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Microsoft

74-343 PRACTICE EXAM

Microsoft Managing Projects with Microsoft Project 2013 Exam

Product Questions: 109
Version: 8.0

Question: 1

Your organization uses Project Professional 2013 and records actual hours worked on the project.
You manage a small e-commerce website implementation project. One of your testers asks for assistance in completing a critical task, and you find two additional testing resources that can assist with executing the critical test cases.
The total estimated work for the effort-driven task is 100 hours. The original testing resource, Resource1, completes 25 hours of work on the task.
You need to add Resource2 and Resource3 to the task and split the remaining hours across all three resources now working on the task.
Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

A. Open the Task Form and format it to show Work Details. Enter 25 hours of actual work for Resource1. Then save the changes.
B. Open the Task Form and format it to show Work Details. Enter 75 hours of remaining work for the assigned resource. Then save the changes.
C. Assign Resource2 and Resource3 to the task. Then save the changes.
D. Open the Task Form and format it to show Work Details. Enter 33.33 hours of work for each resource. Then save the changes.

Answer: A,C

Question: 2

You are managing a project using Project Professional 2013.
Your project schedule is showing task overallocation indicators in the Gantt chart view. You navigate to the Team Planner view to investigate more details regarding the over allocations.
You discover that the BA1 resource is overallocated and you need to see all assignments with details for BA1 to understand their current workload before making any assignment changes.
What should you do?

A. Click the BA1 resource and scroll to the end of the project.
B. Click View, check Details, select Resource Form then click on the BA1 resource.
C. Click View, check Details, select Task Form then click on the BA1 resource.
D. Right-click the BA1 resource and select Information.

Answer: B

Question: 3

You are a project manager who uses Project Standard 2013.
You are creating a preliminary project schedule and are estimating the number of resources required prior to finalizing

the schedule. You do not have named resources to complete the tasks, but you know the resource roles that are necessary. One of the roles needed is architect.
You need to estimate how many architect hours are required to complete the work.
What should you do?

A. Add a Material Resource named architect.
B. Add a Budget Resource named architect.
C. Add a Work Resource named architect,
D. Add a Cost Resource named architect.

Answer: C

Question: 4

Your company uses Project Professional 2013.
You are setting up a preliminary schedule by using manually scheduled tasks. You create a task with no duration, start, or finish date, and then you assign a resource. Later, you enter a duration of three days for that task.
You need to let the resource know how the Work will be affected.
What should you say?

A. Work will increase to 24 hours.
B. Work will remain at 0 hours.
C. Work will increase to 16 hours.
D. Work will remain at 8 hours.

Answer: A

Question: 5

You are a program manager who uses Project Professional 2013.
You manage a portfolio of projects for a large point of sale implementation. All of your project managers have created individual project schedules. You discover that you have resource constraints since multiple resources are working on multiple projects.
You need visibility into resources across all projects so that you can most efficiently manage the resources and their availability.
What should you do?

A. Create a shared resource pool and send the location to each project manager. Open the individual project and the resource pool. From the individual project, select Resource Pool, Share Resources, and choose Use Resources.
B. Create a shared resource pool and send the location to each Project Manager. Open the individual project, select Resource Pool, Share Resources, and choose Use Resources.
C. Create a master resource list and send it to each project manager. Open the individual project and copy and paste it into the Resource Sheet.
D. Create a master resource list and send it to each project manager. Open the individual project, select Team Planner, and add the resources.

Answer: A

Question: 6

DRAG DROP
Your company uses Project Professional 2013.
You are a program manager in charge of a multi-program software integration project. The project is scheduled from January 1, 2012-August 3, 2013. You have a consultant resource that charges a different rate based on each task completed. Tasks 1 through 9 are billed at a rate of $150.00 per hour. Tasks 10 through 20 are billed at a rate of $175.00 per hour.
You need to set up your schedule to ensure that the correct resource rate is associated with the correct tasks.
Which two actions should you perform in sequence? (To answer, move the appropriate two actions from the list of actions to the answer area and arrange them in the correct order.)

Answer Area

Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select *A* in the Cost Rate Table column. For Tasks 10-20, select *A* in the Cost Rate table.

In the Resource Sheet view, open the **Resource Information** dialog box. In Tab A of the Cost Rate table, enter a standard rate of $150.00. In the second row of the Cost Rate table, enter effective date of 1/15/2013 and enter a standard rate of $175.00.

Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select *A* in the Cost Rate table column. For Tasks 10-20, select *B* in the Cost Rate table.

In the Resource Sheet view, open the **Resource Information** dialog box. In Tab A of the Cost Rate table, enter $150.00 in the standard rate. In Tab B of the Cost Rate table, enter $175.00 in the standard rate.

Answer:

Box 1:

In the Resource Sheet view, open the **Resource Information** dialog box. In Tab A of the Cost Rate table, enter $150.00 in the standard rate. In Tab B of the Cost Rate table, enter $175.00 in the standard rate.

Box 2:

Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select *A* in the Cost Rate table column. For Tasks 10-20, select *B* in the Cost Rate table.

Note:
You can model these more complex billing schemes by using rate-table features in Project:
References:

Question: 7

Your organization uses Microsoft Project 2013.
You are finalizing the Project Schedule for a very complex project with over 100 resources.
You need to ensure that all tasks are assigned to resources.
What should you do?

A. Use Task Usage view and look for Unassigned tasks.
B. Use Resource Graph view and look for the Unassigned resource name.
C. Use Resource Usage view and look for the Unassigned resource name.
D. Use Resource Sheet view and look for Unassigned tasks.

Answer: C

Question: 8

You are a project manager who uses Project Professional 2013.
You work on a construction project that requires propane as a fuel source for your equipment. The foreman requires that you enter project costs associated with all work completed on your project.
The propane costs $5.00 per gallon, and the tank holds 500 gallons of propane. Each time the tank is refilled, you must pay a fee of $20.
You need to enter the propane costs into your project schedule prior to filling the propane tank for the first time.
What should you do?

A. Create a material resource with a material label of gallons. Enter $20 in the cost per use and $5.00 in the standard rate.
B. Create a cost resource, add the resource to a task, and enter $25 in the actual cost.
C. Create a material resource with a material label of gallons. Enter $20 in the standard rate and $5.00 in the cost per use.
D. Create a cost resource, add the resource to a task, and enter $2520 in the actual cost.

Answer: B

Question: 9

You are a project manager for a software development company. You use Project Professional 2013.
You manage an integration project, and you discover that you need to add additional resources to the integration tasks in order to meet your development complete milestone date. The project is behind schedule, so you must shorten the duration of the integration development work.
You identify two additional resources to work on the integration task. When you add these resources, your task now shows it will complete three days ahead of schedule, which leaves a contingency window for issues that may arise.
In order to shorten the duration of the task when the resources are added, you need to set the task type before adding the resources.
What should you do?

A. Use an automatically scheduled task and set the task type to fixed duration.
B. Use a manually scheduled task and set the task type to fixed work.
C. Use an automatically scheduled task and set the task type to fixed work.
D. Use a manually scheduled task and set the task type to fixed duration.

Answer: C

Question: 10

You are a project manager, and your organization uses Project Professional 2013.
You have created a detailed project schedule and have identified two tasks that are causing your resource to be overallocated.
You need to use the Team Planner to reassign these tasks from the overallocated resources to underallocated resources with the same skill set.
What should you do?

A. Right-click the task and reassign it to the underallocated resource.
B. Drag the underallocated resourceon the task to reassign it.
C. Drag one of the tasks from the overallocated resource to the Unassigned Tasks section.
D. Right-click the resource and reassign it to the underallocated resource.

Answer: A

Question: 11

You are a senior project manager, and your organization uses Project Standard 2013.
You are managing a large ERP project with both part-time and full-time resources. The part-time resources have strict contractual limitations regarding working days and hourly availability.
You need to make sure the tasks for your part-time resources are only scheduled in the calendar during their agreed-upon working days and hours.
What should you do?

A. Change the part-time resources' tasks to manually scheduled to ensure the dates do not go past the agreed-upon terms of their contract.
B. Enter the availability start and end dates for each resource and change the percent of units to the agreed-upon amount in their contract.
C. Enter the availability start and end dates for each resource and change the working time for each resource to only include days and hours agreed upon in their contract.
D. Change the part-time resources' units to the percentage they are available and set task constraints to must finish on to ensure the dates do not go past the agreed-upon terms of their contract.

Answer: C

Question: 12

Your organization uses Project Professional 2013.
A senior stakeholder in a project asks you to determine when a task is over budget by comparing the baseline cost of a task to the cost. Additionally, the senior stakeholder wants you to display a graphic indicator when the baseline cost is greater than the cost.
You write a formula to display the indicator, but it only displays for normal tasks and not for summary tasks.
You need to make the indicator display for summary tasks.
Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

A. Within the Custom Field, set Calculation for task and group summary rows to Use Formula.
B. Within the Custom Field, set Calculation for task and group summary rows to Maximum.
C. Within the Graphical Indicators dialog box, check the Import Indicator Criteria button.

D. Within the Graphical Indicators dialog box, check Summary rows inherit criteria from nonsummary row.

Answer: A,D

Question: 13

You are a project manager, and you successfully complete a server consolidation project for one of your data centers. You use Project Standard 2013 to plan and track the work.
Your manager wants you to begin similar projects on two other data centers. You need to create a template based on the plan you used to manage the first data center consolidation project.
You need to ensure that the template has all baseline and actual data values removed.
What should you do?

A. Within Microsoft Windows Explorer, create a copy of the original project plan and rename the file type from .mpp to .mpt.
B. Open the plan and use the Move Project button to set the start date to the start of the new project. Save the project file as Template.mpp.
C. Open the plan and reset the percent complete for each task to 0. Save the file as Template.mpp.
D. Open the plan and save the plan as a Project Template.
E. Open the plan, and copy and paste all of the task information into a new plan. Save the plan as a Project Template.

Answer: D

Question: 14

You are project manager who uses Project Professional 2013.
Your organization uses Microsoft SharePoint 2013 and uses a SharePoint task list to define the tasks required on an upcoming project. The task list contains over 100 items.
You need to create a project based on the tasks in the SharePoint list in the most efficient manner.
What should you do?

A. Export the tasks into Microsoft Excel and then import the Excel file into Project Professional 2013.
B. Edit the Project Summary Task hyperlink column to point to the SharePoint task list and click the Import button.
C. Open the tasks directly from the SharePoint site into Project Professional 2013.
D. Copy and paste the tasks from SharePoint into Project Professional 2013.

Answer: C

Question: 15

You are a project manager who uses Project Standard 2013.
You have been told to build multiple project files for a program.
You need to have all of your projects start with auto scheduled tasks by default.
What should you do?

A. Under schedule options, set New tasks created to Auto Scheduled for each project.
B. Use the Task Mode field to change the first task to Auto Schedule, then copy down for all of your tasks.
C. Under schedule options, set New tasks created to Auto Scheduled for all new projects.
D. Highlight all of the tasks in your schedule and select the Auto Schedule button.

Answer: C

Question: 16

You are a resource manager who uses Project Standard 2013.
You manage all of your resources in a single plan, which acts as a Shared Resource Pool for other projects in your organization. Each resource needs to pass an annual exam in order to work on construction sites.
You need to set up a method that allows you to pick the renewal month for each resource.
What should you do?

