19 S M
		Write job description	2 days	Mon 10/21/19	Tue 10/22/19					▬	
		Notify departmental recruiter	1 day	Mon 10/21/19	Mon 10/21/19					▪	
		Post job internally	5 days	Mon 10/21/19	Fri 10/25/19					▬▬▬	