74-343^{Q&As}

Managing Projects with Microsoft Project

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QUESTION 1

You manage a project and use Microsoft Project to track your project schedule. One of several resources assigned to a fixed-unit, effort-driven, five-day task is assigned at 50% of their availability.

The resource asks to start the task three days later than planned because of a scheduling conflict. The schedule change is approved.

You need to make the adjustment to the resource assignment to accommodate this request without affecting the other resources assigned to the task.

What should you do?

A. Use the Resource Usage view and add duration to the assignment to extend the deadline three days.

B. Use the Gantt Chart view tracking table and add a Start no earlier than constraint to the task.

C. Use the Task Form formatted to show Work Details and add a three-day delay to the assignment for the resource.

D. Use the Task Form formatted to show Schedule Details and add a three-day delay to the assignment for the resource.

Correct Answer: D

QUESTION 2

You are a project manager for an organization that uses Microsoft Project.

You add shortcuts on the Quick Access Toolbar to your most frequently used commands.

Your manager is impressed with the ease of use this customization provides and would like other project managers in the group to use it.

You need to deploy the customization to these project managers.

What should you do?

A. Save a Project File with the customizations to the ribbon in the file. Ask the other project managers to open the file.

B. Email your global.mpt file to each project manager. Ask them to place the template in the %appdata%\Microsoft\MS Project\15 \1033 folder.

C. Click on the Import/Export button to export the customizations to a file. Ask the other project managers to import the file.

D. Use regedit to export the following key: HKLM\Software\Microsoft\Office\15.0\User Settings\ProjectRibbon. Ask the other project managers to import the key.

Correct Answer: C

QUESTION 3

You use Microsoft Project to manage a project for your organization.

You are tracking work in a project which contains a baseline and resource assignments. You want to view the work variance for a specific resource for a specific task.

You need to choose a view that will show this information.

What should you do?

A. View the Resource Sheet that shows the Work table.

B. View the Gantt chart in split view with Task form formatted to show Work Details.

C. View the Resource Sheet view and insert the Work Variance field.

D. View the Task Usage view and insert the Work Variance column on the left side of the view.

Correct Answer: D

QUESTION 4

You are a project manager who uses Microsoft Project.

Two of your resources job share; Resource1 works Monday, Tuesday, and a half day Wednesday. Resource2 works the remaining work week.

You need to set up their calendars to reflect the job-sharing arrangement.

What should you do?

A. Open each resource and set a recurring exception to reflect the non-working days.

B. Open each resource and amend the working time on each resource\\'s calendar.

C. Open each resource and set their Resource Availability units to 50%.

D. Open each resource and use the Resource information dialog box to create a new calendar. Change the Default Work Week to reflect the working time.

Correct Answer: B

QUESTION 5

You are a program manager who uses Microsoft Project.

You manage a portfolio of projects for a large point of sale implementation. All of your project managers have created individual project schedules. You discover that you have resource constraints since multiple resources are working on

multiple projects.

You need visibility into resources across all projects so that you can most efficiently manage the resources and their availability.

What should you do?

A. Create a shared resource pool and send the location to each project manager. Open the individual project and the resource pool. From the individual project, select Resource Pool, Share Resources, and choose Use Resources.

B. Create a shared resource pool and send the location to each Project Manager. Open the individual project, select Resource Pool, Share Resources, and choose Use Resources.

C. Create a master resource list and send it to each project manager. Open the individual project and copy and paste it into the Resource Sheet.

D. Create a master resource list and send it to each project manager. Open the individual project, select Team Planner, and add the resources.

Correct Answer: A

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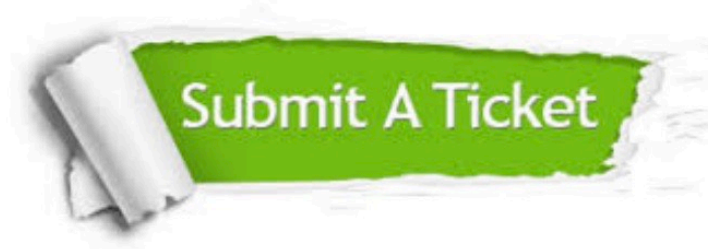Multi-Platform capabilities - Windows, Mac, Android, iPhone, iPod, iPad, Kindle

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