# Knowledge Assessment Lesson 6

Matching

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

|  |  |
| --- | --- |
| **Column 1** | **Column 2** |
| **1.** cost rate table | **h.** resource pay rates that are stored on the Costs tab of the Resource Information dialog box |
| **2.** underallocated | **e.** the work assigned to a resource is less than the resource’s maximum capacity |
| **3.** variable consumption rate | **d.** the amount of the material resource consumed is dependent upon the duration of the task |
| **4.** units | **i.** the portion of a resource’s capacity devoted to work on a specific task |
| **5.** allocation | **j.** the measurement of a resource’s capacity to work |
| **6.** fixed consumption rate | **a.** an absolute quantity of material resources will be used, no matter the duration of the task |
| **7.** overallocated | **c.** a resource is assigned to do more work than can be done within the normal capacity of the resource |
| **8.** resource leveling | **f.** the process of delaying or splitting a resource’s work on a task to resolve an overallocation |
| **9.** fully allocated | **b.** the total work of a resource’s task assignments is exactly equal to that resource’s work capacity |
| **10.** Max. Units | **g.** the maximum capacity of a resource to accomplish work |

True/False

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

|  |  |  |
| --- | --- | --- |
| **T** | **F** | **1.** Resource leveling cannot always resolve all resource overallocations. |
| **T** | **F** | **2.** A resource cannot have both a cost per use and a cost derived from its pay rate. |
| **T** | **F** | **3.** Resource leveling never changes who is assigned to tasks or the total work value of those assignments. |
| **T** | **F** | **4.** You can manually resolve a resource overallocation by replacing the overallocated resource with another resource. |
| **T** | **F** | **5.** You can assign two types of material consumption rates in Microsoft Project. |
| **T** | **F** | **6.** The settings in the Resource Leveling dialog box apply to all of the project schedules you work with in Microsoft Project. |
| **T** | **F** | **7.** You can have up to six cost rate tables for a resource. |
| **T** | **F** | **8.** It is not acceptable to allow a minor overallocation to remain in a schedule. |
| **T** | **F** | **9.** The default rate table in Microsoft Project is Rate Table 1. |
| **T** | **F** | **10.** When a variable consumption rate is assigned to a material resource, and the duration of the task to which it is assigned changes, so do the calculated amount and cost of the material resource. |

# Competency Assessment



**Project 6-1: Assigning a Variable Consumption Rate for Water**

As you are reviewing your Tailspin Remote Drone project schedule, you realize you need to make some adjustments to the bottled water material resource. You want to use a variable rate of

0.5 cases of water per hour.

## ONLINE

The ***Tailspin Remote Drone 6***‐***1*** project schedule is available on the book companion website.

**GET READY. LAUNCH** Microsoft Project if it is not already running. **OPEN *Tailspin Remote Drone 6***‐***1*** from the data files for this lesson.

1. Scroll down in the task list to task 7, Conduct Survey.
2. Click the **Resource** ribbon and then click the **Assign Resources** button.
3. In the Assign Resources dialog box, click the **Units** field for Bottled Water. Key **0.5/d** and then press **Enter**.
4. Click the **Close** button in the Assign Resources dialog box.
5. **SAVE** the project schedule as ***Remote Drone Bottled Water*** and then **CLOSE** the file.

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

# Project 6-2: Setting Up Multiple Pay Rates for an Office Remodel

On the office remodel project you are currently managing, you need to set up different pay rates for one of the resources, Run Lui. He has different pay scales depending upon whether he is moving furniture and appliances or doing painting and material installation work.

## ONLINE

The ***Office Remodel 6***‐***2*** project schedule is available on the book companion website.