A. Rename the Resource Text1 Custom field to Exam Expiration Date. Enter the month when the exam expires. Select the correct expiration date for each resource.
B. Use the Organizer to copy the ResourceFinish1 Custom field from the Global.mpt. Select the correct expiration date for each resource.
C. Rename the Resource Date1 Custom field to Exam Expiration Date. Create a Lookup table with values containing the last date of each month. Select the correct expiration date for each exam.
D. Rename the Resource Month1 Custom field to Exam Expiration Date. Create a Lookup table with monthly values. Select the correct expiration month for each exam.
E. Rename the Resource Flag1 Custom field to Exam Expired Date. Enter the expiration dates into a Lookup table. Select the correct expiration date for each resource.

Answer: C

Question: 17

You are a project manager who uses Project Professional 2013.
Two of your resources job share; Resource1 works Monday, Tuesday, and a half day Wednesday. Resource2 works the remaining work week.
You need to set up their calendars to reflect the job-sharing arrangement.
What should you do?

A. Open each resource and set a recurring exception to reflect the non-working days.
B. Open each resource and amend the working time on each resource's calendar.
C. Open each resource and set their Resource Availability units to 50%.
D. Open each resource and use the Resource information dialog box to create a new calendar. Change the Default Work Week to reflect the working time.

Answer: B

Question: 18

You are a project manager who uses Project Standard 2013, and your task list includes a flag field that indicates, with Yes or No, if a non-summary task represents a physical deliverable.
Your project involves several tasks marked as deliverables, and management requires you to track how many deliverables are completed. The deliverable is considered completed when the Percent complete field is 100%.
You need to create a formula to calculate the total number of deliverables that are completed.
Which two steps should you perform? (Each correct answer presents part of the solution. Choose two.)

A. Use the following formula: IIf([Physical Deliverable]=Yes And [% Complete]=100,1,0).
B. Set Calculation for tasks and summary groups to Sum.
C. Use the following formula: IIf([Physical Deliverable]=Yes And [% Complete]=100,0,1).
D. Set Calculation for tasks and summary groups to Count All.

Answer: A,B

Question: 19

You are a project manager who uses Project Standard 2013.
Your manager wants you to plan an office move. You have a project schedule from a prior office move named "OfficeMove.mpp" and you want to use this project to assist in planning the current office move.
In the fewest steps possible, you need to create your new project schedule based on the old project schedule.
What should you do?

A. Open the old OfficeMove.mpp file, change the project start date and project title, and clear the baseline. Save the file usingthe current project name.
B. Open the old OfficeMove.mpp file, click on Save As, save the file using a new file name, clear the baseline, and set all tasks to zero percent complete.
C. Open the old OfficeMove.mpp file, save the file as an .mpt file type, removing the baseline and actual values. Save the .mpt file as an .mpp file type, assigning the current project name.
D. Open the old OfficeMove.mpp file, click on Save As, and save the file using a new file name. Then enter the project name in the ProjectSummary Task. Set all tasks to zero percent complete.

Answer: C

Question: 20

You are a project manager who uses Project Professional 2013.
A senior stakeholder asks you to update your project to reflect your organization's scheduled two-week closure.
You need to reflect the closure within your schedule.
What should you do?

A. Create a resource and specify non-working days for the resource which reflect the closure. Assign this resource to each task.
B. Open the Project Calendar and modify the default work week by setting the dates as non-working time.
C. Create a new calendar and assign this to the tasks that are scheduled over the period of closure.
D. Open the Project Calendar and enter the planned closure in the Exceptions tab.

Answer: D

Question: 21

You are a project manager for an organization that uses Project Standard 2013.
You add shortcuts on the Quick Access Toolbar to your most frequently used commands.
Your manager is impressed with the ease of use this customization provides and would like other project managers in the group to use it.
You need to deploy the customization to these project managers.
What should you do?

A. Save a Project File with the customizations to the ribbon in the file. Ask the other project managers to open the file.
B. Email your global.mpt file to each project manager. Ask them to place the template in the %appdata%\Microsoft\MS Project\15 \1033 folder.
C. Click on the Import/Export button to export the customizations to a file. Ask the other project managers to import the file.
D. Use regedit to export the following key: HKLM\Software\Microsoft\Office\15.0\User Settings\ProjectRibbon. Ask the other project managers to import the key.

Answer: C

Question: 22

You are a project manager, and your organization uses Project Standard 2013.
You have created a non-working day in a resource's calendar; however, the HR department notifies you that the resource will work that day after all.
You need to reflect this change in the project in the most efficient manner.
What should you do?

A. Open the Project calendar and mark the work day as working.
B. Open the resource's working calendar and edit the Work Week details to set the day as working.
C. Open the resource's working calendar and delete the exception.
D. Open the resource's working calendar and mark the day as working.

Answer: C

Question: 23

You are a project manager who uses Project Professional 2013.
All resources in your project schedule have availability of 8 hours per day. You notice that several of the resources on the project are overallocated. You decide to level the project to help resolve the overallocations for the resources.
Team members often do not work at the same time when completing their work on the tasks.
You need to resolve the overallocations by using the Resource Leveling function.
What should you do?

A. Click the Level only within available slack option.
B. Click Clear Leveling.
C. Click the Leveling can adjust individual assignments on a task option.
D. Click the Level resources with a proposed booking type option.

Answer: C

Question: 24

You manage a project for an organization that relies heavily on schedule baselines in Project Standard 2013.
A change is approved for an in-progress project which you manage. You enter the new tasks necessary to include the changes to the project schedule.
You need to update the baseline in the most efficient manner.
What should you do?

A. Update the current baseline to the baseline1 fields.
B. Copy the current schedule to the baseline fields.
C. Select a range of tasks and update the schedule to the baseline1 fields for the selected tasks.
D. Select a range of tasks and update the baseline for the selected tasks.

Answer: D

Question: 25

You manage a project by using Project Standard 2013.
You need to use the Baseline2 fields to calculate Variance at Completion (VAC). You have already set Baseline2.
What should you do?

A. Enter physical percent complete for the tasks that have actual values. Set the Baseline to theBaseline2, and reschedule uncompleted work based on the status date.
B. Change the Earned Value method to Baseline2 in the Task Information Form. Enter tracking data, and view the VAC on the Earned Value table.
C. Change the Baseline for Earned Value calculation option to Baseline2, and reschedule uncompleted work based on the status date.
D. Go to the Earned Value table and insert the Baseline2 column. Recalculate the project.

Answer: C

Question: 26

You are a manager for an organization that uses Project Professional 2013.
A critical project shows average finish variance values between 5-10 days for the tasks.
You need to interpret these variance values to determine the next course of action to take.
What do these variance values mean?

A. The project is on schedule.
B. The project is running between 5-10 days ahead of schedule.
C. The project is running between 5-10 days behind schedule.
D. The project is averaging a normal performance timeline.

Answer: C

Question: 27

You are a project manager who uses Project Professional 2013.
When viewing the critical path, you notice that there are some inconsistencies. To investigate the status of the critical path, you insert the Total Slack column into a task table. You discover that many of the tasks have negative Total Slack values.
You need to resolve the negative Total Slack values.
What should you do?

A. Remove lag time from task relationships.
B. Remove as many constraints as possible.

C. Re-assign resources that have more availability at the time of the negative slack.
D. Remove lead time from the task relationships.

Answer: B

Question: 28

You manage a project by using Project Professional 2013.
A critical task is out of scope for the project. The stakeholders suggest that the task be removed from the project but kept in the plan in case the task is needed in the future.
You need to implement a solution to meet the stakeholder's request.
What should you do?

A. Click on the task, and click Inactivate.
B. Move the task to after the ending date for the project.
C. Delete the task from the schedule.
D. Click the Unlink Task button to unlink the predecessors and successors for the task.

Answer: A

Question: 29

You manage a project by using Project Professional 2013.
The work variance for a task is 48 hours. The remaining work is 25 hours. The work for this task has been completed.
You need the work variance to be adjusted to reflect what has occurred during the performance of the task.
What should you do?

A. Adjust the value in the Baseline Work column.
B. Enter a 0 in the remaining Duration column.
C. Adjust the value in the Work Variance column.
D. Mark the task inactive.

Answer: B

Question: 30

You manage a project and use Project Professional 2013 to track your project schedule. One of several resources assigned to a fixed-unit, effort-driven, five-day task is assigned at 50% of their availability.
The resource asks to start the task three days later than planned because of a scheduling conflict. The schedule change is approved.
You need to make the adjustment to the resource assignment to accommodate this request without affecting the other resources assigned to the task.
What should you do?

A. Use the Resource Usage view and add duration to the assignment to extend the deadline three days.
B. Use the Gantt Chart view tracking table and add a Start no earlier than constraint to the task.
C. Use the Task Form formatted to show Work Details and add a three-day delay to the assignment for the resource.
D. Use the Task Form formatted to show Schedule Details and add a three-day delay to the assignment for the resource.

Answer: D

Question: 31

While creating a schedule with Project Professional 2013, you notice that there is a three-day duration on the Database Design task.
After working for only two days, the resource performing the task reports two days of work and notifies you that the task is finished.
You need to update the schedule with this information.
What should you do?

A. Reschedule uncompleted work for the project schedule.
B. Add two days of actual duration and change the remaining duration for the task to zero.
C. Update the task to show 100% completion on the ribbon bar.
D. Enter a status date for the task.

Answer: B

Question: 32

You use Project Professional 2013 to manage a project schedule which includes all task relationships.
The resource who is assigned to the "Develop software delivery" task is no longer available to work on your project.
You can find another resource to perform this task, but you are not sure when the resource will become available.
You need to know which future tasks could be affected as a result of the resource leaving your project.
What should you do?

A. Sort all tasks by start date and check start dates of tasks that are scheduled after the Develop Software Delivery task.
B. View the critical path for tasks that are successors to the Develop Software Delivery task.
C. View the Network diagram and filter for the predecessor tasks to Develop Software Delivery task.
D. Use the Task path function to check driven successors for the Develop Software Delivery task.

Answer: D

Question: 33

You are a project manager who uses Project Professional 2013.
After updating a project schedule, you want to determine the amount of time that the schedule has slipped from the original scheduled dates.
You need a graphical view that shows the current schedule to baseline.
Which view should you use?

A. Detail Gantt view
B. Tracking Gantt view
C. Leveling Gantt view
D. Gantt Chart view

Answer: B

Question: 34

You manage a project for an organization that uses Project Professional 2013.
You reset the baseline for some selected tasks. After the baseline has been updated with the new values, you realize that some of the summary baseline duration values are not correct.
You need to resolve this problem.
What should you do?

A. Update the summary tasks manually with the new duration values.
B. Change all task durations to the same denomination values, such as days, weeks, or months.
C. Reset the baseline for the selected tasks and select the Roll up baselines to all summary tasks option.
D. Reset the summary tasks to manual scheduling.

Answer: C

Question: 35

Your company uses Project Professional 2013.
You are scheduling two tasks. One task is named Test Solution, and the other task is named Create Solution Test Plan.
You want the Test Solution task to start three working days after the finish date of the Create Solution Test Plan task.
You need to set up a dependency between these two tasks.
What should you do?

