

# Knowledge Assessment

## Fill in the Blank

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

1. A(n) **assignment** is the matching of a specific resource to a particular task to do work.
2. Assigning a(n) **material** or **cost** resource to a task will not affect the duration of the task.
3. In Microsoft Project, when you assign a human or equipment resource to a task, the result is **work**.
4. **Duration** is the amount of work periods you expect the task to take to complete.
5. If a resource is assigned to do more work than can be done within the normal work capacity of the resource, it is **over-allocated**.
6. The capacity of a resource to work is measured in **units**.
7. In Microsoft Project,  $\text{Duration} \times \text{Units} = \text{Work}$  is known as the **work formula**.
8. Effort-driven scheduling adjusts a task's duration only if you add or remove **resources** from a task.
9. When you assign **material resources** to tasks, you can track their consumption and cost.
10. According to the work formula in Microsoft Project,  $20 \text{ hours task duration} \times 200\% \text{ assignment units} = 40 \text{ hours work}$ .

## Multiple Choice

Select the best response for the following statements.

1. If you assign a resource to a task with more units than the resource has available, then the resource is considered to be which of the following?
  1. maximized
  2. over utilized
  3. compromised
  4. **over allocated**
2. Which of the following lets you choose the scheduling option you need?
  1. Actions tag list
  2. work formula
  3. **Assign Resources dialog box**
  4. effort-driven scheduler
3. A task plus a resource equals which of the following?
  1. work
  2. **an assignment**
  3. over allocation
  4. duration
4. If, on an effort-driven task, after an initial assignment, you assign more resources to a task, which of the following happens to the task's duration?
  1. It doubles.
  2. **It decreases.**

3. It is reduced by half.
  4. It increases.
5. Where do you normally record the dollar value of the cost resources for your project?
  1. on the Resource Sheet in the Cost column
  2. on the Resource Sheet in the Std. Rate column
  3. in the Assign Resources dialog box when the cost resource is assigned
  4. in a separate Excel spreadsheet
6. The first time you are making resource assignments to a task, and you assign two resources at the same time, each at 100% assignment units, to a task with 24 hours duration, each resource will work on the task for how long?
  1. 12 hours
  2. 24 hours
  3. 36 hours
  4. 48 hours
7. To assign more than one resource to a task using the Assign Resources dialog box, click on the first resource name, then hold down the \_\_\_\_\_ key while clicking the second resource name, and then click Assign.
  1. Alt
  2. Shift
  3. Ctrl
  4. none of the above
8. Which of the following is an advantage of assigning resources to tasks?
  1. You can see if the resource assignment affects task duration.
  2. You can track the progress of the resource in working on the task.
  3. You can track resource and task costs.
  4. All of the above are advantages of assigning resources to tasks.
9. If you assign a(n) \_\_\_\_\_ quantity of a material resource to a task, Microsoft Project will adjust the quantity and cost of the resource as the task's duration changes.
  1. variable-rate
  2. open-ended
  3. fixed unit
  4. declining rate
10. You can assign resources to tasks using all of the following methods, except the \_\_\_\_\_.
  1. Assign Resources dialog box
  2. Resource Names column
  3. Resource Sheet
  4. Resource tab on the Task Information dialog box

# Competency Assessment

## Project 3-1: Assigning Resources for Hiring a New Employee

You manage a project schedule for hiring a new employee that contains tasks and resources. In this project, you will assign some of the resources to perform specific tasks.

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### ONLINE

The *Hiring Employee 3-1* project schedule is available on the book companion website.

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**GET READY. LAUNCH** Microsoft Project if it is not already running. **OPEN** *Hiring Employee 3-1* from the data files for this lesson.

1. Click the **Resource** tab. In the Assignments group, click the **Assign Resource** button.
2. In the Task Name column, click the name of task 1, **Write job description**.
3. In the Resource Name column of the Assign Resources dialog box, click **Amy Rusko** and then click **Assign**.
4. In the Task Name column, click the name of task 6, **Review resumes**.
5. In the Resource Name column of the Assign Resources dialog box, click **Barry Potter** and then click **Assign**.
6. Click **Close** in the Assign Resources dialog box.
7. **SAVE** the project as *Hiring Employee Resources* and then **CLOSE** the file.

**LEAVE** Project open for the next exercise.

## Project 3-2: Assigning Multiple Resources to an Office Remodel

You are in charge of the remodel for the kitchen and lunchroom of your office. In this project, you will assign resources to tasks. It is necessary to assign several of these resources simultaneously to a task.

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### ONLINE

The *Office Remodel 3-2* project schedule is available on the book companion website.

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**GET READY. OPEN** *Office Remodel 3-2* from the data files for this lesson.

1. On the Resource tab, in the Assignments group, click the **Assign Resource** button.
2. In the Task Name column, click the name of task 7, **Remove drywall from main walls**.
3. In the Assign Resources dialog box, select **John Emory** and **Toby Nixon** and then click **Assign**.
4. In the Task Name column, click the name of task 16, **Paint walls and woodwork**.
5. In the Assign Resources dialog box, select **Run Liu** and **Toby Nixon** and then click **Assign**.
6. Click **Close** in the Assign Resources dialog box.
7. **SAVE** the project as *Office Remodel Multiple Resources* and then **CLOSE** the file.

**LEAVE** Project open for the next exercise.

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