Knowledge Assessment Lesson 15

Fill in the Blank

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

1. For a consolidated project, the Gantt bar is gray in color, by default.
2. A(n) inserted project is the Microsoft Project file that is put into another Microsoft Project file.
3. If you point to the Gantt bar for a ghost task, Microsoft Project displays a(n) ScreenTip that contains the details about the ghost task.
4. Another name for an inserted project is a(n) subproject.
5. To initially select the projects that you want to combine into a consolidated project, use the Insert Project dialog box.
6. Another name for a ghost task is a(n) external task.
7. The values of a consolidated project, such as duration and work, represent the rolled-up summary values of the inserted projects.
8. Another name for a consolidated project is a(n) master project file.
9. You can create a(n) dependency between projects if the completion of a task in one project has an effect on a task in another project.
10. A(n) external predecessor is not linked to a task within the consolidated project file, only to tasks in another project file.

Multiple Choice

Select the best response for the following statements.

11. How many project schedules can you add to a consolidated project file?
    1. two
    2. three
    3. ten
    4. unlimited
12. By default, when you save a consolidated project, which of the following occurs?
    1. Only the consolidated project is saved.
    2. Only changes to the inserted project source files are saved.
    3. Changes to both the consolidated project and the inserted project source files are saved.
    4. The consolidated project is saved within the first inserted project.
13. When you insert a project in a consolidated project, where does an inserted project icon appear?
    1. in the Task Information dialog box
    2. in the Indicators column
    3. in the Task Name column
    4. in the Project Information dialog box

14. Which of the following is true concerning inserted projects in a consolidated project?
    1. Inserted projects do not actually reside within the consolidated project.
    2. Inserted projects can only be edited outside the consolidated project.
    3. Inserted projects reside within the consolidated project.
    4. None of the above are true.
15. Which of the following is a reason to use a consolidated project schedule?
    1. to see all of your company's project schedules in a single view
    2. to see all of your projects' information in a single view, so you can filter, group, and sort data
    3. to “roll up” project information to higher levels of management
    4. all of the above
16. A cross-project link may be required when which of the following is true?
    1. A single resource is shared between two projects.
    2. The completion of one project task affects the task of another project.
    3. Neither A nor B is true.
    4. Both A and B are true.
17. Which of the following is another term for the external predecessor and successor tasks in the task relationships between project files?
    1. inserted tasks
    2. phantom tasks
    3. ghost tasks
    4. subtasks
18. To add schedules to a consolidated project, you should perform which of the following?
    1. On the Project ribbon, click Move Project.
    2. On the View ribbon, click Add Project.
    3. On the File ribbon, click New.
    4. On the Project ribbon, click Subproject.
19. Which of the following is another name for a consolidated project?
    1. inserted project
    2. subproject
    3. master project
    4. summary project
20. When you create a task dependency between projects, which of the following formats do you key in the ID column of the Predecessors tab of the Task Information dialog box?
    1. File Name\Task ID
    2. File Name, Task ID
    3. File Name/Task ID
    4. File Name—Task ID

Competency Assessment

Project 15-1: Creating a Consolidated Project Schedule

The chief operating officer of Tailspin Toys would like to see a consolidated project schedule for all of the projects on which Tailspin Toys is currently working, both internal and external. You are beginning to assemble the consolidated schedule.

The ***Tailspin Remote Drone 15-1*** and ***Tailspin Motorized Mega Truck 15-1*** project schedules are available on the book companion website.

1. On the ribbon **GET READY. LAUNCH** Microsoft Project if it is not already running.

   OPEN the ***Tailspin Remote Drone 15-1*** and ***Tailspin Motorized Mega Truck 15-1*** project schedules from the data files for this lesson. **SAVE** the files as ***Remote Drone Consolidated*** and ***Mega Truck Consolidated***, respectively.

   , click the **View** tab and then click **New Window**.

2. In the Projects list, select the names of both open projects. After you have selected both project schedules, click **OK**.
3. Right-click on the **Task Mode column** and select **Hide Column**.
4. On the ribbon, in the Zoom group, click **Entire Project**. Auto-fit the Task Name column.
5. **SAVE** the consolidated project schedule as ***Tailspin Toys Consolidated***. When you are prompted to save changes to the inserted projects, click the **Yes to All** button.
6. On the ribbon, click the **Format** tab. In the Show/Hide group, click the **Project Summary Task** check box to activate it.
7. **SAVE** the consolidated project schedule, as well as the individual project schedules. **DO NOT** close the files.