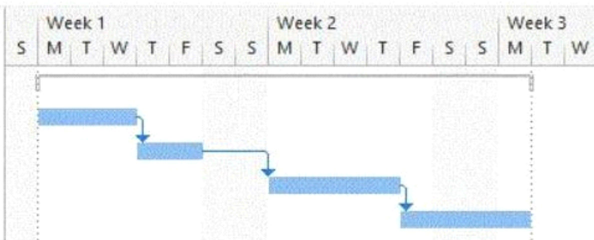
A. Create a Start to Start predecessor relationship from the Create Solution Test Plan task to the Test Solution task. Set a lead time of three days.
B. Create a Start to Start predecessor relationship from the Test Solution task to the Create Solution Test Plan task. Set a lead time of three days.
C. Create a Finish to Start predecessor relationship from the Test Solution task to the Create Solution Test Plan task. Set a lag time of three days.
D. Create a Finish to Start predecessor relationship from the Create Solution Test Plan task to the Test Solution task. Set a lag time of three days.

Answer: D

Question: 36

Your company uses Project Professional 2013.
You are building a schedule by using predecessors to help determine a logical duration. The following image shows a baselined list of tasks with predecessors:

	Task Mode	Task Name	Duration	Predecessors	Cost	Baseline Cost
0		**Schedule**	**11 d**		**$1,100.00**	**$1,100.00**
1		Task A	3 d		$300.00	$300.00
2		Task B	2 d	1	$200.00	$200.00
3		Task C	4 d	2	$400.00	$400.00
4		Task D	2 d	3	$200.00	$200.00



You have been told that Task C is optional, and you recommend inactivating the task to keep it visible on the schedule.
You need to determine what the results are to the schedule when inactivating Task C.
How should you answer?

A. The finish date is reduced by four working days, cost remains unchanged, and baseline cost is reduced by $400.
B. The finish date is reduced by five working days, cost remains unchanged, and baseline cost is unchanged.
C. The finish date is reduced by six working days, cost is reduced by $400, and baseline cost is reduced by $400.
D. The finish date is reduced by four calendar days, cost is reduced by $400, and baseline cost is reduced by $400.
E. The finish date is reduced by six calendar days, cost is reduced by $400, and baseline cost is unchanged.

Answer: E

Question: 37

Your company uses Project Professional 2013. You are a program manager who has a master project created for your program.
Currently you are seeing the critical path for each independent project in the master project. As a program manager, you want to ensure the resources are properly applied to successfully complete the program.
You need to display the critical path for the entire program instead of each independent project.
What should you do?

A. Turn on Inserted projects are calculated like summary tasks in the Schedule section of Project Options.
B. Turn on Calculate multiple critical paths in the Advanced section of Project Options.
C. Insert the Critical field, and change the values to Yes for the non-critical tasks.
D. Double-click the inserted project summary task and uncheck Roll Up.

Answer: A

Question: 38

You are a project manager in an organization that uses Project Professional 2013.
You are managing a project, which involves the construction of a new shopping mall. The shopping mall is scheduled to finish by October 21. The mall needs to start operations by October 31. Your sponsor asks you to closely monitor your schedule and informs you that missing the October 21 deadline could jeopardize the October 31 start date.
You are concerned about construction delays, and you want to reduce the time buffer. Your sponsor agrees with this decision.
You need to show the time between the End of Construction and the Grand Opening Day as a time buffer for delays.
Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

A. Create a deadline for the Grand Opening Day task on October 31.
B. Create milestones tasks for End of Construction and Grand Opening Day, with a Finish to Start link and 10 elapsed days of lag time.
C. Create milestones tasks for End of Construction and Grand Opening Day, with a Start to Finish link and 10 elapsed days of lead time.
D. Enter a finish date of October 21 on the End of Construction task.

Answer: A,C

Question: 39

You are managing a project by using Project Professional 2013.
Your project schedule contains 1000 tasks which are in outline format. You discover that the Design summary task is

located below the Build summary group of tasks.
You need to move the Design summary task and its detail tasks to the proper location.
What should you do?

A. Click on the Design summary task name and drag it above the Build group of tasks.
B. Make the Design summary task grouping a manual task, and drag the Design task name above the Build group of tasks.
C. Cut all of the tasks below the Design summary task and paste them above the Build group of tasks.
D. Click on the ID number for the Design summary task grouping and drag the group above the Build group of tasks.

Answer: D

Question: 40

Your organization uses Project Professional 2013.
A senior stakeholder informs you that your project start date is delayed and gives you a new start date.
You need to change the project start date without adding constraints.
What are three possible ways to achieve this goal? (Each correct answer presents a complete solution. Choose three.)

A. Modify the Start Date field in project information to the new date.
B. Use Move Project to move the project to the new start date.
C. Enter the new start date for all tasks without predecessors.
D. Use Update Project and set a new start date.
E. Set a new project status date and then set the baseline.

Answer: A,B,C

Question: 41

You are a project manager, and your company uses Project Professional 2013. You are setting up a preliminary schedule by using manually scheduled tasks.
You create two manually scheduled tasks and link them in a Finish to Start relationship. The project team member asks you to increase the duration of the predecessor task.
You notice that the successor task start date is now before the finish date of the predecessor task.
You want the successor task to start after the predecessor finishes.
What should you do?

A. Select both tasks and click Unlink.
B. Select the successor task and click Mark on Track.
C. Select the predecessor task and click Respect Links.
D. Select the successor task and click Respect Links.

Answer: D

Question: 42

You are using Project Standard 2013.
Management wants to see an overview of your project that shows the overall start and finish dates, total duration, and the name of the project. They want to see this information in a simple layout that does not include task details.

You need to show one line item that displays all the requested information in the Gantt view.
What should you do?

A. Apply the Top Level Tasks filter.
B. On the format ribbon, check the box next to Project Summary Task.
C. Apply the default Summary Tasks filter.
D. On the format ribbon, check the box next to Summary Tasks.

Answer: D

Question: 43

Your company uses Project Professional 2013.
You have two projects, Project 1 and Project 2, as well as a resource pool to contain all of the resources. You use resource leveling and want to prioritize the projects so that Project 1 is the highest priority project and gets all the required resource availability first. Project 2 then gets resources as they become available from Project 1.
You need to maintain this priority throughout the execution of the project.
What should you do?

A. Set resource leveling to prioritize by project, priority, and standard.
B. Make sure the resource pool is configured to list Project 1 first.
C. Level Project 1 first, and then level Project 2.
D. Set Project Priority higher for Project 1, and then set resource leveling to level by priority, standard.

Answer: D

Question: 44

Your organization uses Project Professional 2013.
You are setting up a preliminary schedule by using manually scheduled tasks.
As you build the task breakdown, you notice a potential scheduling problem indicated by a wavy red line under the finish date of a detail task.
You need to determine the cause of the wavy red line.
What should you do?

A. Evaluate the task to determine if there is a deadline.
B. Insert the Constraint Type field and view the task constraints.
C. Evaluate the task by using the Task Inspector.
D. View the Resource Sheet to see if you have overallocated resources.

Answer: C

Question: 45

You are a project manager who uses Project Professional 2013. You have worked on a project for four years and have created a very detailed project plan in Project Professional 2013. You use milestones as key deliverables, and you use summary tasks as phases.
Your company requests a presentation of the key deliverables for each phase of your project plan in a simple and consolidated view that fits in one Microsoft PowerPoint slide.

You need to ensure that phases and key deliverables are clearly shown in the timeline and are not confusing to the audience.
What should you do?

A. Create a new Timeline view from existing tasks in your project plan. Drag the timeline into a blank PowerPoint slide.
B. Create a new Timeline view that automatically shows milestones for each stage of your project. Copy the full-size timeline and paste to your PowerPoint slide.
C. Add all summary tasks to your timeline. Project Professional 2013 will automatically recognize and add all milestones on each stage to your Timeline view. Copy the full-size timeline and paste to the PowerPoint slide.
D. Add all summary tasks to your timeline. Add all milestones to your timeline. Copy the full-size timeline and paste to your PowerPoint slide.

Answer: D

Question: 46

You are a project manager who uses Project Standard 2013.
You work on a project that requires you to generate many documents. Each task in your project plan must have a document associated and stored in your Microsoft SharePoint Intranet Environment. These documents are 25 megabytes in size.
You need to share this project plan by email with your team and ensure that they can easily access the documents.
What should you do?

A. In the Task Information notes, insert an object from a file. Uncheck the Link option and make sure that it is a document, not a link. Select your document and click on it. Project will automatically create the reference to this document.
B. Create a task custom field named Link to Document, and select the field type as Text Hyperlink. Copy the SharePoint URL of each document and paste it as a text into the Link to Document task custom field. Project Standard 2013 will convert this text to a clickable hyperlink.
C. Copy and paste the document into your Gantt chart, and create a link between your task and the document.
D. Go to backstage and use the feature Add and Link a SharePoint Document to My Tasks to select your document in your SharePoint Library. Select your task. Project will automatically create a clickable hyperlink.
E. Copy the SharePoint URL of each document and paste in the Hyperlink task standard field as a text. Project will convert this text to a clickable hyperlink.

Answer: E

Question: 47

You are a project manager for an organization that uses Project Professional 2013.
You manage a critical project across multiple regions. All information regarding the project must be shared through email directly to the stakeholders.
You have already added all of the tasks and milestones to Timeline, aiming to present the most important information of the project through graphs. You are not allowed to send the .mpp file to your stakeholders since they will not be able to open it.
You need to share the Timeline view through email.
What should you do?

A. Select Visual Reports, select a Built-in template for Timeline views, and click Generate. When the report has been

generated, copy and paste the output in the body of your email.
B. Activate the Timeline view. Click the View tab, select Other Views, and choose Save View. Name this view and save it, before going to the body of your email and attaching the view you just saved.
C. Activate the Timeline view. Then go to the Format tab and click Copy Timeline For Email. Paste where necessary in the body of your email.
D. Choose File, Share. In the Share page, select Email. Then select Send as Attachment.

Answer: C

Question: 48

You are a project manager for a company that uses Project Professional 2013.
You are responsible for communicating the progress of your projects every month. Your company provides you with a Gantt Chart view that uses the standard Entry table.
You need to communicate the progress of tasks that have a finish date of either October 2 or October 22.
What should you do?

A. Go to the Task tab, open the Find window, and set the parameters to find the required dates, setting the Look in Field to Finish. Then click Find Next.
B. Go to the View tab, open the More Views window, and create a new view.
C. Go to the View tab and use the Date Range filter.
D. Go to the View tab and select Display AutoFilter. Click on the arrow next to the Finish column and check only the required dates.

Answer: D

Question: 49

You are a project manager who uses Project Professional 2013.
You have created a project which involves three other colleagues who are also using Project Professional 2013. You and your colleagues are over budget and cannot spend any more money on this project.
To ensure that the latest version of the project file is always the one being used, you need to save, share, and sync this project plan File among your colleagues without using email.
What should you do?

A. Save and sync your project by using SkyDrive.
B. Save and sync selected tasks in the project by using SkyDrive.
C. Save and sync your project to a shared Microsoft Excel file.
D. Save and sync selected tasks in your Microsoft SharePoint Tasks List.

Answer: A

Question: 50

You are a project manager who uses Project Professional 2013.
You work in a software development project, which is in progress and has reached 60% of actual progress. Your company decides to use the new Project Reports views to communicate all the project progress across the key users. They also decide to report information about a specific period only, normally one month behind the current day.
You need to access the report view that your company previously created; however, you must only modify the period

displayed in the report and ensure that another period will not be presented.
What should you do?

