Assessment Test Example: Objective Type

The assessment test is conducted at the end of every day or at the end of the course. It tests evaluates the knowledge and skills acquired during the course. Topics are selected from each module. The multiple choice test consists of 25 questions and is to be completed in 40 minutes.

1. The difference between background cell highlighting and change highlighting is:-

A. Background highlighting is permanent while change highlighting is temporary

B. Both features highlight a change

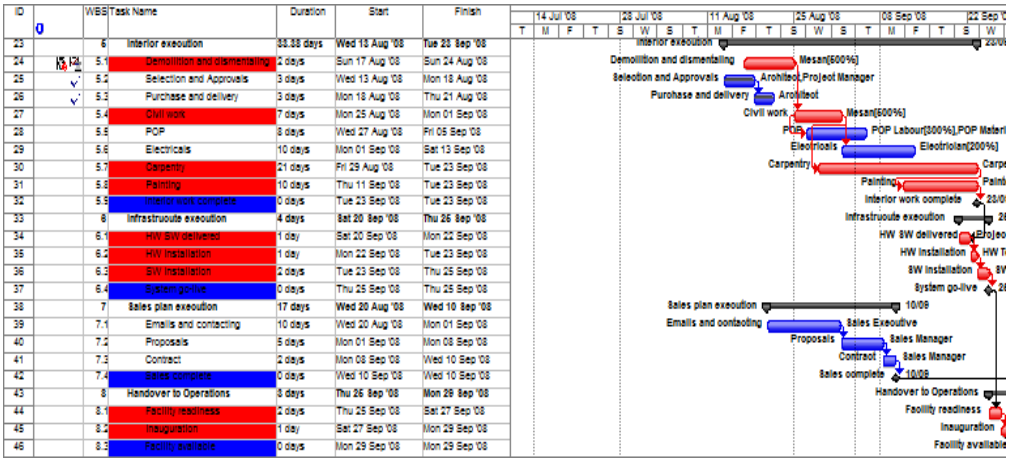
C. Background change is manual whereas change highlighting is automatic

D. A and C

Answer: D

Change highlighting can be enabled or disabled. It is automatic and remains in effect until you make the next edit or save the file. An example of change highlighting is available in the solution for question 23.

Background highlighting on the other hand is used to highlight the critical tasks, milestones or phase sign-offs by changing the background colour of the cell. The formatting has to be defined manually and it does not change unless you change the defined format. The picture below shows an example in which the critical tasks and the milestones are highlighted in red and blue.



ID	WBS	Task Name	Duration	Start	Finish
23	6	Interior exeoution	33.38 days	Wed 13 Aug '08	Tue 23 Sep '08
24	5.1	Demolition and dismentaling	2 days	Sun 17 Aug '08	Sun 24 Aug '08
25	5.2	Selection and Approvals	3 days	Wed 13 Aug '08	Mon 18 Aug '08
26	5.3	Purchase and delivery	3 days	Mon 18 Aug '08	Thu 21 Aug '08
27	5.4	Civil work	7 days	Mon 25 Aug '08	Mon 01 Sep '08
28	5.5	POP	8 days	Wed 27 Aug '08	Fri 05 Sep '08
29	5.6	Electricals	10 days	Mon 01 Sep '08	Sat 13 Sep '08
30	5.7	Carpentry	21 days	Fri 29 Aug '08	Tue 23 Sep '08
31	5.8	Painting	10 days	Thu 11 Sep '08	Tue 23 Sep '08
32	5.9	Interior work complete	0 days	Tue 23 Sep '08	Tue 23 Sep '08
33	8	Infrastruoute exeoution	4 days	Sat 20 Sep '08	Thu 25 Sep '08
34	6.1	HW SW delivered	1 day	Sat 20 Sep '08	Mon 22 Sep '08
35	6.2	HW Installation	1 day	Mon 22 Sep '08	Tue 23 Sep '08
36	6.3	SW Installation	2 days	Tue 23 Sep '08	Thu 25 Sep '08
37	6.4	System go-live	0 days	Thu 25 Sep '08	Thu 25 Sep '08
38	7	Sales plan exeoution	17 days	Wed 20 Aug '08	Wed 10 Sep '08
39	7.1	Emails and contacting	10 days	Wed 20 Aug '08	Mon 01 Sep '08
40	7.2	Proposals	5 days	Mon 01 Sep '08	Mon 08 Sep '08
41	7.3	Contract	2 days	Mon 08 Sep '08	Wed 10 Sep '08
42	7.4	Sales complete	0 days	Wed 10 Sep '08	Wed 10 Sep '08
43	8	Handover to Operations	3 days	Thu 25 Sep '08	Mon 29 Sep '08
44	8.1	Facility readiness	2 days	Thu 25 Sep '08	Sat 27 Sep '08
45	8.2	Inauguration	1 day	Sat 27 Sep '08	Mon 29 Sep '08
46	8.3	Facility available	0 days	Mon 29 Sep '08	Mon 29 Sep '08

