# Knowledge Assessment Lesson 5

**Fill in the Blank**

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

1. A numeric ranking of a task's importance and appropriateness for leveling is called

**Task priority**.

1. A better approach to scheduling tasks is to use a deadline date rather than a(n) **semi-flexible or inflexible constraint**.
2. When you link the tasks in a project schedule, you establish a(n) **relationship** between the tasks.
3. **Resource Leveling** is the process of delaying a resource's work on a task to resolve an overallocation.
4. Microsoft Project honors constraint dates over task relationships, even if this causes

**negative slack**.

1. Tasks with a priority of **0** are leveled first.
2. When you enter a deadline date, Microsoft Project alerts you if the task's **completion** moves beyond the deadline.
3. A(n) **deadline** is a value you enter for a task that indicates the latest date by which you want the task to be completed.
4. The default task priority value for all tasks is **500**.
5. Tasks with a priority of **1000** are never delayed by leveling.

**Multiple Choice**

*Select the best response for the following statements*.

1. Microsoft Project uses to determine which tasks can be delayed in order to resolve periods of resource overallocation.
   1. load balancing
   2. random selection
   3. task priorities



* 1. task deadlines

1. Which of the following is the numeric ranking range for task priority?
   1. 1 to 100
   2. 0 to 100
   3. 1 to 500
   4. 0 to 1000



1. Entering a deadline date has no effect on the scheduling of a summary or subtask, except when the task involves which of the following?
   1. slack
   2. the critical path



* 1. relationships
  2. a priority equal to 0

1. Which of the following is *not* a semi‐flexible constraint?
   1. Start No Earlier Than
   2. Must Start On



* 1. Finish No Earlier Than
  2. Start No Later Than
  3. Depending on options you choose, resource leveling might .
     1. delay the start date of a specific resource's assignment
     2. delay the start date of an entire task
     3. split up the work on a task
     4. all of the above



* 1. Which of the following must be done to remove a deadline from a task?
     1. Delete the deadline indicator from the bar chart portion of the Gantt chart.
     2. Slide the deadline indicator off of the active portion of the Gantt chart.
     3. Clear the Deadline field on the Advanced tab of the Task Information dialog box.



* + 1. Change the deadline date to 00/00/00.
  1. Which of the following is *not* a type of task relationship?
     1. finish‐to‐start
     2. finish‐to‐finish
     3. start‐to‐start
     4. start‐no‐earlier‐than‐finish



* 1. A deadline date .
     1. is the due date of the project
     2. does not constrain a task



* + 1. is not indicated on the Gantt chart
    2. is a semi‐flexible constraint
  1. Which of the following allows the most flexibility in scheduling a task?
     1. semi‐flexible constraint



* + 1. deadline date
    2. inflexible constraint
    3. none of the above
  1. By default, Microsoft Project honors which of the following?
     1. constraint dates over relationships
     2. deadline dates over relationships
     3. relationships over constraint dates



* + 1. negative slack over relationships

# Competency Assessment

**Project 5-1: Setting a Constraint for Insurance Claim Processing**

You are managing an insurance claim processing process, and have just been informed that the repairer, Chris Gray, will not be available for work after February 8, 2019, for several days. You need to set a constraint on one of his tasks to reflect this information, even if it causes a conflict with existing task relationships.

The ***Insurance Claim Processing 5‐1*** project schedule is available on the book companion website.

**GET READY. LAUNCH** Microsoft Project if it is not already running. **OPEN *Insurance Claim Processing 5‐1*** from the data files for this lesson.

1. Click on the name of task 16, **Repairer notifies adjuster**.
2. On the Task ribbon, in the Properties group, click the **Information** button. Click the

**Advanced** tab.

1. In the Constraint type box, select **Start No Later Than**. In the Constraint date box, key or select **2/7/19**. Click **OK**.
2. In the Planning Wizard dialog box that appears, select the **Continue. A Start No Later Than constraint will be set** option. Click **OK**.
3. In the next Planning Wizard dialog box that appears, select **Continue. Allow the scheduling conflict** and then click **OK**.
4. **SAVE** the project schedule as ***Insurance Claim Processing Constraint*** and then **CLOSE**

the file.

**PAUSE. LEAVE** Project open to use in the next exercise.

# Project 5-2: Adding Deadline Dates to the Tailspin Remote Drone Schedule

You have just received additional information about scheduling on the Tailspin Remote Drone, and need to add some deadline dates to your project schedule.

The ***Tailspin Remote Drone 5‐2*** project schedule is available on the book companion website.