A. Access your report and change the scale by zooming in and out.
B. Access your report and create a new Date Range group.
C. Access your report and use the default Date Range filter.
D. Access your report view and edit the time category under the field list pane.

Answer: D

Question: 51

You are a project manager who uses Project Professional 2013.
You manage a project, which involves three other colleagues who also have experience in Project Professional 2013.
You and your colleagues are over budget and cannot spend any more money in this project.
You download a specific free app from the Microsoft Office Store.
You need your colleagues to use the same app.
What should you do?

A. Send the name or the link of the app to your colleagues. Then have them install the app on each account.
B. Open the organizer and copy the app to your colleagues' projects.
C. Export the app to an Office App Installation file. Then share the file with your colleagues by email or SkyDrive.
D. Save the app file in SkyDrive and share with your colleagues.

Answer: A

Question: 52

You are an independent project manager who uses Project Professional 2013.
You work on multiple projects for different customers, and you use one project to manage all of their tasks. You invoice your customers on a monthly basis.
You use a custom field named Not Invoiced to identify all tasks that have not been invoiced, and you use a custom field named Customer Name to identify the customer.
You need to see all tasks that have not been invoiced, but only for one customer at a time.
What should you do?

A. Group by the Not Invoiced field and display the AutoFilter for the Customer name column.
B. Group by Customer name and display the AutoFilter for the Not Invoiced column.
C. Display the AutoFilter and apply it for the Customer Name and the Not Invoiced columns.
D. Create a custom highlight filter that asks fora Customer name value and identifies Not Invoiced tasks.

Answer: C

Question: 53

You are a project manager for a software development company that uses Project Professional 2013.
For managing projects, your company has its own specialized processes, all of which you are familiar with, except for the reporting processes. Additionally, your company's status reports of project progress are based on Work and Cumulative Work.

Thirty minutes before a meeting is scheduled to begin, the president of your company asks you to present the status report at the meeting.
You need the report to show all project tasks, resources assigned, and their respective Work and Cumulative Work on a monthly basis.
What should you do?

A. Select the Gantt Chart view that has all project tasks and resources assigned. Click Add New Column to add Work and Cumulative Work. Go to the Gantt chart and adjust the timescale by zooming in or out to fit the monthly basis.
B. Select the Gantt Chart view that has all project tasks and resources assigned. Right-click on the Gantt chart, selecting Work and Cumulative Work. Adjust the timescale by zooming in or out to fit the monthly basis.
C. Select the Task Usage view that has all project tasks and resources assigned. Right-click the Details table, selecting Work and Cumulative Work. Adjust the timescale by zooming in or out to fit the monthly basis.
D. Select the Network Diagram View. Choose Format Box Styles and add Cumulative Work to the Critical Task Box style.

Answer: C

Question: 54

You are a project manager who uses Project Professional 2013.
You manage a critical project, which involves many team members. You are the only team member who has Project Professional 2013. You need to receive updates from team members directly from Microsoft SharePoint without having to reenter the updates in your project.
What should you do?

A. Set up your project to sync with a SharePoint Task List.
B. Save your project as an mpp file to a SharePoint Shared Documents library.
C. Copy and paste all tasks into a Microsoft Excel file saved in SharePoint.
D. Copy and paste all tasks into a new SharePoint Task List.

Answer: A

Question: 55

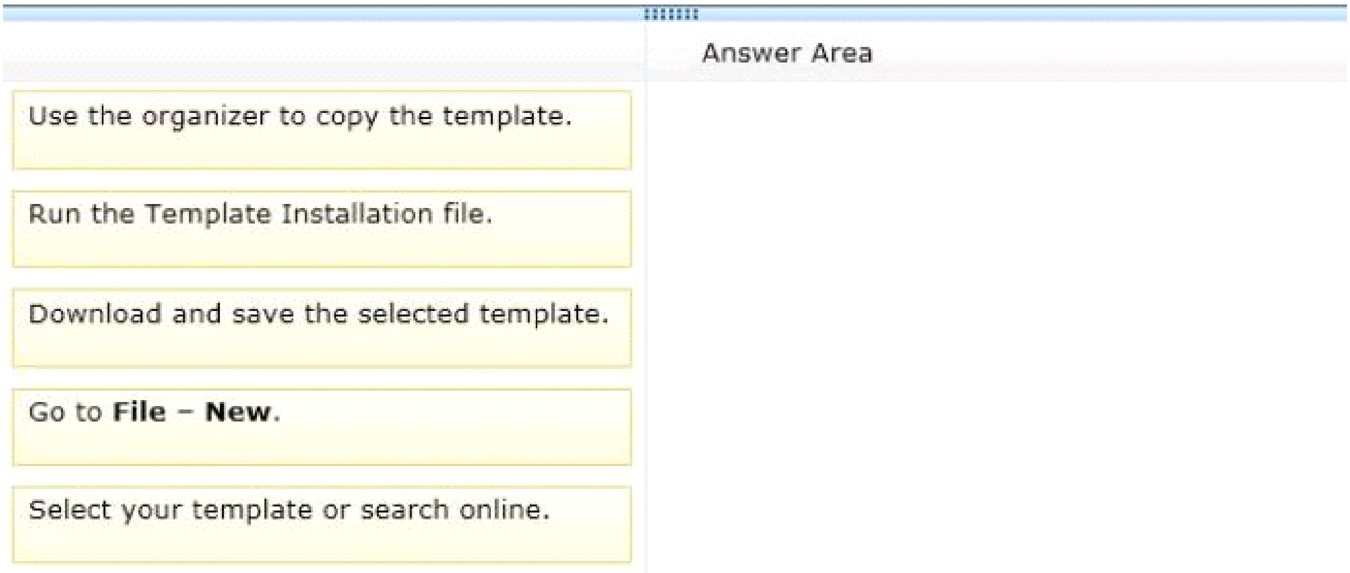
You are a Project Manager who uses Project Professional 2013.
You manage a critical project, which is synchronized with a Microsoft SharePoint Task List.
One of your team members has changed a task priority to High in SharePoint, and you do not see the changed data in Project Professional 2013.
What should you do?

A. Use the Organizer to copy the Priority field from the SharePoint Task List.
B. Map the Priority field from SharePoint to Project by using File, Info.
C. Map the Priority field from SharePoint to Project by using Project, Custom Fields, Import Field.
D. Use the Task Information box to copy the Priority field from the SharePoint Task List.

Answer: B

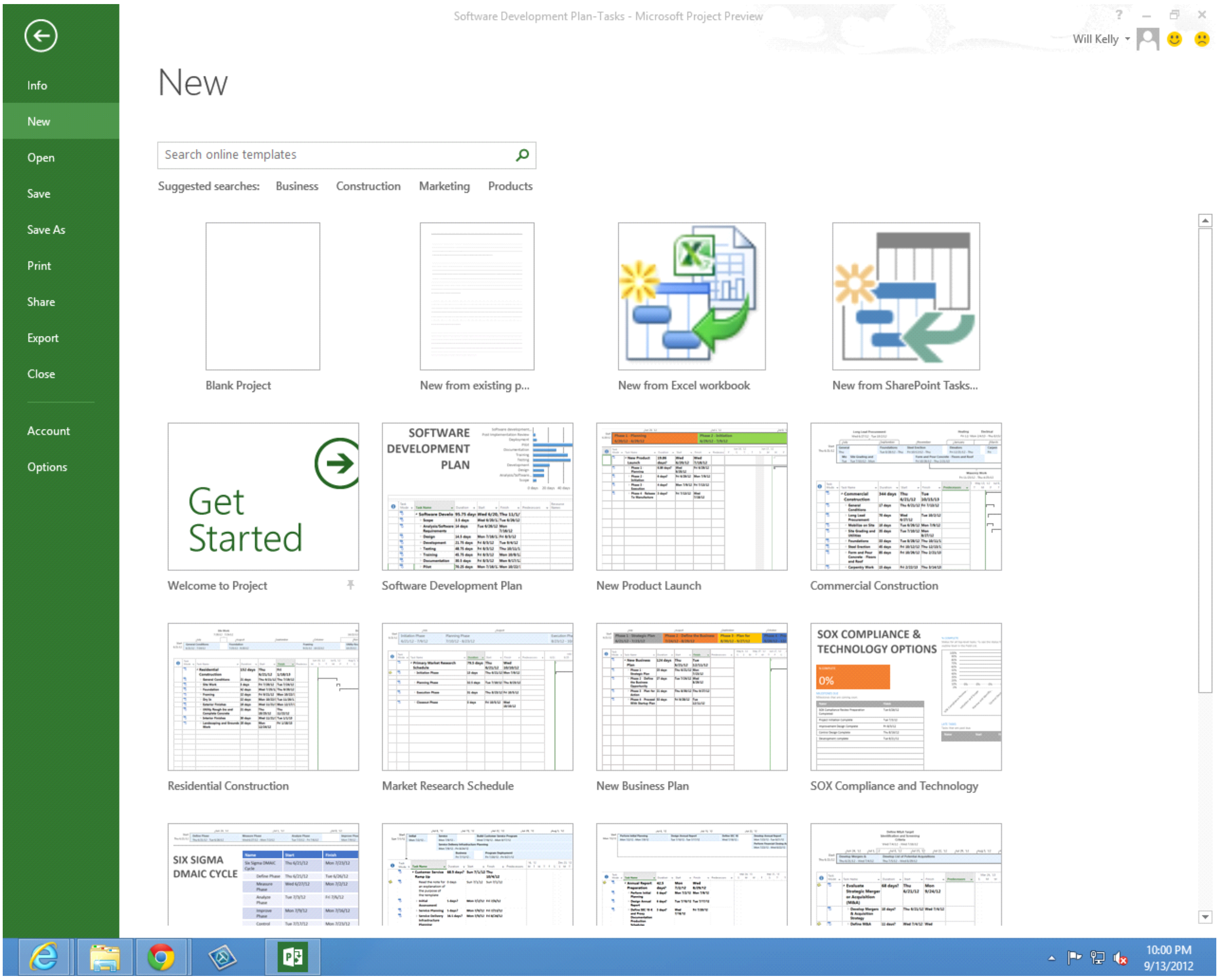
Question: 56

DRAG DROP
You are an independent project manager who uses Project Professional 2013.
You are starting a new marketing campaign project for your own company. You want to use Project Professional 2013 to plan and manage this project. You have never worked with a marketing project, so you choose to start your project plan with one of many templates available at the Microsoft Office website.
You need to access the correct template.
Which three actions should you perform in sequence? (To answer, move the three appropriate actions from the list of actions to the answer area and arrange them in the correct order.)



Answer:

Box 1: Go to File - New
Box 2: Select your template or search online.
Box 3: Download and save the selected template.
Note:
Microsoft Project Professional 2013 includes an ever-growing library of Project templates on Office.com, a Microsoft-owned Office online resource.