2. Task drivers are scheduling factors that determine the start date of the task. All of the following are common examples of task drivers except:-

A. Predecessor tasks

B. Resource calendar

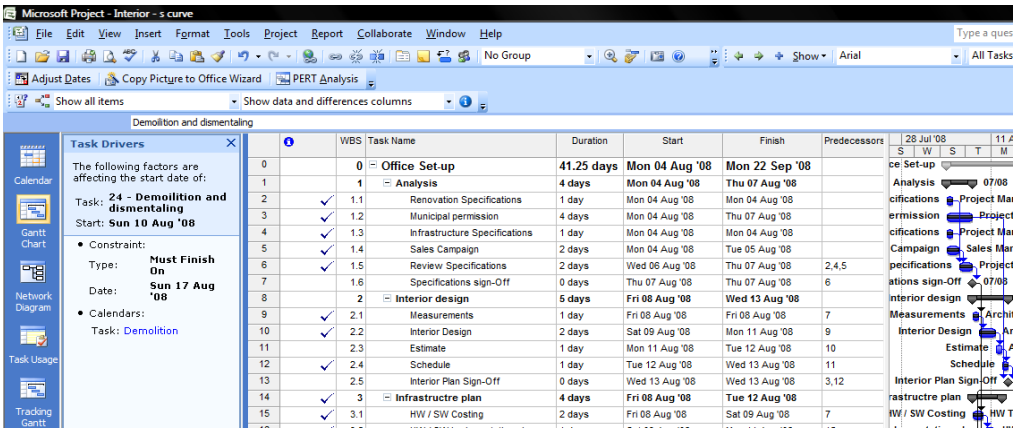
C. Successor tasks

D. Project start date

Answer: C

The successor task does not drive the predecessor start date. It is the predecessor which drives the start date of the successor.

The start date of the task is determined using:- the project start date if it does not have any predecessor; the predecessor finish date or start date based on the type of dependency and lead or lag; task calendar, resource calendar, project calendar in that order and any constraint date assigned to the task. The task driver will use these drivers to display details on the task pane on the left side of the sheet.



3. Select the incorrect statement from following:-

A. You enter value for cost resource using task information dialog

B. You cannot enter material resource cost as $999/d in the std rate field

C. You can edit the std rate of material resources using assign resources dialog

D. You cannot enter budget resource value in std rate field of that resource

Answer: C

You can change the Std. rate of work or material resource in the resource sheet field. You cannot modify the cost of work or material resources in the assign resource or task information dialog as the field. The cot field is non editable in these dialog box.

4. Which of the following is not a feature of change highlighting?

A. It highlights when you make a change to task dependencies

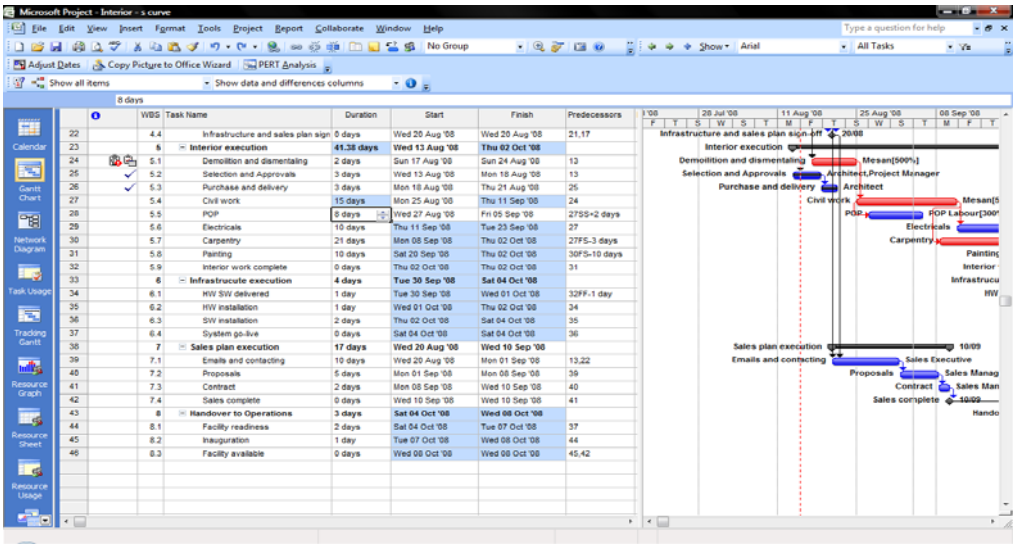
B. It highlights when you make a change to task name