   LEAVE Project and the three files open to use in the next exercise.

Project 15-2: Linking Schedules to Show a Dependency

Now that you have created a consolidated file for the Remote Drone and Mega Truck projects, you need to link the inserted schedules to show a dependency between them. Due to resource constraints, one of the tasks (task 38) in the Mega Truck project cannot begin until a similar task (task 38) in the Remote Drone project is complete.

GET READY. USE the project schedules you created in the previous exercise.

1. Ensure that ***Tailspin Toys Consolidated*** is the active window.
2. In the Task Name column, click on the name of task 38, **Internal Testing**, in the ***Remote Drone Consolidated*** schedule.

3. Scroll up or down as needed in the file and locate task 38, **Internal Testing**, in the ***Motorized Mega Truck Consolidated*** schedule.
4. Press and hold the **CTRL** key while selecting task 38.
5. On the ribbon, click the **Task** tab. In the Schedule group, click the **Link the Selected Tasks** button.
6. **SAVE** the consolidated file as ***Tailspin Toys Consolidated 2***. When you are prompted to save changes to the inserted projects, click the **Yes to All** button. **CLOSE** all files and save changes if asked.

   LEAVE Project open to use in the next exercise.

Proficiency Assessment

Project 15-3: Inserting the Mega Truck Release Schedule into the Motorized Mega Truck Project

You are the project manager on a new project for Tailspin Toys, a new motorized mega truck toy. A release schedule is part of a phase of the overall project. In this project, you will make the Mega Truck Release Schedule an inserted project of the larger Tailspin Motorized Mega Truck project schedule, inserted below the Production Planning Phase.

The ***Tailspin Motorized Mega Truck 15-3*** and ***Motorized Mega Truck Release Schedule 15-3*** project schedules are available on the book companion website.

GET READY. OPEN ***Tailspin Motorized Mega Truck 15-3*** from the data files for this lesson.

1. Click on the name of task 49, **Marketing**.
2. On the ribbon, click the **Project** tab and then click **Subproject**.
3. Using the Insert Project dialog box, find and select the ***Motorized Mega Truck Release Schedule 15-3*** file, and then click **Insert**.
4. On the ribbon, click the **Task** tab and then click the **Indent** button (right-facing green arrow).
5. Click the **expand** button next to the inserted project task name of Motorized Mega Truck Release Schedule. (If necessary, identify the location of the file.)
6. **SAVE** the project schedule as ***Motorized Mega Truck Consolidated***. If you are prompted to save changes to the inserted project, click the **Yes to All** button. **CLOSE** the file.

   PAUSE. Leave Project open to use in the next exercise.

Project 15-4: Creating Consolidated Dependencies

You need to create a consolidated project schedule for Tailspin Toys, and then you need to create a dependency between the inserted projects.

The ***Tailspin Remote Drone 15-4*** and ***Tailspin Motorized Mega Truck 15-4*** project schedules are available on the book companion website.

GET READY. OPEN ***Tailspin Remote Drone 15-4*** and ***Tailspin Motorized Mega Truck 15-4*** from the data files for this lesson. **SAVE** the files as ***Remote Drone Dependency*** and ***Mega Truck Dependency***.

1. On the ribbon, click the **View** tab and then click **New Window**.
2. In the Projects list, select the names of both open projects. After you have selected both project schedules, click **OK**.
3. **SAVE** the consolidated project schedule as ***Tailspin Toys Dependency***. When you are prompted to save changes to the inserted projects, click the **Yes to All** button.
4. Make sure the consolidated project schedule is visible in the active window.
5. Click on the name of task 48, **Production planning complete**, in the inserted Remote Drone Dependency project.
6. Hold down the **CTRL** key and click on the name of task 43, **Production planning begins**.
7. Press the **CTRL** + **F2** keystroke combination to link the tasks.
8. Click on the name of **task 44,** Production planning begins, of the ***Mega Truck Dependency*** inserted project and then scroll the Gantt chart so the milestone symbol for this task is visible.
9. Move the vertical splitter so the Predecessors column is visible.
10. **SAVE** all project schedules and then **CLOSE** all files.