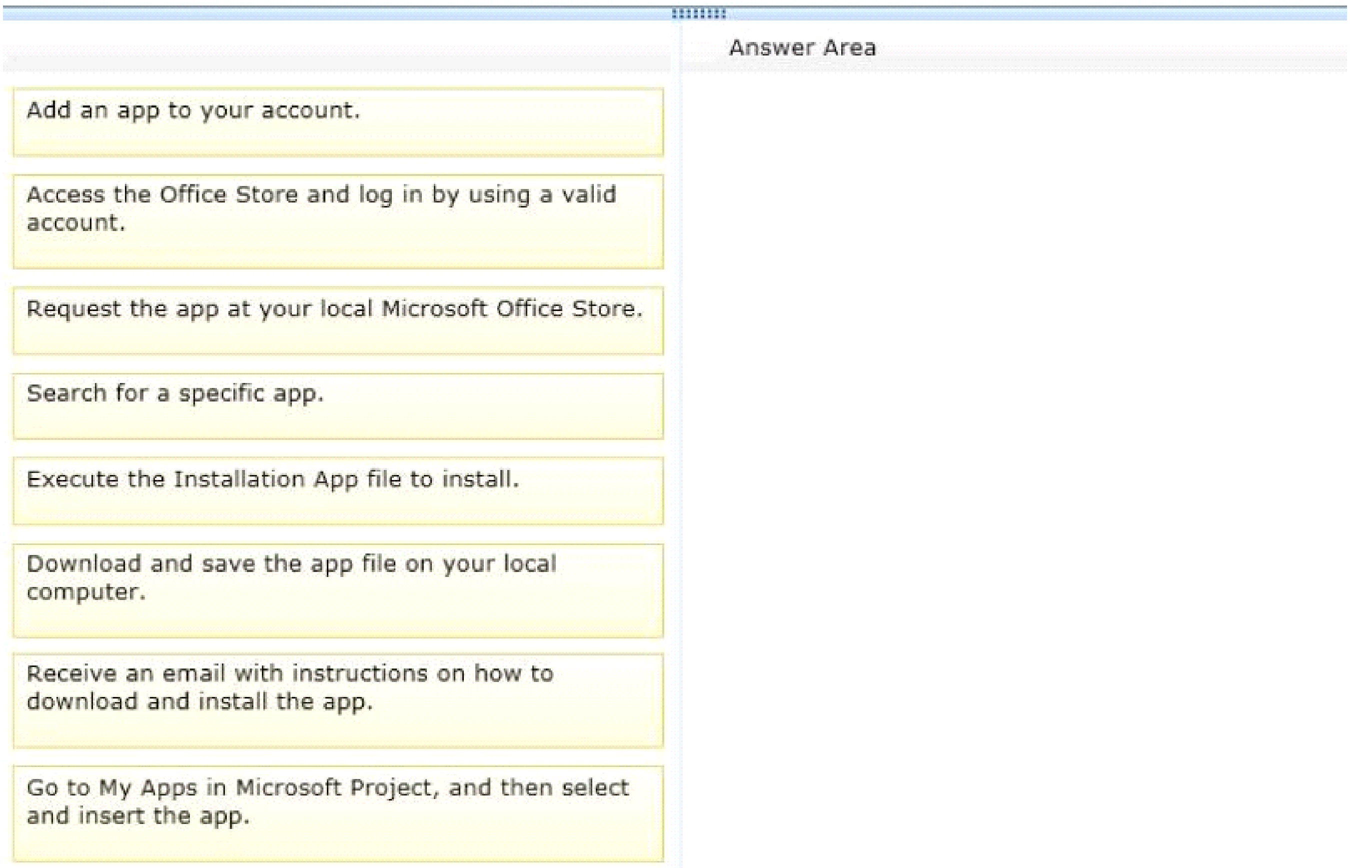
Question: 57

DRAG DROP

You are an independent project manager who uses Project Professional 2013 and wants to extend the standard functionalities of it.

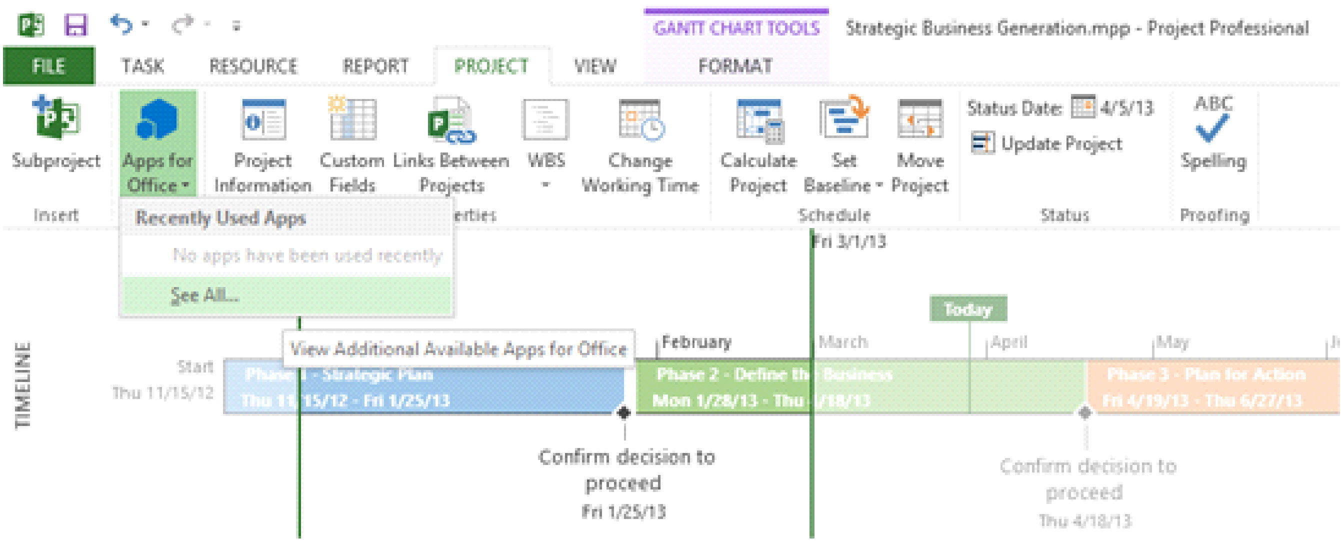
You need to find and install an app from the Office Store.

Which four actions should you perform in sequence? (To answer, move the appropriate four actions from the list of actions to the answer area and arrange them in the correct order.)



Answer:

Box 1: Access the Office Store and log in by using a valid account.
Box 2: Search for a specific app.
Box 3: Download and save the app file on your local computer.
Box 4: Execute the Installation App file to install.
Note:
* The new Office Store provides Apps for Office that extend the functionality of Project to solve unique problems to meet your needs and the needs of your business.
* How do I add an app to Project Pro for Office 365 or Project Professional 2013?
Open Project. On the Ribbon, click PROJECT, then click Apps for Office.



All apps for Project associated with your account will show up. If you need to acquire new Apps from the Microsoft

Office Store, click the Find more apps in the Office Store link and follow the instructions on the screen.

Question: 58

You are an independent project manager who uses Project Professional 2013.
You work in multiple projects for different customers and use one project to manage all their tasks. You create a custom field called Customer Name to identify the customer, and you use the Cost field to monitor the amount of money for each task.
You need to view the most expensive detail tasks in the top of your table without subtotals and summaries.
You turned off summary tasks. What should you do next?

A. Set the Sort by option to Cost Descending.
B. Create a custom group based on Cost and Customer Name fields. Define a group by Cost with order as ascending.
C. Set the Sort by option to Cost Ascending.
D. Create a custom view based on Cost and Customer Name fields. Define a group by Cost with order as descending.

Answer: A

Question: 59

Your organization uses Project Professional 2013 and Microsoft SharePoint 2013.
You are responsible for a project with resources in different offices. All offices share the same SharePoint intranet, and all resources have valid accounts to log into the company intranet. Your project plan already has the correct names and assignments for each resource involved in this project.
You need to share and receive project plan updates dynamically with your resources.
What should you do?

A. Sync with SharePoint Tasks List, automatically creating a Project Site synchronized to your Project Plan.
B. Create the Project Site in SharePoint and upload the project plan to the project site.
C. Create the Project Site in SharePoint and save the project plan to the project site.
D. Copy and paste the project tasks to a SharePoint task list.

Answer: A

Question: 60

You are a project manager who uses Microsoft Excel 2013.
Your company decides to migrate all of the current projects in Microsoft Excel 2013 to Project Professional 2013. They allow all employees to spend 8 hours migrating each project plan. Your current and unique project plan has 462 tasks with duration in days, and resources have been assigned and named. You have a status meeting in two days.
You need to provide your project's information by using Project Professional 2013.
What should you do?

A. Create a new project plan in Project Professional 2013 and use the Gantt Chart Wizard to import from an Excel Workbook.
B. Rename the Excel file from .xlsx to .mpx, and open it by using Project Professional 2013, activating the Mapping Excel Workbook feature. Map tasks, durations, and resources assigned into Microsoft Project fields.
C. Open the Excel File .xlsx directly from Project Professional 2013, which will convert and map tasks, durations, and resources assigned into Project fields.
D. Create a VBA macro by using the Excel Record Macro feature to import all tasks, durations, and resources assigned

from Excel into your new Project Professional 2013 project plan.

Answer: C

Question: 61

You are a project manager who uses Project Professional 2013.
Your organization has been working with a new status report model for the last month. This new status report is created through the Built-in Dashboards and Reports in Project Professional 2013.
The standard Project Professional 2013 report views named Late Tasks and Milestone Report already have all the information required for the new model.
You are assigned to consolidate the information from these two reports into a dashboard view named Status Report Model. Your organization wants to keep the same format, colors, and layout.
You need to implement this solution.
What should you do?

A. Use the Organizer to merge the reports.
B. Select all components on each view, and copy and paste directly to a new dashboard report.
C. Use the Burndown dashboard report to view this information.
D. Use the Work Overview dashboard to view the data.

Answer: B

Question: 62

You are a project manager who uses Project Professional 2013.
Your organization migrates all project plans from Microsoft Excel to Project Professional 2013. One of the directors of the company has several years of experience using Excel Pivot Tables to analyze and make decisions about projects.
You need to enable project managers to view relevant project information in Excel Pivot Tables.
What should you do?

A. Create a Report view by using the new Built-in Dashboards and Reports feature and export to Excel.
B. Download and install the Microsoft Project to Pivot Table Tool and generate a new Excel Pivot Table by selecting the current project.
C. Use the Excel Data From Other Sources feature to access your project file.
D. Create a report by using the Visual Reports feature. Select Microsoft Excel and choose relevant data to view in the report.

Answer: D

Question: 63

Your company uses Project Professional 2013.
An organization with project managers of varying expertise wants a simple, standard view that displays overall project status.
You need an out-of-box function that provides the ability to assess current, baseline, and actual work for the project.
Which view should you use?

A. Project Overview dashboard

B. Resource Allocation view
C. Work Overview dashboard
D. Relationship Diagram view

Answer: C

Question: 64

You are an independent project manager who uses Project Professional 2013.
You work on multiple projects for different customers and use only one project to manage their tasks. You invoice your customers on a monthly basis. To identify tasks that have not been invoiced, you create a custom field called Not Invoiced.
Without losing the original project tasks' sort order, and without hiding any information, you need to see all tasks which have not been invoiced.
You create a custom filter based on the Not Invoiced custom field.
What should you do next?

A. Apply the custom filter.
B. Export to Microsoft Excel using the custom filter.
C. Apply the custom filter and select the Highlight option
D. Use the filter in the Group By function.

Answer: C

Question: 65

You are a project manager, and you use Project 2013 for a large construction project.
You create the work breakdown structure (WBS) and plan to add the following resources for your project: concrete, construction supplies, and airline tickets.
You need to add these resources to your schedule.
Which two resource types should be created for these resource examples? (Each correct answer presents part of the solution. Choose two.)