C. It remains in effect until you make another change or save the file

D. It highlights when you make a change to the duration

Answer: B

Modifications to task name do not impact its successor. Change highlighting is shown when the successor and project schedule is impacted because of any change to duration, start, dependencies and cost of a predecessor task. The picture below highlights the values in blue that are affected after changing the duration of one task.



5. On large projects that have few hundred tasks, hunting the corresponding Task Bar on the timescale can become challenging. However if you use Project feature in the following order then it is easier and quicker:-

A. Find, Zoom

B. Find, Scroll to Task

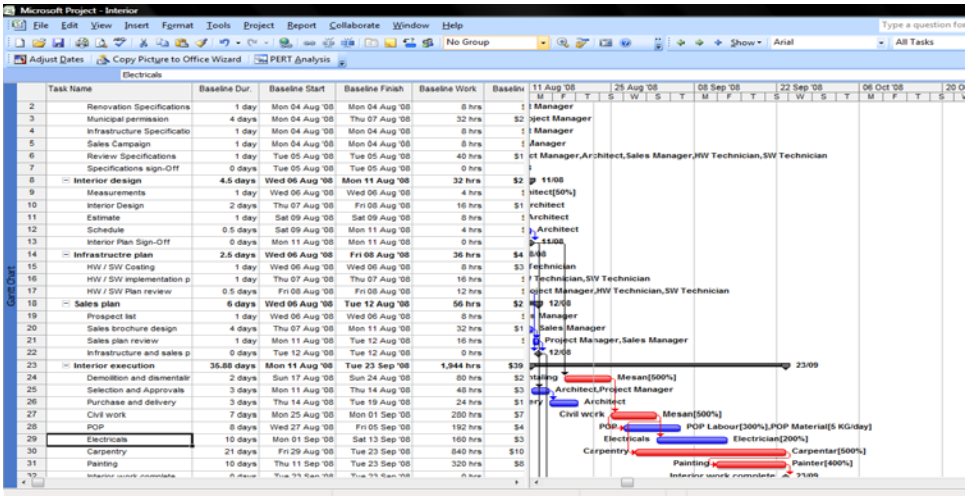
C. Scroll to Task, Go To

D. Go To, Scroll to Task

Answer: B

Assume you are running a small project that has 300 Tasks. In one full screen you can view up to 30 Tasks, which means that you may have to scroll about 10 times to view all Tasks. Now imagine you want to view a particular Task, say "Lay Tiles" which is the 100th Task on your project. In such scenarios, you can use the Find and Scroll to Task feature.

1. Choose **Edit**, **Find**; the dialog box appears
2. Enter the **Task Name** you are searching for
3. After you have found the Task you're searching, Click on **Scroll to Task** on the **Standard Toolbar**



Assessment Test Example: Scenario Type

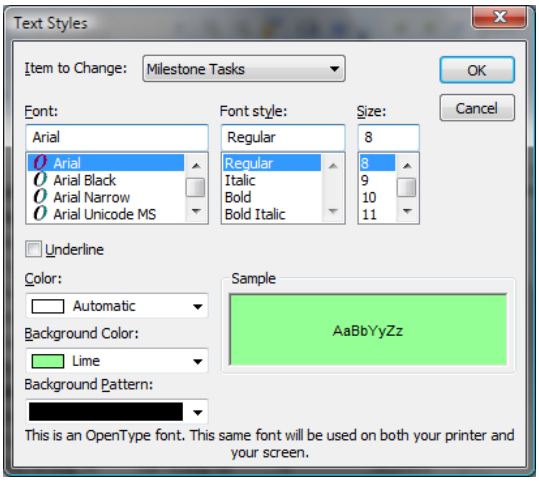
In the scenario type of assessment, participants have to complete an assignment in which they plan and implement the scenario. The scenarios are modeled on real life situations and examples. About 3 scenarios are to be completed in 30 minutes.

