



Managing Projects with Microsoft Project

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QUESTION 1

You recently updated a schedule by using Microsoft Project.

The vice president of engineering has asked you to show progress only on project milestones and identify milestones falling behind.

You need to find a way to show milestone progress.

Which solution would you meet this objective?

A. Run the Late Tasks report.

- B. Run the Milestone report.
- C. Run the Slipping Tasks report.

D. Show Gantt Chart view and filter for Milestones.

Correct Answer: D

References: https://support.office.com/en-us/article/Overview-of-Project-views-6cb1dbcd-5cd5-4cc2-a878-aa365564266d

QUESTION 2

You are a Project Manager who uses Microsoft Project.

You manage a critical project, which is synchronized with a Microsoft SharePoint Task List.

One of your team members has changed a task priority to High in SharePoint, and you do not see the changed data in Microsoft Project.

What should you do?

A. Use the Organizer to copy the Priority field from the SharePoint Task List.

B. Map the Priority field from SharePoint to Project by using File, Info.

C. Map the Priority field from SharePoint to Project by using Project, Custom Fields, Import Field.

D. Use the Task Information box to copy the Priority field from the SharePoint Task List.

Correct Answer: B

QUESTION 3

Your company uses Project Professional 2013.

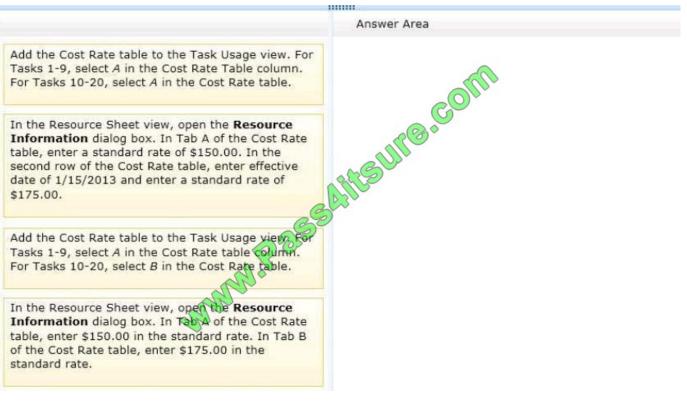
You are a program manager in charge of a multi-program software integration project. The project is scheduled from January 1, 2012-August 3, 2013. You have a consultant resource that charges a different rate based on each task



completed. Tasks 1 through 9 are billed at a rate of \$150.00 per hour. Tasks 10 through 20 are billed at a rate of \$175.00 per hour. You need to set up your schedule to ensure that the correct resource rate is associated with the correct tasks.

Which two actions should you perform in sequence? (To answer, move the appropriate two actions from the list of actions to the answer area and arrange them in the correct order.)

Select and Place:



Correct Answer:



	Answer Area
Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select A in the Cost Rate Table column. For Tasks 10-20, select A in the Cost Rate table.	In the Resource Sheet view, open the Resource Information dialog box. In Tab A of the Cost Rate table, enter \$150.00 m the standard rate. In Tab B of the Cost Rate table, enter \$175.00 in the standard rate.
In the Resource Sheet view, open the Resource Information dialog box. In Tab A of the Cost Rate able, enter a standard rate of \$150.00. In the second row of the Cost Rate table, enter effective late of 1/15/2013 and enter a standard rate of \$175.00.	Add the cost Rate table to the Task Usage view. For Tasks 1-9, select A in the Cost Rate table column. For Tasks 10-20, select B in the Cost Rate table.
MW.Pase	
- All	

Note:

* You can model these more complex billing schemes by using rate-table features in Project:

1.

Right-click the resource, and from the list select Information.

2.

On the Resource Information dialog, click the Costs tab.

3.

In the Cost rate tables, click the A (Default) tab.

4.

In the Effective Date column, enter the date when the rate change takes effect.

5.

In the Standard Rate and Overtime Rate columns, type the resource rates.

6.

To enter a rate change that takes place on another date, in the additional rows of the cost rate tables, type or select the new date, and the new standard rates and overtime rates.

7.

To enter additional sets of pay rates for the same resource, click the B tab, and then repeat steps 3-5. Reference: Enter



costs for resources

QUESTION 4

You are a project manager who uses Microsoft Project.

You manage a critical project, which involves many team members. You are the only team member who has Microsoft Project. You need to receive updates from team members directly from Microsoft SharePoint without having to reenter the

updates in your project.

What should you do?

A. Set up your project to sync with a SharePoint Task List.

B. Save your project as an mpp file to a SharePoint Shared Documents library.

C. Copy and paste all tasks into a Microsoft Excel file saved in SharePoint.

D. Copy and paste all tasks into a new SharePoint Task List.

Correct Answer: A

QUESTION 5

You are a project manager who uses Microsoft Project.

All resources in your project schedule have availability of 8 hours per day. You notice that several of the resources on the project are overallocated. You decide to level the project to help resolve the overallocations for the resources.

Team members often do not work at the same time when completing their work on the tasks.

You need to resolve the overallocations by using the Resource Leveling function.

What should you do?

- A. Click the Level only within available slack option.
- B. Click Clear Leveling.
- C. Click the Leveling can adjust individual assignments on a task option.
- D. Click the Level resources with a proposed booking type option.

Correct Answer: C

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