**Name:\_\_\_\_\_\_Neron Parmar\_\_\_\_\_ Student #: \_\_\_171690217\_\_\_**

# Knowledge Assessment

Fill in the Blank

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

1. A(n) \_\_\_project plan\_\_\_\_\_ is a model of a real project—what you want to happen or what you think will happen.
2. A(n) \_\_\_dependency\_\_\_\_\_ is a logical connection between tasks that controls sequence.
3. A group of closely related tasks that encompass a major section of your project is a(n) \_\_Work Package\_\_\_\_\_\_.
4. A(n) \_\_\_calendar\_\_\_\_\_ is a scheduling tool that determines the standard working time and nonworking time for the project, resources, and tasks.
5. A(n) \_\_template\_\_\_ is a predefined file that can be used as a starting point to create a project schedule.
6. A(n) \_\_\_note\_\_\_\_\_ is supplemental text that you can attach to a task, resource, or assignment.
7. A(n) \_\_\_exception\_\_ is added to the project calendar to denote something different from the standard working times.
8. A task whose start or end date determines the start or finish of another task or tasks is a(n) \_dependent task\_.
9. A(n) \_\_milestone\_\_ represents a significant point reached within the project or imposed upon the project.
10. A(n) \_\_\_task\_\_\_ represents the actual individual work activities that must be done to accomplish the final goal.

True / False

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

|  |  |  |
| --- | --- | --- |
| **T** | **F** | **1.** Manual scheduling is not the default mode and creates a dynamic schedule. |
| **T** | **F** | **2.** When you initially enter tasks into Microsoft Project, they are linked in a finish-to-start relationship that can be changed later. |
| **T** | **F** | **3.** The Task Note field can only contain words and not pictures. |
| **T** | **F** | **4.** A milestone can be imposed on the project or developed and used by the project team to track project progress. |
| **T** | **F** | **5.** An estimated duration of three weeks for a task would be shown as 3ew. |
| **T** | **F** | **6.** A task calendar defines working and nonworking times for an individual work resource. |
| **T** | **F** | **7.** A summary task is derived from all the detail tasks that fall below it. |
| **T** | **F** | **8.** Once you have entered the tasks, durations, and task links for a project, the project duration does not change. |
| **T** | **F** | **9.** Tasks that are indented below a summary task are called successors. |
| **T** | **F** | **10.** For tasks that are linked in a finish-to-start relationship, the finish date of the predecessor task determines the start date of the successor task. |

**Submit the above questions in an MS Word or PDF file named: firstname-lastname.doc or .pdf eg tim-nelson.doc**

# Competency Assessment Project 1-1: Adding Tasks and Durations to a Project Schedule

**GET READY.** LAUNCH Microsoft Project if it is not already running.

**OPEN** ***Tailspin Remote Drone 1-1*** from the data files for this lesson.

1. Click on the name of task 19, **Analysis complete**. Drag your cursor downward so that two rows are highlighted, including the row for task 19.
2. On the keyboard, press the **INSERT** key.
3. In the two blank rows, insert the task of **Analysis of Research Data** and the task of **Report of Research Findings.** These will become the summary tasks.
4. Click on the name of task 20 and drag your cursor downward so that three rows are highlighted, including the row for task 20.
5. On the keyboard, press the **INSERT** key.
6. Click on the blank **Task Name field** for task 20. Starting in this field, enter the following tasks and durations:

|  |  |
| --- | --- |
| **Task** | **Duration** |
| **Analyze surveys, focus groups, and observations** | **2d** |
| **Create follow-up actions for secondary research** | **1d** |
| **Conduct secondary research** | **1w** |

1. Click on the name of task 24 and drag your cursor downward so that three rows are highlighted, including the row for task 24.
2. On the keyboard, press the **INSERT** key.
3. Click on the blank **Task Name field** for task 24. Starting in this field, enter the following tasks and durations:

|  |  |
| --- | --- |
| Task | Duration |
| **Compile draft copy of report** **8h** | |
| **Draft copy review period** **5d** | |
| **Review comments and compile final report** | **1d** |

1. SAVE the project as ***Tailspin Remote Drone Analysis 1*** in the solutions folder for this lesson and then CLOSE the file.

LEAVE Microsoft Project open for the next exercise.

# Project 1-2: Adding a Note to a Project Schedule

In this project, you will add a note to a project schedule as reminders of information to be given to new employees.

**GET READY. LAUNCH** Microsoft Project if it is not already running.

**OPEN** ***New Employee 1-2*** from the data files for this lesson.

1. Double-click on the name of task 9, **Take picture for employee ID**.
2. In the Task Information dialog box, on the Notes tab, key **Remember to use blue backdrop for digital pics**.
3. Click **OK**.
4. Double-click on the name of task 22, **Complete health insurance paperwork**.
5. In the Task Information dialog box, key the note, **Verify all insurance needs and any other insurance carriers**.
6. Click **OK**.
7. SAVE the project schedule as ***New Employee Orientation*** in the solutions folder for this lesson and then CLOSE the file.