**GET READY. OPEN *Office Remodel 6***‐***2*** from the data files for this lesson.

1. Click the **View** tab and then click **Resource Sheet** in the Resource Views group.
2. In the Resource Sheet view, double‐click the name of resource 3, **Run Lui**. The Resource Information dialog box appears.
3. Click the **Costs** tab, if it is not already selected.
4. Under Cost rate tables, click the **B** tab.
5. Select the default entry of $0.00/h in the field directly below the Standard Rate column heading, key **12/h**, and then press **Enter**.
6. In the Overtime Rate field, key **18.00/h** and then press **Enter**.
7. Click **OK** to close the Resource Information dialog box.

When you enter a pay rate, if you do not key in the currency symbol, Microsoft Project will supply it for you.

1. **SAVE** the project schedule as ***Office Remodel Multiple Rates*** and then **CLOSE** the file.

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

# Proficiency Assessment

**Project 6-3: Using Resource Leveling for the Hiring New Employee Project**

Several employees on the Hiring New Employee project schedule are overallocated. Use resource leveling to resolve these overallocations.

## ONLINE

The ***Hiring New Employee 6***‐***3*** project schedule is available on the book companion website.

**GET READY. OPEN *Hiring New Employee 6***‐***3*** from the data files for this lesson.

1. Activate the Resource Sheet view.
2. Activate the Resource Leveling dialog box.
3. In the Resource Leveling dialog box, make the selections that correspond to the following options:
   * Level manually
   * Level day by day
   * Clear leveling values before leveling
   * Level the entire project
   * Use Standard leveling order
   * Do not level within available slack
   * Allow leveling to adjust individual assignments
   * Allow leveling to create splits
   * Do not level resources with a proposed booking type
   * Do not level manually scheduled tasks
4. Click the **Level All** button.
5. Change the view to the Leveling Gantt.
6. Scroll to task 4 to view more of the leveled Gantt chart.
7. **SAVE** the project schedule as ***Hiring New Employee Leveled*** and then **CLOSE** the file.

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

# Project 6-4: Specifying Conference Room Availability for Employee Orientation

You have just been told that the Large Conference Room is *not* available for use from 12/20/18 through 1/2/19 and from 1/11/19 through 1/23/19. Although this does not immediately interfere with your current orientation schedule, you want to update the resource availability information so that you can avoid conflicts if your schedule changes.

## ONLINE

The ***Employee Orientation 6***‐***4*** project schedule is available on the book companion website.

**GET READY. OPEN *Employee Orientation 6***‐***4*** from the data files for this lesson.

1. Activate the Resource Sheet view.
2. Select the **Large Conference Room** resource.
3. Activate the Resource Information dialog box. Activate the General tab, if it is not already selected.
4. Fill in the Resource Availability table to reflect that the conference room is available until 12/19/14 and after 1/23/15, but that it is not available on the dates as noted in the instructions above. Close the Resource Information box when you are finished.
5. **SAVE** the project schedule as ***Employee Orientation Conf Room Availability*** and then **CLOSE** the file.

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

# Mastery Assessment Lesson 6

**Project 6-5: Applying a Different Cost Rate**

On the office remodel project you are currently managing, you have set up different pay rates for one of the resources, Run Lui. Now you need to apply these pay rates to the appropriate assignments.

The ***Office Remodel 6***‐***5*** project schedule is available on the book companion website.

**GET READY. OPEN *Office Remodel 6***‐***5*** from the data files for this lesson.

1. For Run Lui's assignment to tasks 2 and 18, change the cost rate table to B.
2. **SAVE** the project schedule as ***Office Remodel Run Lui B*** and then **CLOSE** the file.

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

# Project 6-6: Updating the Costs Per Use for the Tailspin Remote Drone Project

You need to update the Tailspin Remote Drone project schedule to reflect several resources that have a cost associated with each use.

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

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

1. Enter the following cost per use information for the specified resources:
   * The testing field has an entry fee of $100 each time it is used and it must be paid at the start of its use.
   * The large conference room has a $30 cleaning fee per use, payable at the end of the session.
   * The small conference room has a $25 cleaning fee per use, payable at the end of the session.
2. **SAVE** the project schedule as ***Remote Drone Cost Per Use*** and then **CLOSE** the file.

**CLOSE** Project.