A. Add Generic Resources.
B. Add Cost Resources.
C. Add Work Resources.
D. Add Material Resources.

Answer: B,D

Question: 66

You are a project manager who uses Project Professional 2013.
You work on a software development project, and the Project Management Office (PMO) requires you to enter project costs associated with all work completed on your project.
You receive invoices for 55,000 for software licenses and $150 for supplies. Software licensing costs are associated with Task A: Obtain Software License. Supply costs are associated with Task H: Project Management Administration.
You need to enter the costs into your project schedule.
Which two steps should you perform? (Each correct answer presents part of the solution. Choose two.)

A. Create a cost resource for Supplies and Software License.
B. Create a material resource for Supplies and Software License.
C. Assign the Supply cost resource to Task H, assign the Software License cost resource to Task A, and enter the actual costs using the Task Usage - Cost table for both Task H and A.
D. Assign the Supply material resource to Task H, assign the Software License material resource to Task A, and enter the actual costs using the Task Usage - Cost table for both Task H and A.

Answer: A,C

Question: 67

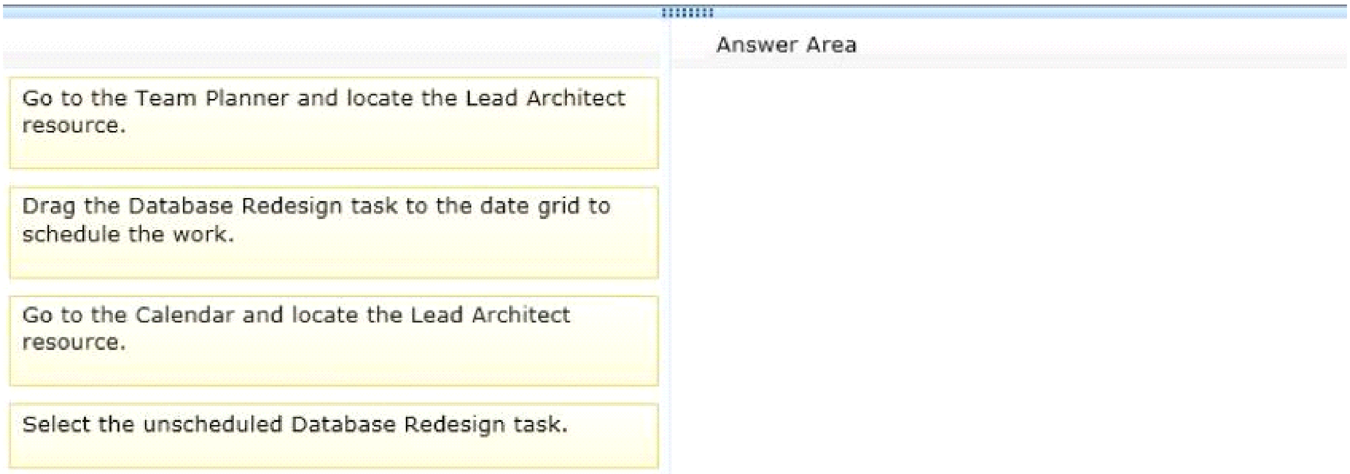
You are a project manager who uses Project Standard 2013.
You manage a software development project and have acquired two additional resources to assist in the completion of tasks that are on the critical path. Both resources are also assigned to participate in other projects. Resource1 is available 50% and Resource2 is available 75%.
You need to add the resources with their availability to the project schedule and make any allocation problems visible.
What should you do?

A. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 75%.
B. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 25%.
C. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 75%.
D. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 25%.

Answer: C

Question: 68

DRAG DROP
You are a senior project manager in a software development company. You manage your projects with Project Professional 2013.
The development team is behind schedule due to a problem found in the architectural design of the database. The lead architect estimates that redesigning the database will take approximately 30 hours. You create a new manual task and assign it to the lead architect. However, the task has not been scheduled.
You need to easily see a time phased view of all tasks for the lead architect in order to schedule the task for completion.
Which three actions should you perform in sequence? (To answer, move the appropriate three actions from the list of actions to the answer area and arrange them in the correct order.)



Answer:

Box 1: Go tothe Team Planner and locate the Lead Architect resource.
Box 2: Select the unscheduled Database Redesign task.
Box 3: Drag the Database Redesign task to the date grid to schedule the work.
Note:
* The Team Planner is a new view in Project 2010 that shows a Gantt Chart-like view of assignments per resource.

Question: 69

You work as a project manager for a construction company that uses Project Professional 2013.
You have created your work breakdown structure (WBS) and are adding resources to your tasks. However, one of your tasks requires multiple resources. You have the name of the project's lead support individual, and you have been provided with the equivalent of three full-time support resources. These three resources are not named individuals but are part of a group.
The actual individuals from this group will change based on coverage schedules.
The resources have the following cost structures:
The lead is billed out at S175/hour.
The group resources are billed out at $140/hour.
You need to add these resources to the schedule and track your project costs.
Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

A. Add the named resource to the task with an allocation of 100% and a standard rate of $175/hour.
B. Add the named resource to the task with an allocation of 400% and a standard rate of $157.50/hour.
C. Add the group resource to the task with an allocation of 300% and a standard rate of $140/hour.
D. Add the group resource to the task with an allocation of 100% and a standard rate of $l40/hour.

Answer: A,C

Question: 70

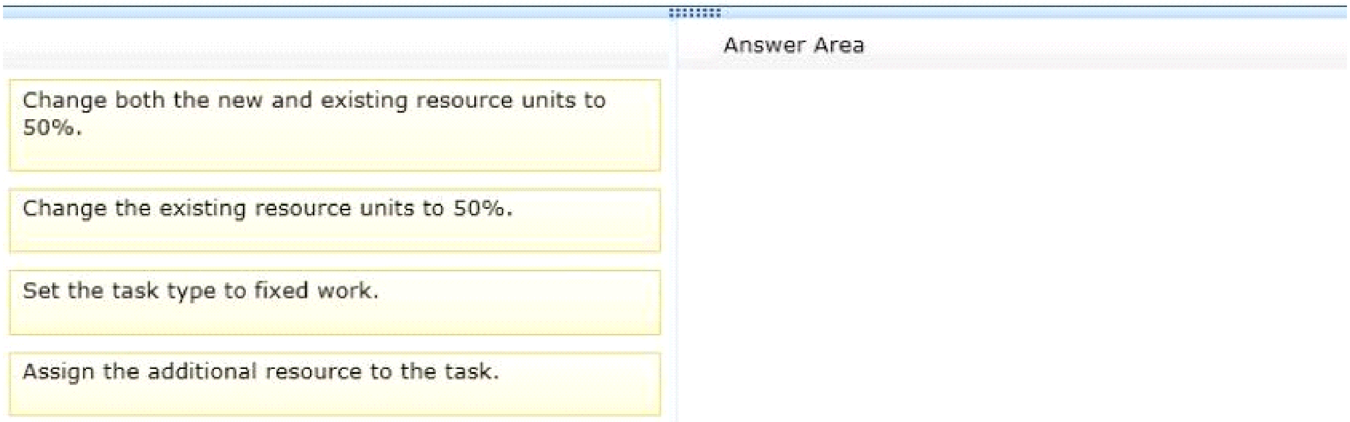
You are a project manager for a large telecommunications company that uses Project Professional 2013.
The project you have been assigned has a fixed cost of 5150,000. The fixed cost is for the entire project and not for an individual task.
You need to add the fixed cost of S 150,000 to your schedule and spread it across the duration of the project.
What should you do?

A. In the Gantt chart, change Table view to Cost, and enter $150,000 in the Fixed Cost field for Task 0. Change Fixed Cost Accrual to Start.
B. In the Gantt chart, change Table view to Cost, and enter $150,000 in the Fixed Cost field for Task 0. Change Fixed Cost Accrual to Prorated.
C. In the Gantt chart, change Table view to Cost, and enter $150,000 in the Fixed Cost field for Task 0. Change Fixed Cost Accrual to End.
D. In the Gantt chart, change Table view to Cost, and enter $150,000 in the Fixed Cost field for Task 1. Change Fixed Cost Accrual to Start.

Answer: B

Question: 71

DRAG DROP
You are a project manager who uses Microsoft Project 2013.
A resource manager notifies you that your assigned resource is now only available 50% to work on the communication plan task. The estimated amount of work for the task remains the same at 16 hours. The task must also be completed within the original two-day commitment even though the resource is only available 50% of the time.
You need to bring on another resource to assist with the remaining 50% of the work while ensuring that the same amount of work gets done in the two days that were originally committed.
Which three actions should you perform in sequence? (To answer, move the appropriate three actions from the list of actions to the answer area and arrange them in the correct order.)



Answer:

Box 1: Assign the additional resource to the task.
Box 2: Set the task type to fixed work,
Box 3: Change both the new and existing resource units to 50%.
Note:
For a fixed-work task

Question: 72

DRAG DROP
You are a project manager who uses Project Standard 2013.
Your project is approved, and you identify named resources to replace the generic resources for your project tasks.
You need to update the project schedule to assign the named resources to their appropriate tasks.
Which three actions should you perform in sequence? (To answer, move the appropriate three actions from the list of actions to the answer area and arrange them in the correct order.)

Answer Area

Click **Assign Resources**, select the Resource Name, and click **Assign**.

In the Gantt view, highlight the tasks for which you need to assign the named resources.

Add the Named Resources to the Resource Sheet.

Click **Assign Resources**, select the Resource Name, and click **Replace**.

Answer:

Box 1:

Add the Named Resources to the Resource Sheet.

Box 2:

In the Gantt view, highlight the tasks for which you need to assign the named resources.

Box 3:

Click **Assign Resources**, select the Resource Name, and click **Replace**.

Note:

Question: 73

You are a program manager for a complex software development project. You use Project Professional 2013 to manage your project. Your resources work on many different projects across the program, and you need to resolve resource over allocations. Your project team uses a resource pool to manage resources.
Resource1 has been assigned to assist on a project that is on the critical path. After assigning Resource2 to the task, you notice that Resource1 is over allocated during the month of November. Project A, which is on critical path, takes priority over Project B, which Resource1 is also assigned to.
Using resource leveling in Project Professional 2013, you need to resolve the over allocation for Resource1 for the month of November only.
What should you do?

A. Set the priority of Project A to 1000 and the priority of Project B to 500, Set the Leveling Range for November. Change the leveling order to Priority, Standard. Select Level Resource, and choose Resource1 and Level Now.
B. Set the priority of Project A to 500 and the priority of Project B to 1000. Set the Leveling Range for November. Change the leveling order to Standard and select Level Resource. Then choose Resource1 and Level Now.
C. Set the priority of Project A to 1000 and the priority of Project B to 500. Change the leveling order to Standard, and select Level All.
D. Set the priority of Project A to 500 and the priority of Project B to 1000. Change the leveling order to Priority, Standard, and select Level All.

Answer: A

Question: 74

You are a project manager for an organization that uses Project Professional 2013.
You are planning a project schedule that starts on March 1 and lasts four months. However, the sponsor now asks that the project be delayed to have a finish date of December 31.

A. Change all task constraint types to Start no later than.
B. Change the Schedule from field to Project Finish Date.
C. Change the project Start date so that the project will finish on December 31.
D. Change all task constraint types to As late as possible.
E. Change the project Finish date so that the project will finish on December 31.