1. Highlight all Milestone tasks on your project so that they stand out from other tasks.

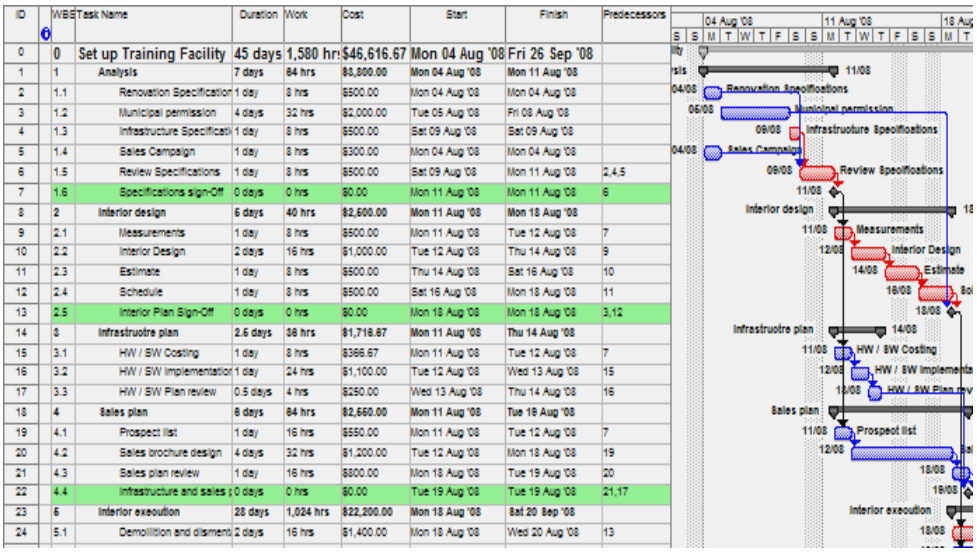
SOLUTION to Scenario 1

Background cell highlighting is the new feature with Microsoft Project 2007. It can be used to highlight the critical tasks, milestones, phase sign-offs or any other task on your project that you want to stand out from the rest. You can model this by applying formatting to specific tasks using the background colour of the cell.

1. Choose **Format**, **Tex Styles…**; Text Style dialog appears. In the **Item to Change:** drop down list, select **Milestone tasks**.
2. In the **Background Color:** Choose the Color you want to use for background highlighting and press **OK** as shown below.



