



74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You create a new blank schedule by using Microsoft Project.

You need to set options that will determine the scheduling behavior of your project.

In the Project Options dialog, which option should you configure?

- A. On the Schedule tab, configure Hours per day.
- B. On the Display options tab, configure Duration.
- C. On the Schedule tab, under Calculations for this project, configure Update task status updates resource status.
- D. On the Calculations for this project tab, configure Tasks are critical if slack is less than or equal to.

Correct Answer: C

Reference: <http://blog.epmainc.com/default-project-options-microsoft-project-2013/>

QUESTION 2

You manage a project for an organization that relies heavily on schedule baselines in Microsoft Project.

A change is approved for an in-progress project which you manage. You enter the new tasks necessary to include the changes to the project schedule.

You need to update the baseline in the most efficient manner.

What should you do?

- A. Update the current baseline to the baseline1 fields.
- B. Copy the current schedule to the baseline fields.
- C. Select a range of tasks and update the schedule to the baseline1 fields for the selected tasks.
- D. Select a range of tasks and update the baseline for the selected tasks.

Correct Answer: D

QUESTION 3

You are reviewing a schedule in Microsoft Project. Your organization works a standard eight hours per day and 40 hours per week.

You observe that the mechanical engineer is scheduled to work 10 hours per day for two days on a task, but the cost calculated for the task is \$1,600. You believe the total should be \$1,720.

You need to identify the cause of this calculation error.



Which two troubleshooting steps should you perform? Each correct answer presents part of the solution.

- A. Review the mechanical engineer's work on the task, and ensure that total Work is set to 8h and Ovt.Work is set to 2h.
- B. Review the mechanical engineer's rate information, and ensure that Std.Rate is \$100/hr.
- C. Review the mechanical engineer's work on the task, and ensure that total Work is set to 16h and Ovt.Work is set to 4h.
- D. Review the mechanical engineer's rate information, and ensure that Std.Rate is \$80/hr and Ovt.Rate is \$120/hr.
- E. Review the mechanical engineer's rate information, and ensure that Std.Rate is \$80/hr and Cost/Use is \$120/hr.

Correct Answer: C

QUESTION 4

You are a senior project manager, and your organization uses Microsoft Project.

You are managing a large ERP project with both part-time and full-time resources. The part-time resources have strict contractual limitations regarding working days and hourly availability.

You need to make sure the tasks for your part-time resources are only scheduled in the calendar during their agreed-upon working days and hours.

What should you do?

- A. Change the part-time resources' tasks to manually scheduled to ensure the dates do not go past the agreed-upon terms of their contract.
- B. Enter the availability start and end dates for each resource and change the percent of units to the agreed-upon amount in their contract.
- C. Enter the availability start and end dates for each resource and change the working time for each resource to only include days and hours agreed upon in their contract.
- D. Change the part-time resources' units to the percentage they are available and set task constraints to must finish on to ensure the dates do not go past the agreed-upon terms of their contract.

Correct Answer: C

QUESTION 5

You are a project manager who uses Microsoft Project.

After updating a project schedule, you want to determine the amount of time that the schedule has slipped from the original scheduled dates.

You need a graphical view that shows the current schedule to baseline.

Which view should you use?



- A. Detail Gantt view
- B. Tracking Gantt view
- C. Leveling Gantt view
- D. Gantt Chart view

Correct Answer: B

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