

**1. What is the name and version of the planning software you are using?**

Project Professional 2013

**2. Should you develop a WBS before using Project? Explain why or why not.**

Yes and no. Having one already made would make it far easier to input into Project, but you could also be creating the WBS in Project at the same time.

**3. What is a task duration?**

The number of days allocated to a certain task. If a task falls behind that duration, the project could possibly be behind schedule.

**4. List five different task duration units used by Project.**

- minutes
- hours
- days
- weeks
- months

According to the Microsoft support page.

**5. What is a milestone?**

A milestone is a task that has a duration of 0 days. It is less of a task and more of a point in time that shows completion of a portion of the project.

**6. What symbol represents a milestone in Project?**

A diamond (◆).

**7. What do you need to do to mark a task as a milestone in Project?**

Create a new task and set the duration to 0 days.

**8. How do you create Summary Tasks in Project?**

Add a task to the project. Add another task that under the first. Indent the second task making it a subtask of the first.

**9. Why do you not need to enter durations for the summary tasks?**

Duration of the summary task is dependent upon its children. Enter the durations for all of the children and Project will create a duration for the summary task.

**10. What is a baseline?**

A baseline can be used to record the original project plan. You can see where the project should have been before an event happened to set the project behind.

**11. How do you save a project file 'without' and 'with' a baseline?**

If you create a baseline with a project, it will be saved with the project when the user presses save. If you want to save a project without a baseline, either don't create one or clear the baseline in the options.

**12. List the four types of task dependencies that Project allows.**

- Finish to Start
- Start to Start
- Start to Finish
- Finish to Finish

**13. Describe how you assign a resource to a task in Project?**

First click on one of the resource names boxes. Start typing in the name. If the name has already been inputted before, the full name will appear and you can just hit tab, enter, or the right arrow key. For tasks that need multiple resources, I use the checkbox menu to choose multiple people.

"On my honor, as a Mississippi State University student, I have neither given nor received unauthorized assistance on this academic work." Jesse Ables, jha92