3. The **Milestone Tasks** are now highlighted as shown in the following picture.



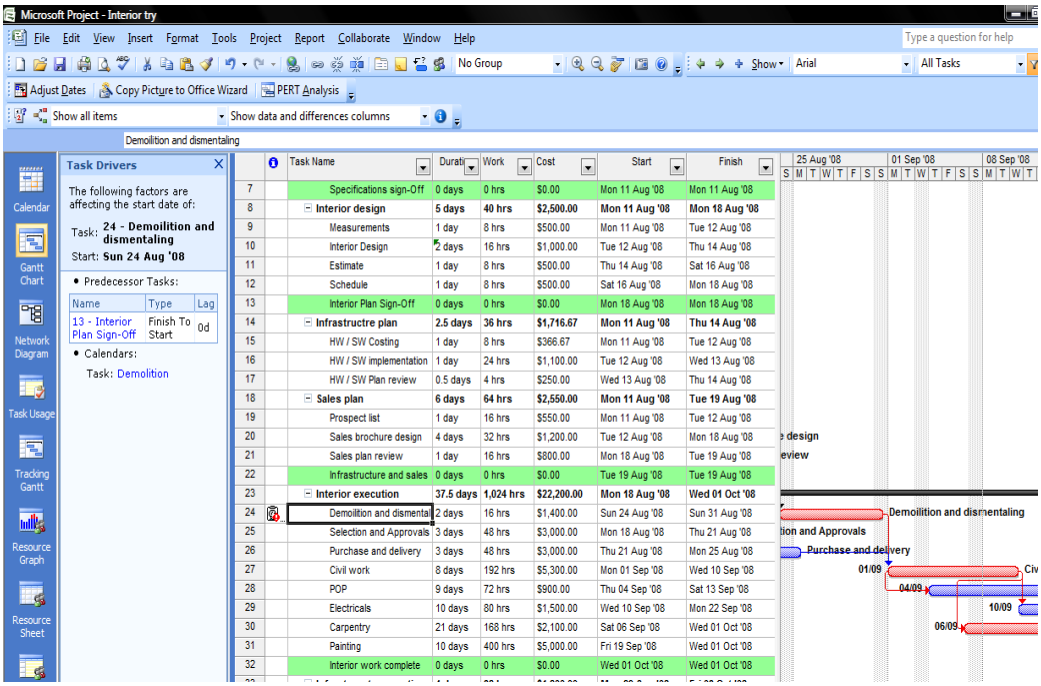
ID	WBS	Task Name	Duration	Work	Cost	Start	Finish	Predecessors
0	0	Set up Training Facility	45 days	1,580 hrs	$46,616.67	Mon 04 Aug '08	Fri 26 Sep '08	
1	1	Analysis	7 days	64 hrs	$3,800.00	Mon 04 Aug '08	Mon 11 Aug '08	
2	1.1	Renovation Specification	1 day	8 hrs	$500.00	Mon 04 Aug '08	Mon 04 Aug '08	
3	1.2	Municipal permission	4 days	32 hrs	$2,000.00	Tue 05 Aug '08	Fri 08 Aug '08	
4	1.3	Infrastructure Specificati	1 day	8 hrs	$500.00	Sat 09 Aug '08	Sat 09 Aug '08	
5	1.4	Sales Campaign	1 day	8 hrs	$300.00	Mon 04 Aug '08	Mon 04 Aug '08	
6	1.5	Review Specifications	1 day	8 hrs	$500.00	Sat 09 Aug '08	Mon 11 Aug '08	2,4,5
7	1.6	Specifications sign-Off	0 days	0 hrs	$0.00	Mon 11 Aug '08	Mon 11 Aug '08	6
8	2	Interior design	6 days	40 hrs	$2,600.00	Mon 11 Aug '08	Mon 18 Aug '08	
9	2.1	Measurements	1 day	8 hrs	$500.00	Mon 11 Aug '08	Tue 12 Aug '08	7
10	2.2	Interior Design	2 days	16 hrs	$1,000.00	Tue 12 Aug '08	Thu 14 Aug '08	9
11	2.3	Estimate	1 day	8 hrs	$500.00	Thu 14 Aug '08	Sat 16 Aug '08	10
12	2.4	Schedule	1 day	8 hrs	$500.00	Sat 16 Aug '08	Mon 18 Aug '08	11
13	2.5	Interior Plan Sign-Off	0 days	0 hrs	$0.00	Mon 18 Aug '08	Mon 18 Aug '08	3,12
14	3	Infrastruotre plan	2.6 days	88 hrs	$1,716.67	Mon 11 Aug '08	Thu 14 Aug '08	
15	3.1	HW / SW Costing	1 day	8 hrs	$366.67	Mon 11 Aug '08	Tue 12 Aug '08	7
16	3.2	HW / SW Implementation	1 day	24 hrs	$1,100.00	Tue 12 Aug '08	Wed 13 Aug '08	15
17	3.3	HW / SW Plan review	0.5 days	4 hrs	$250.00	Wed 13 Aug '08	Thu 14 Aug '08	16
18	4	Sales plan	8 days	84 hrs	$2,650.00	Mon 11 Aug '08	Tue 18 Aug '08	
19	4.1	Prospect list	1 day	16 hrs	$550.00	Mon 11 Aug '08	Tue 12 Aug '08	7
20	4.2	Sales brochure design	4 days	32 hrs	$1,200.00	Tue 12 Aug '08	Mon 18 Aug '08	19
21	4.3	Sales plan review	1 day	16 hrs	$800.00	Mon 18 Aug '08	Tue 19 Aug '08	20
22	4.4	Infrastructure and sales p	0 days	0 hrs	$0.00	Tue 19 Aug '08	Tue 19 Aug '08	21,17
23	6	Interior exeoution	28 days	1,024 hrs	$22,200.00	Mon 18 Aug '08	Sat 20 Sep '08	
24	5.1	Demolition and dismen	2 days	16 hrs	$1,400.00	Mon 18 Aug '08	Wed 20 Aug '08	13

2. Determine the factors affecting the start date of one of your Critical Path task.

SOLUTION to Scenario 2

Task driver displays the factors responsible for the scheduling of a task. These factors can be calendars, predecessor start dates and dependencies, lead or lags etc. Task driver displays this information on the task panes. The task driver will display the information only on the task views.