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

Mastery Assessment

Project 15-5: Consolidating Projects

In addition to two Human Resource-based projects you manage, you have also just been asked to oversee the remodel of the lunchroom at your office. You have decided to put all three projects in a consolidated project so that you can see all of your responsibilities in one place.

The ***HR Interview Schedule 15-5***, ***Office Remodel 15-5***, and New ***Employee Orientation 15-5*** project schedules are available on the book companion website.

GET READY. OPEN ***HR Interview Schedule 15-5***, ***Office Remodel 15-5***, and ***Employee Orientation 15-5*** from the data files for this lesson. **SAVE** the files as ***HR Interview 3Consolidated***, ***Office Remodel 3Consolidated***, and ***New Employee 3Consolidated***.

1. Insert all three project schedules into a new project schedule.
2. **SAVE** the new project schedule as ***Triple Consolidated***. If you are prompted to save changes to the inserted projects, click the **Yes to All** button.
3. Hide the Task Mode column and auto-fit all the columns.
4. Activate the summary task for this project schedule.
5. Zoom the Gantt chart to show the entire project.
6. **SAVE** all the project schedules.

LEAVE Project and the project schedules open to use in the next exercise.

Project 15-6: Establishing Relationships in a Triple Consolidated Schedule

Now that you have created a consolidated schedule for the projects for which you are responsible, you also need to establish some task links across inserted projects.

GET READY. USE the ***Office Remodel 3Consolidated***, ***HR Interview 3Consolidated***, and ***New Employee 3Consolidated*** project schedules you created in the previous exercise.

1. Link task 30 of ***HR Interview 3Consolidated*** with task 3 of ***New Employee 3Consolidated*** by making task 30 a predecessor of task 3. (*Hint*: Make sure that New Employee 3Consolidated is the active window, and use the Predecessors tab of the Task Information dialog box to make task 30 of HR Interview 3Consolidated a predecessor of New Employee Consolidated.)
2. Change the active window to Triple Consolidated, and review the link you just created.
3. **SAVE** the project schedule as ***Triple Consolidated Dependency***. When you are prompted to save changes to the inserted projects, click the **Yes to All** button.
4. **CLOSE** all open files.

CLOSE Project.

Circling Back 3

Mete Goktepe is a project management specialist at Woodgrove Bank. He is managing a project schedule for a Request for Proposal (RFP) process to evaluate and select new commercial lending software. This process entails determining needs, identifying vendors, requesting proposals, reviewing proposals, and selecting the software.

Now that Mete has established the foundation of the project schedule, he will begin using some of the more advanced features of Microsoft Project to fine-tune the tasks and resources and to format the project schedule.

Project 1: Sharing and Importing Data into the Project Schedule

Acting as Mete, you next need to prepare some of your data to share with your stakeholders. Finally, you need to import some additional tasks to add to your project schedule.

The ***RFP Additional Tasks*** workbook and ***RFP Bank Software Schedule 3*** project files are available on the book companion website.

GET READY. OPEN *RFP Bank Software Schedule 3* from the data files for this lesson. **SAVE** the file as ***RFP Bank Software Imported*** in the solution folder for this lesson as directed by your instructor.

1. Change the view to the **Gantt Chart view**.
2. Adjust the table and bar chart so that only the Task Name and Duration columns are visible in the table.
3. On the ribbon, click the **View** tab. In the Zoom group, click **Entire Project**.
4. Click the **Task** tab. In the Clipboard group, click the **Copy** button and then select **Copy Picture**.
5. In the Copy Picture dialog box, select **For printer** and then click **OK**.
6. Launch either Microsoft Word or WordPad.
7. **PASTE** the snapshot into a new, blank document to send to your stakeholders. You will finish the memo to the stakeholders later.
8. **SAVE** the Word document as ***RFP Bank Software Memo*** and then **CLOSE** the document.
9. **SAVE** the project schedule.
10. On the ribbon, click the **File** tab and then click **Open**. In the Open file window, select **Browse**.
11. In the Open file dialog box, click the **File type** selection button, which is located to the right of the File Name box, and select **Excel Workbook** from the list.
12. Locate the ***RFP Additional Tasks*** Microsoft Excel workbook in the data files for this exercise. Double-click the **RFP Additional Tasks** file.
13. In the Import Wizard, select the following options:
    - Map: **New map**
    - Import Mode: **Append the data to the active project**
    - Map Options: **Tasks, including headers**
14. On the Task Mapping page of the Import Wizard, select **Sheet 1** from the Source worksheet name list.
15. Click **Finish**.
16. **SAVE** the project schedule.