Answer: B,D,E

Question: 75

You are a project manager and have built a project plan by using Project Professional 2013.
Your project plan has both fixed duration and fixed work tasks.
You have been asked to denote key existing tasks as milestones in the Gantt view.
What should you do?

A. Format the bar styles in the Gantt view to denote the tasks as milestones.
B. Enter the word Milestone in the Task Duration column to set the task as a milestone.
C. Set the Duration column to 0 to set the task as a milestone.
D. Navigate to View, Text Styles, select Milestones, and then select the black diamond.

Answer: C

Question: 76

Your company uses Project Professional 2013, and you are setting up an initial planning schedule.
You need to set each task duration as estimated, until the estimate is confirmed by the assigned resource.
What should you do?

A. Select the estimated check box.
B. Use a task custom field and set the Roll task down to assignment check box.
C. Enter the duration suffixed with -ed for estimated days.
D. Set the task to manually scheduled.
E. Use an assignment custom field and set the Roll assignment up to task check box.

Answer: A

Question: 77

You are a project manager for a company that is based in New York and London. The company uses Project Professional 2013.
Teams from both offices are working together on a project. Since the two offices are located in different regions, the

teams have separate company holiday schedules and working times.
You need to ensure that the effort for each resource and task is set up properly in the calendar.
You want to achieve this goal by using the least amount of time and effort.
What should you do?

A. Create a London calendar from the standard calendar and assign the London calendar as the project calendar.
B. Create a new base calendar for London that includes all of the London office's company holidays and assign it to all London resources.
C. Manually edit each London resource's calendar to add all of the London office's company holidays.
D. Assign the 24-hour calendar to all tasks and select Scheduling ignores resource calendars.

Answer: B

Question: 78

Your company uses Project Professional 2013.
You have several projects that are part of a program, but you do not use Project Server. You use a Resource Pool file to share resources across all projects.
You are informed that one of the projects is cancelled before it starts. As a result, you need to delete the project.
What happens in the resource pool after you delete the project?

A. The resource pool will still reflect the resource needs of the deleted project. You need to manually break the link to the deleted project.
B. The resource pool will prompt that the project is deleted the next time it is opened, allowing you to remove the project.
C. The resource pool is automatically updated when you delete the project.
D. The resource pool will still reflect the resource needs of the deleted project. You need to refresh the resource pool to fix the issue.

Answer: A

Question: 79

You are a project manager for a company that uses Project Professional 2013.
You are developing a schedule and plan to use the leveling order of Priority, Standard.
You need to create a task which leveling will not change.
What should you do?

A. Set task priority to 100
B. Set task priority to 1000
C. Set task priority to 0
D. Set task priority to 1

Answer: B

Question: 80

You are a project manager who uses Project Professional 2013.
You are creating a project with several phases. Your customer requires the delivery phase of the project to start on

July 1 and to finish within four weeks. The delivery phase includes a summary task, which consists of five separate sub tasks.
You need to monitor this phase closely to ensure that it does not overrun.
What should you do?

A. Create an automatically scheduled summary task of 20 days. Set the finish date to July 29.
B. Create a manually scheduled summary task of 20 days. Enter a Finish No Later Than constraint which is set to July 29.
C. Create a manually scheduled summary task of 20 days. Create a deadline for the task which is set to July 29. Monitor the progress of the summary task against the deadline.
D. Create an automatically scheduled summary task of 20 days. Set the start date to July 1.
E. Set a deadline date for the automatically scheduled summary task for four weeks after July 1. Monitor the progress of the summary task against the deadline.

Answer: E

Question: 81

You are using Project Standard 2013.
You want the ability to see only tasks that have finish dates past their deadline date
You need to achieve this goal using a custom field.
What should you do?

A. Create a Lookup containing the values Yes and No against the Task Text1 custom field. Write a formula that compares the deadline date to the finish date and displays the correct value from the Lookup table.
B. Use the Task Flagl5 custom field. Write a formula that compares the deadline date to the finish date, and set the result to Yes or No.
C. Use the Task Text30 custom field, also known as the Deadline Flag, since it automatically provides this capability.
D. Rename the Task Number1 custom field to Deadline passed. Write a formula that compares the deadline date to the finish date and displays Yes or No in the field.

Answer: B

Question: 82

You are a project manager who uses Project Standard 2013.
Your current project has resources with the standard calendar as the base calendar. Some tasks of the project need to be done overnight so the night shift calendar is assigned to those tasks. When you assign a resource to one of these tasks, you get an error.
You need to correctly assign the resource.
What should you do?

A. Remove the night calendar from the task and re-assign the resource.
B. Change the task mode to Manually Scheduled.
C. Change the task type to Fixed Units, Effort Driven, and then re-assign the resource.
D. Select scheduling ignores resource calendars for the task.

Answer: D

Question: 83

You are a project manager who uses Project Professional 2013.
You are planning an office move, which will occur over a weekend. You use Auto Scheduled tasks and create a weekend working calendar.
You need to assign the weekend working calendar to the task.
What should you do?

A. Change the start date of the task to the Saturday, which will assign the weekend working calendar to the task.
B. Click on the Task tab and select the Change Working Time button. Assign the weekend working calendar to the task.
C. Assign the task calendar to the task using the Task Information dialog box.
D. Right-click on the weekend on the Gantt chart and select the weekend working calendar.

Answer: C

Question: 84

You are a project manager who uses Project Standard 2013.
A colleague sends you a Microsoft Excel file that contains a list of tasks that define a project you must complete.
You need to create a project file that contains this task list, ensuring that any fields are mapped correctly.
What should you do?

A. Add the Import Project Wizard to the Quick Access Toolbar. Initiate the wizard and select the Excel file to import.
B. Open the file in Excel, and copy and paste the tasks into a new project.
C. Rename the Excel file to tasks.mpp and open the plan in Project Standard 2013.
D. Open the Excel file by using Project Standard 2013 and import the task list using the Project Import Wizard.

Answer: D

Question: 85

You are a project manager who uses Project Professional 2013.
A customer has sent you a project plan, which contains several custom fields that you want to use in your project. You have a custom field named CF1 in the Number1 field in your project, and you have a custom field named CF2 in the Number1 field of your customer's project.
You need to copy the custom fields from your customer's project into your own. You do not want to overwrite your project custom field.
You open both projects.
What should you do next?

A. Use the Organizer to move the custom fields from one project to the other.
B. Cut and paste the custom fields from one project to the other.
C. Drag the custom fields from one project to the other.
D. Open the custom fields dialog box and use the Import Fields button.

Answer: D

Question: 86

You are a project manager who uses Project Professional 2013.
You need to change the default for all new projects so that tasks will be created in Auto Scheduled mode.
What should you do?

A. For each new project, use the Status Bar to set new tasks to be auto scheduled.
B. For each new project, use the Auto Schedule button on the Tasks tab.
C. Open the Global.mpt and use the Auto Schedule button on the Tasks tab.
D. Set the Default task type to Auto Scheduled for All New Projects in the Schedule Options.
E. Set the New tasks created option to Auto Scheduled and set the Schedule Options to All New Projects.

Answer: E

Question: 87

You are using Microsoft Project Professional 2013.
Three years ago, you successfully completed a project to review all of the suppliers within your organization, and you have been asked to run a similar project again. You still have the project plan from three years ago.
You need to use the most efficient method to produce a new plan with tasks based upon the old project plan.
What should you do?

A. Rename the old plan to a .mpt file, and select it from the featured templates to create the new project.
B. Open the file in an earlier version of Project Professional and save it as a Project Professional 2013 file format. Open the file in Project Professional 2013.
C. Open the file, and copy and paste the task list into the schedule.
D. Use the New from existing project option to create the new project.

Answer: D

Question: 88

You are a project manager who uses Project Standard 2013.
You regularly customize the Bar Styles for a project prior to printing the project schedule.
You need to add the Bar Styles button to the Quick Access Toolbar as quickly as possible.
What are two ways to achieve this goal? (Each correct answer presents a complete solution. Choose two.)

A. Expand the Quick Access Toolbar drop-down menu, and select Format Bar Styles from the menu list.
B. Customize the Quick Access Toolbar and add Format Bar Styles (Gantt Chart) command to the ribbon.
C. Collapse the ribbon. Commonly used Ribbon commands are automatically placed onto the Quick Access Toolbar.
D. Right click the Bar Styles button in the ribbon and select Add to Quick Access Toolbar.

Answer: B,D

Question: 89

You are a project manager who uses Project Standard 2013.
You manage a large project and are capturing actual work for the tasks as they are being worked.
You do not need to enter the time on the actual day worked; however, you need to capture the total amount of time spent on the task.
The fixed work task has a baseline of 20 hours, and the developer's timecard displays the following hours:

Monday = 2 hours
Tuesday = 8 hours
Wednesday = 4 hours
Thursday = 2 hours
Friday = 2 hours
The developer informs you that the task is now complete.
You need to update the actual work and mark the task complete.
What should you do?

A. Open the Task Form and format it to show Work Details. Enter 20 hours in the Actual Work for the resource. Enter 0 hours in the remaining work. Mark the task as 100% complete.
B. Open the Task Form and format it to show Schedule Details. Enter 18 hours in the Actual Work for the resource. Enter 2 hours in the remaining work. Mark the task as 100% complete.
C. Open the Task Form and format it to show Work Details. Enter 18 hours in the Actual Work for the resource. Enter 0 hours in the remaining work.
D. Open the Task Form and format it to show Schedule View. Enter 18 hours in the Work column for the resource.

Answer: C

Question: 90

You are a project manager for a company that uses baselines in Project Standard 2013.
Project stakeholders approve an update to the baseline of a project in progress. You enter the new tasks necessary to include the project schedule changes.
You need to update the baseline for the new tasks.
What should you do?

A. Delete the current baseline and re-baseline the entire project.
B. Copy the current schedule to the baseline1fields.
C. Select the new tasks and copy the schedule to the baseline1 fields for the selected tasks.
D. Select the new tasks and set the baseline for the selected tasks.

Answer: D

Question: 91

You manage a project schedule by using Project Professional 2013.
You are concerned about project costs. After viewing the Cost Variance column, you realize that the project has a cost variance of 55,000.00.
You need to view graphically which tasks and resources are causing the $5,000.00 cost variance.
What should you do?

A. View the Resource Graph's Cumulative Cost view.
B. View the Task Cost Overview report.
C. View the Over Budget Tasks report.
D. View the Cost Overrun report.

Answer: D

Question: 92

While scheduling with Project Professional 2013 you notice that there are three days of remaining duration on the Database Design task.
The resource performing this task indicates that the work is completed.
You need to update the schedule to reflect this change.
What should you do?

A. Enter a status date for the task.
B. Enter 0 in remaining duration.
C. Reschedule uncompleted work for the project schedule.
D. Click on the task, and then click 100% complete.

Answer: B

Question: 93

Your project managers manage several projects using Project Professional 2013. Each individual project contains a saved baseline.
You need to capture in the master project the baseline data from the member projects at the summary levels for reporting purposes.
What should you do?

A. Create a Master project and insert all of the individual projects without an update link. View the Baseline in the Tracking Gantt view, and view the baseline values in the Usage table.
B. Open all of the projects and create a New Window view. View the baseline in the Tracking Gantt view, and view the baseline data on the Variance table.
C. Turn on the option Inserted projects are calculated like summary tasks. Create a Master project and insert all of the individual projects without an update link. View the Baseline in the Tracking Gantt view, and view the baseline values in the Usage table.
D. Create a Master project and insert all of the individual projects with an update link. Save a baseline in the Master Project. View the Baseline in the Tracking Gantt view, and view the baseline values in the Variance table.