1. Highlight the **Critical Path** of your project and select the task for which you want to view the start date dependencies. Ensure you have selected a **Task view**.
2. Choose **Project**, **Task Drivers…**; Task Driver Pane appears on the left and displays the scheduling dependency information about the selected task.
3. You can hide the **Task Driver Pane** by closing the pane [**X**]
4. The following screenshot shows the factors affecting the Start Date of the selected task as shown in the Task Pane on the left side of the screen.


Microsoft Project - Interior try
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
No Group
Show
Arial
All Tasks
Adjust Dates
Copy Picture to Office Wizard
PERT Analysis
Show all items
Show data and differences columns
Demolition and dismentaling
Calendar
Gantt Chart
Network Diagram
Task Usage
Tracking Gantt
Resource Graph
Resource Sheet
Task Drivers
The following factors are affecting the start date of:
Task: 24 - Demoilition and dismentaling
Start: Sun 24 Aug '08
Predecessor Tasks:
Name Type Lag
13 - Interior Plan Sign-Off Finish To Start 0d
Calendars:
Task: Demolition
Task Name Duration Work Cost Start Finish
7 Specifications sign-Off 0 days 0 hrs $0.00 Mon 11 Aug '08 Mon 11 Aug '08
8 Interior design 5 days 40 hrs $2,500.00 Mon 11 Aug '08 Mon 18 Aug '08
9 Measurements 1 day 8 hrs $500.00 Mon 11 Aug '08 Tue 12 Aug '08
10 Interior Design 2 days 16 hrs $1,000.00 Tue 12 Aug '08 Thu 14 Aug '08
11 Estimate 1 day 8 hrs $500.00 Thu 14 Aug '08 Sat 16 Aug '08
12 Schedule 1 day 8 hrs $500.00 Sat 16 Aug '08 Mon 18 Aug '08
13 Interior Plan Sign-Off 0 days 0 hrs $0.00 Mon 18 Aug '08 Mon 18 Aug '08
14 Infrastructre plan 2.5 days 36 hrs $1,716.67 Mon 11 Aug '08 Thu 14 Aug '08
15 HW / SW Costing 1 day 8 hrs $366.67 Mon 11 Aug '08 Tue 12 Aug '08
16 HW / SW implementation 1 day 24 hrs $1,100.00 Tue 12 Aug '08 Wed 13 Aug '08
17 HW / SW Plan review 0.5 days 4 hrs $250.00 Wed 13 Aug '08 Thu 14 Aug '08
18 Sales plan 6 days 64 hrs $2,550.00 Mon 11 Aug '08 Tue 19 Aug '08
19 Prospect list 1 day 16 hrs $550.00 Mon 11 Aug '08 Tue 12 Aug '08
20 Sales brochure design 4 days 32 hrs $1,200.00 Tue 12 Aug '08 Mon 18 Aug '08
21 Sales plan review 1 day 16 hrs $800.00 Mon 18 Aug '08 Tue 19 Aug '08
22 Infrastructure and sales 0 days 0 hrs $0.00 Tue 19 Aug '08 Tue 19 Aug '08
23 Interior execution 37.5 days 1,024 hrs $22,200.00 Mon 18 Aug '08 Wed 01 Oct '08
24 Demolition and dismental 2 days 16 hrs $1,400.00 Sun 24 Aug '08 Sun 31 Aug '08
25 Selection and Approvals 3 days 48 hrs $3,000.00 Mon 18 Aug '08 Thu 21 Aug '08
26 Purchase and delivery 3 days 48 hrs $3,000.00 Thu 21 Aug '08 Mon 25 Aug '08
27 Civil work 8 days 192 hrs $5,300.00 Mon 01 Sep '08 Wed 10 Sep '08
28 POP 9 days 72 hrs $900.00 Thu 04 Sep '08 Sat 13 Sep '08
29 Electricals 10 days 80 hrs $1,500.00 Wed 10 Sep '08 Mon 22 Sep '08
30 Carpentry 21 days 168 hrs $2,100.00 Sat 06 Sep '08 Wed 01 Oct '08
31 Painting 10 days 400 hrs $5,000.00 Fri 19 Sep '08 Wed 01 Oct '08
32 Interior work complete 0 days 0 hrs $0.00 Wed 01 Oct '08 Wed 01 Oct '08
25 Aug '08
01 Sep '08
08 Sep '08
S M T W T F S S M T W T F S S M T W T
Demolition and dismentaling
Purchase and delivery
01/09
04/09
10/09
06/09