    PAUSE. LEAVE Project and the ***RFP Bank Software Contoured*** project schedule open to use in the next exercise.

Project 2: Apply Contours and WBS Codes

Next, you want to apply a work contour to one of Kevin Kennedy's assignments. You will then add Unique ID and WBS columns to help you track and analyze your project data. Finally, you will update progress information.

GET READY. SAVE the open project schedule as ***RFP Bank Software Contoured*** in the solution folder for this lesson as directed by your instructor.

1. On the ribbon, click the **View** tab and then click the **Task Usage** button.
2. On the ribbon, click the **Tables** button and ensure the **Usage** table is selected.
3. Press **F5** to activate the Go To dialog box. In the ID box, key **13** and then click **OK**.
4. In the Task Name column under task 16, right-click on the resource name of **Kevin Kennedy**.
5. On the shortcut menu, click **Information**. Click the **General** tab, if it is not already selected.
6. In the Work contour box, select **Front Loaded** and then click **OK**.
7. Click in the time-phased field that intersects Kevin Kennedy's assignment on task 16 and Tuesday, June 11, 2019, key **0**, and then press **Tab**.
8. In the time-phased field for June 12, 2019, key **8** and press **Tab**.
9. In the time-phased field for June 13, 2019, key **6** and press **Tab**.
10. In the time-phased field for June 14, 2019, key **2** and press **Tab** three times.
11. In the time-phased field for June 17, 2019, press **Delete**.
12. On the ribbon, click the **Gantt Chart** button. In the Task Views group, click the **Other Views** button and then select **Task Sheet**.
13. Right-click on the **Task Name** column heading. On the shortcut menu, click **Insert Column**. Key **UNI** and then press **Enter**.
14. Right-click on the **Task Name** column heading. On the shortcut menu, click **Insert Column**. Key **WBS** and press **Enter**.
15. Auto-fit each of the columns you just inserted.
16. On the ribbon, click the **Tables** button and then select the **Tracking** table. Auto-fit each of the columns.
17. **SAVE** the project schedule.

PAUSE. LEAVE Project and the project schedule open to use in the next exercise.

Project 3: Creating a Link Between Two Project Files

You have been assigned to a second project while managing the RFP Bank Software Project. Because you are using some of the same resources for both projects, you want to ensure that critical resources are not over allocated. Using another project from within the bank, you will create a view to show both projects and create a link between them.

The ***Check Processing Rework*** project file is available on the book companion website.

GET READY. SAVE the open project schedule as ***RFP Bank Software Primary*** in the solution folder for this lesson as directed by your instructor.

OPEN the ***Check Processing Rework*** project schedule from the data files for this lesson. **SAVE** the newly opened file as ***Check Processing Secondary*** in the solution folder for this lesson as directed by your instructor.

1. Make sure that the **RFP Bank Software Primary** file is in the active window.
2. On the ribbon, click the **View** tab and then click **New Window**.
3. In the New Window dialog box, select both projects that appear and then click **OK**.

4. Save the newly created file as ***Woodbridge Bank Multiple Projects***.
5. Save all projects assigned to this file.
6. In the ***Woodbridge Bank Multiple Projects*** file, locate and select **task 17**, Conduct RFP briefing, (by selecting the task ID or row number) from the RFP Bank Software Primary project task list.
7. In the ***Woodbridge Bank Multiple Projects*** file will also be the task list for the second project, Check Processing Secondary. Locate but **do not select** task 3, Prioritize requirements.
8. Hold down the **Ctrl** key and then select **task 3**, Prioritize requirements.
9. On the ribbon, click the **Task** tab and then click **Link the selected tasks**.
10. Confirm that the link was made by reviewing the Predecessors column of task 3, Prioritize requirements.
11. Press **CTRL + SHIFT + F5** to see the effect on the Check Processing Secondary schedule.
12. **SAVE** and then **CLOSE** the ***Woodbridge Bank Multiple Projects*** file.
13. **SAVE** and then **CLOSE** the ***Check Processing Secondary*** file.
14. **SAVE** and then **CLOSE** the ***RFP Bank Software Primary*** file.

CLOSE Project.