Answer: D

Question: 94

You manage a project by using Project Professional 2013.
The Indicators column in the Gantt Chart view shows that there are overallocated resources for a task. A resource is assigned to multiple tasks at 100% on a specific day, totaling 2.5 hours of work for the day. The resource has availability of 8 hours for the day.
You need to solve this problem.
What should you add to the task?

A. A deadline
B. A Finish to Start relationship
C. A Finish to Finish relationship
D. More work

Answer: B

Question: 95

You are managing a project by using Project Professional 2013, and you notice a potential scheduling problem indicated by wavy red lines under some of the dates in the Finish column.
You need to resolve the issue.
What should you do?

A. Recalculate the project schedule.
B. Adjust the resource assignment on the task to when the resource is available.
C. Activate Task Inspector for the task to decide if adjustments are necessary.
D. Adjust the finish date on the task to a date in the future.

Answer: C

Question: 96

You use Project Professional 2013 to manage a project for your organization.
You are tracking work in a project which contains a baseline and resource assignments. You want to view the work variance for a specific resource for a specific task.
You need to choose a view that will show this information.
What should you do?

A. View the Resource Sheet that shows the Work table.
B. View the Gantt chart in split view with Task form formatted to show Work Details.
C. View the Resource Sheet view and insert the Work Variance field.
D. View the Task Usage view and insert the Work Variance column on the left side of the view.

Answer: D

Question: 97

You are a project manager who uses Project Professional 2013.
You manage a software development project and have baselined the project. Your Project Management Office (PMO) requires you to capture the actual hours per resource for each task in your project schedule. You use these weekly actual hours to generate a weekly report for your project sponsor.
Your resources report their actual hours each Friday.
You need to enter the hours in your Project Schedule on a weekly basis.
What should you do?

A. Choose Resource Usage view, add an Actual Work row, and enter total weekly hours per assignment in the appropriate week.
B. Display the Team Planner view, add an Actual Work column, and enter total weekly hours for each task.
C. Choose Gantt Chart view, add a Work column, and enter total weekly hours for each task.
D. Choose Resource Form view, right-click to view Work Details, and enter total weekly hours for each task.

Answer: A

Question: 98

You use Project Professional 2013 to manage a project that has customer-required milestone completion dates.
You need to see graphically that your milestones have slipped beyond your customer-required dates.
What should you add to the project milestones?

A. a Must finish on constraint
B. a finish date
C. a deadline
D. a Finish no later than constraint

Answer: C

Question: 99

You manage a project by using Project Professional 2013. Your project is updated with changes to the baseline for selected tasks.
You back up your project fife before you start your next tracking cycle. After completing the tracking cycle, you notice that the baseline duration values on some of the summary tasks are not correct.
You need to correct these values before re-entering the tracking data.
You open the backed up version of the project schedule.
What should you do next?

A. Manually update the summary tasks with the new duration values.
B. Reset the summary tasks to manual scheduling.
C. Ensure the tasks durations are of the same denomination values. Then reenter the tracking data.
D. Reset the baseline checking the Roll up baselines to all summary tasks option. Then reenter the tracking data.

Answer: D

Question: 100

You are a program manager. Your project managers use Project Professional 2013 to manage projects. The project managers want to utilize the same resources across their projects.
You need to combine the projects, as well as the project resources, to see allocations across the projects.
What should you do?

A. Copy and paste all resource assignments into a Master file.
B. Share resources from an external resource pool.
C. Create a Master project and insert subprojects by using Link to project.
D. Open all projects in a new window.

Answer: B

Question: 101

Your company uses Project Standard 2013 to track project progress.
You need to accurately calculate cost performance index (CPI) as a health indicator.
Which three actions should you perform? (Each correct answer presents part of the solution. Choose three.)

A. Ensure there is a value in the Status Date field.
B. Ensure there is a value in the Standard Rate field.
C. Ensure Task Dependencies exist in the schedule.
D. Enter actual progress information.
E. Level resources within available slack.

Answer: A,B,D

Question: 102

DRAG DROP
You are using Microsoft PPM.
Your organization provides temporary staff to its customers. Temporary staff members are organized into junior level, standard level, and senior level. Each level is further categorized by two rates. The regular rate is for work within 100 kilometers and a higher rate is for work beyond that distance. You must include all temporary staff and all rates in your schedule.
You need to ensure that Project calculates total resource cost immediately when making a resource assignment. You want the ability to switch between the regular rate and the higher rate for each task.
Which four actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Actions

Answer Area

In Assignment Information, in the General area, change the Cost rate table.

In Resource Information, in the Cost area, enter the regular rate on Cost rate table A and enter the higher rate on Cost rate table B for each resource.

In Gantt Chart view, in the Fixed Cost field, enter the regular or higher rate.

Assign the desired resource to the task.

In Resource Information, in the Cost area, enter the regular and higher rates on Cost rate table A.

In Gantt Chart view, display the Cost Rate Table field.

On the Resource Sheet, enter the three types of temporary staff members.

Answer:

Answer Area

On the Resource Sheet, enter the three types of temporary staff members.

In Resource Information, in the Cost area, enter the regular rate on Cost rate table A and enter the higher rate on Cost rate table B for each resource.

Assign the desired resource to the task.

In Gantt Chart view, display the Cost Rate Table field.

References:
https://support.office.com/en-us/article/Add-resources-to-your-project-1a744960-d960-426a-b687-e42ba3f6c0cb
https://support.office.com/en-us/article/Enter-costs-for-resources-b4ced847-2655-4fa4-a621-3fc26fc81c88
https://support.office.com/en-us/article/View-project-cost-totals-0d3a2451-fb1e-4ba0-826e-20ee3b3d60cc

Question: 103

You create a new schedule by using Microsoft Project. All calendars and working hours use default settings. You configure the schedule to show all assignment units as decimal values.
A resource reports a reduction in availability for your project by two hours per day.
You need to update the project to reflect the availability of the resource.
What are two possible ways to achieve the goal? Each correct answer presents a complete solution.

A. Set the values of the Available From and Available To fields for the resource to NA. Set the value of the Units field to 0.75 before assigning the resource.
B. Set the value of the Max Units field for the resource to 0.75 before assigning the resource.
C. Modify the value of the Assignment Units field for the resource to 0.80.
D. Modify the value of the Assignment Work field for the resource to 6 hours.
E. Modify the value of the Assignment Units field for the resource to 0.75.

Answer: A,B

Explanation:
References:

https://www.mpug.com/articles/2-ways-to-manage-resource-availability-in-microsoft-project/
https://support.office.com/en-us/article/Max-Units-resource-field-e8ad719d-0d04-4369-91e7-9284dd819765

Question: 104

You update a schedule that you are managing by using Microsoft Project.
After the update, you observe that many of the resources in the schedule are overallocated.
You need to resource level the schedule without changing the current projected finish data for the project.
Which three actions will achieve the goal? Each correct answer presents part of the solution.

A. Select respect Links.
B. Allow the leveling tool to create splits in remaining work.
C. Configure the leveling tool to level only within available slack.
D. Change the leveling calculation option from Manual to Automatic.
E. Allow the leveling tool to adjust individual assignments on tasks.

Answer: B,C,E

Explanation:
References:
https://support.office.com/en-us/article/Level-resource-assignments-49fb52d5-ff4a-4b1f-b5c1-af057ab38ba2
http://www.dummies.com/software/microsoft-office/project/how-to-level-resources-in-project-2013/

Question: 105

You are tracking a project schedule by using Microsoft Project. The project schedule contains a baseline.
You need to display a view that displays the slippage of the current plan as compared to the baseline for the schedule.
Which two actions will achieve the goal? Each correct answer presents a complete solution.

A. Display the Leveling Gantt and format the chart to display the current plan schedule.
B. Display the Tracking Gantt view with the Usage table.
C. Display the Detail Gantt view.
D. Display any Gantt chart view and configure the view to display slippage.

Answer: B

Explanation:
References:
https://support.office.com/en-us/article/Overview-of-Project-views-6cb1dbcd-5cd5-4cc2-a878-aa365564266d

Question: 106

You are a project manager who uses Microsoft project.
Your manager wants you to plan an office move. You have a project schedule from a prior office move named OfficeMove.mpp.
You need to create a new project schedule based on the old project schedule by performing the fewest steps possible.
What should you do?

A. Open the Old OfficeMove.mpp file and change the project start date and project title. Clear the baseline and save the file using the current project name.

B. Open the old OfficeMove.mpp file and save the file as Project template file. Create a new project using the template.
C. Open the old OfficeMove.mpp file and save the file using a new file name. Then, enter the project name in the Project Summary task. Set all tasks to zero percent complete.
D. Open the old OfficeMove.mpp file and save the file using a new file name. Clear the baseline and set all tasks to zero percent complete.

Answer: D

Explanation:
References:
http://www.techrepublic.com/blog/it-consultant/how-to-reuse-a-microsoft-project-2010-schedule/

Question: 107

Your company uses Microsoft Project, and you are setting up an initial planning schedule.
You need to make sure that all new task durations are shown as estimated.
What should you do?

A. Enter the duration suffixed with –ed for estimated days.
B. Use a task custom field and set the Roll task down to assignment check box.
C. Use an assignment custom field and set the Roll assignment up to task check box.
D. Set the task to manually scheduled.
E. From Project Options| Schedule tab, select the New scheduled tasks have estimated durations check box.
F. From Project Options| Schedule tab, select the Show that scheduled tasks have estimated durations check box.

Answer: F

Explanation:
References:
https://books.google.co.za/books?id=qGMDDgAAQBAJ&pg=PT67&lpg=PT67&dq=New+scheduled+tasks+have+estimated+durations+check+box-+project+2013&source=bl&ots=cGtZdFGmNj&sig=1viYmAFxTIEPqg_q8InqqCWl18Y&hl=en&sa=X&ved=0ahUKEwj6uuHUqfLVAhUOOsAKHcqJDcwQ6AEIUjAI#v=onepage&q=New%20scheduled%20tasks%20have%20estimated%20durations%20check%20box-%20project%202013&f=false

Question: 108

This question requires that you evaluate the underlined text to determine if it is correct.
You are managing community service efforts for a group of college students in a group named Student by using Microsoft Project. You create a task named Community Cleanup. You set the value of the Duration field to 5 days and the value for the Work field to 400 hours. If you set the value for the task type field to Fixed Work and add the Student resource to the task, the equivalent of 10 college students are assigned to the task.
Review the underlined text. If it makes the statement correct, select “No change is needed.” If the statement is incorrect, select the answer choice that makes the statement correct.

A. Fixed Units
B. No change is needed.
C. Fixed Duration
D. Fixed Units, Effort Driven selected

Answer: B

Question: 109

You recently updated a schedule by using Microsoft Project.
The vice president of engineering has asked you to show progress only on project milestones and identify milestones falling behind.
You need to find a way to show milestone progress.
Which solution would you meet this objective?

A. Run the Late Tasks report.
B. Run the Milestone report.
C. Run the Slipping Tasks report.
D. Show Gantt Chart view and filter for Milestones.

Answer: D

Explanation:
References:
https://support.office.com/en-us/article/Overview-of-Project-views-6cb1dbcd-5cd5-4cc2-a878-aa365564266d