**GET READY. OPEN *Tailspin Remote Drone 5‐2*** from the data files for this lesson.

1. Select the name of task 41, **Production development complete**.
2. On the Task ribbon, in the Editing group, click the **Scroll to Task** button.
3. Double‐click the **task name cell** of task 41. Click the **Advanced** tab if it is not already selected.
4. In the Deadline box, key or select **4/19/19**. Click **OK**.
5. Select the name of task 48, **Production planning complete**. Click the **Scroll to Task**

button.

1. On the Task ribbon, in the Properties group, click the **Information** button.
2. Click the **Advanced** tab.
3. In the *Deadline* box, key or select **4/30/19** and then click **OK**.
4. **SAVE** the project schedule as ***Remote Drone Deadlines*** and then **CLOSE** the file.

**PAUSE. LEAVE** Project open to use in the next exercise.

# Proficiency Assessment

**Project 5-3: Creating Task Priorities for an HR Interview Schedule**

You are making some changes and adjustments to your HR Interview project schedule, and have decided to establish task priorities for some tasks in case resource allocation issues arise later. In this project, you will make the indicated priority assignments.

The ***HR Interview 5‐3*** project schedule is available on the book companion website.

**GET READY. OPEN *HR Interview 5‐3*** from the data files for this lesson.

1. Select the name of task 21.
2. Open the Task Information dialog box.
3. Key or select a priority of **800**. Click **OK**.
4. Select the names of tasks 13 and 14.
5. Open the Task Information dialog box.
6. Key or select a priority of **400** for these two tasks. Click **OK**.
7. **SAVE** the project schedule as ***HR Interview Priorities*** and then **CLOSE** the file.

**PAUSE. LEAVE** Project open to use in the next exercise.

# Project 5-4: Establishing Deadline Dates for an Office Remodel

You would like to keep a closer eye on some of the tasks for the lunchroom office remodel project you are managing. You decide it is a good idea to add some deadline dates to several tasks. You know that Microsoft Project will alert you when a task's finish date moves beyond the deadline.

The ***Office Remodel 5‐4*** project schedule is available on the book companion website.

**GET READY. OPEN *Office Remodel 5‐4*** from the data files for this lesson.

1. Select the name of task 7.
2. Open the Task Information dialog box.
3. Set a deadline date of **2/5/19**.
4. Select the name of task 14.
5. Open the Task Information dialog box.
6. Set a deadline date of **2/22/19**.
7. **SAVE** the project schedule as ***Office Remodel Deadlines*** and then **CLOSE** the file.

**PAUSE. LEAVE** Project open to use in the next exercise.

# Mastery Assessment

**Project 5-5: Changing Default Handling for Task Relationships/Constraints on Insurance Claim Processing**

After a meeting with your project team, a decision has been made to honor task relationships over constraints for the Insurance Claim schedule from [Project 5‐1](http://e.pub/gx75hfawhqopr8mkgwki.vbk/OPS/c05.xhtml#c05-fea-0007). Another repairer has agreed to fill in for Chris Gray if necessary. You need to revise your project schedule to change the default method by which Microsoft Project handles relationships and constraints.

The ***Insurance Claim Processing 5‐5*** project schedule is available on the book companion website.

**GET READY. OPEN *Insurance Claim Processing 5‐5*** from the data files for this lesson.

1. Review the task list.
2. From the File ribbon, open the Project Options dialog box.
3. Select **Schedule**.
4. Clear the check box so that tasks do not always honor their constraint dates.
5. Click OK.
6. Review the task list and locate the task that has been affected by this change. In a separate Microsoft Word document, state the information that is contained in the calendar alert icon for this task, and briefly explain how your change has affected the task.
7. **SAVE** the project schedule as ***Insurance Claim No Default***. **SAVE** the Word document as ***Insurance Claim No Default***. **CLOSE** the files.

**PAUSE. LEAVE** Project open to use in the next exercise.

# Project 5-6: Removing, Adding, and Changing Deadlines

You have just finished reviewing the Tailspin Remote Drone project schedule, and have decided to make some changes and additions to the deadlines on this project.

The ***Tailspin Remote Drone 5‐6*** project schedule is available on the book companion website.

**GET READY. OPEN *Tailspin Remote Drone 5‐6*** from the data files for this lesson.

1. Remove the deadline for task 9.
2. Change the deadline for task 27 to February 20, 2019.
3. Add a deadline of May 28, 2019, for task 54.
4. **SAVE** the project schedule as ***Remote Drone Revised Deadlines*** and then **CLOSE** the file.