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**Vendor:**Microsoft

**Exam Code:**74-343

**Exam Name:**Managing Projects with Microsoft Project

**Version:**Demo

## QUESTION 1

You are a project manager who uses Microsoft Project.

Your organization has been working with a new status report model for the last month. This new status report is created through the Built-in Dashboards and Reports in Microsoft Project.

The standard Microsoft Project report views named Late Tasks and Milestone Report already have all the information required for the new model.

You are assigned to consolidate the information from these two reports into a dashboard view named Status Report Model. Your organization wants to keep the same format, colors, and layout.

You need to implement this solution.

What should you do?

- A. Use the Organizer to merge the reports.
- B. Select all components on each view, and copy and paste directly to a new dashboard report.
- C. Use the Burndown dashboard report to view this information.
- D. Use the Work Overview dashboard to view the data.

Correct Answer: B

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## QUESTION 2

You manage a project by using Microsoft Project. Your project is updated with changes to the baseline for selected tasks.

You back up your project file before you start your next tracking cycle. After completing the tracking cycle, you notice that the baseline duration values on some of the summary tasks are not correct.

You need to correct these values before re-entering the tracking data.

You open the backed up version of the project schedule.

What should you do next?

- A. Manually update the summary tasks with the new duration values.
- B. Reset the summary tasks to manual scheduling.
- C. Ensure the tasks durations are of the same denomination values. Then reenter the tracking data.
- D. Reset the baseline checking the Roll up baselines to all summary tasks option. Then reenter the tracking data.

Correct Answer: D

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### QUESTION 3

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

You have created a detailed project schedule and have identified two tasks that are causing your resource to be overallocated.

You need to use the Team Planner to reassign these tasks from the overallocated resources to underallocated resources with the same skill set.

What should you do?

- A. Right-click the task and reassign it to the underallocated resource.
- B. Drag the underallocated resource on the task to reassign it.
- C. Drag one of the tasks from the overallocated resource to the Unassigned Tasks section.
- D. Right-click the resource and reassign it to the underallocated resource.

Correct Answer: A

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### QUESTION 4

You are a project manager, and you successfully complete a server consolidation project for one of your data centers. You use Microsoft Project to plan and track the work.

Your manager wants you to begin similar projects on two other data centers. You need to create a template based on the plan you used to manage the first data center consolidation project.

You need to ensure that the template has all baseline and actual data values removed.

What should you do?

- A. Within Microsoft Windows Explorer, create a copy of the original project plan and rename the file type from .mpp to .mpt.
- B. Open the plan and use the Move Project button to set the start date to the start of the new project. Save the project file as Template.mpp.
- C. Open the plan and reset the percent complete for each task to 0. Save the file as Template.mpp.
- D. Open the plan and save the plan as a Project Template.
- E. Open the plan, and copy and paste all of the task information into a new plan. Save the plan as a Project Template.

Correct Answer: D

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### QUESTION 5

Your company uses Microsoft Project, and you are setting up an initial planning schedule.

You need to make sure that all new task durations are shown as estimated.

What should you do?

- A. Enter the duration suffixed with -ed for estimated days.
- B. Use a task custom field and set the Roll task down to assignment check box.
- C. Use an assignment custom field and set the Roll assignment up to task check box.
- D. Set the task to manually scheduled.
- E. From Project Options| Schedule tab, select the New scheduled tasks have estimated durations check box.
- F. From Project Options| Schedule tab, select the Show that scheduled tasks have estimated durations check box.

Correct Answer: F

References:

<https://books.google.co.za/books?id=qGMDDgAAQBAJandpg=PT67andlpg=PT67anddq=New+scheduled+tasks+have+estimated+durations+check+box-+project>

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20check%20box-%20project%202013andf=false

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## QUESTION 6

You are entering tasks into a schedule by using Microsoft Project.

Some of the summary tasks contain an inaccurate duration for the task grouping, and the overall duration for the detail tasks is longer than the summary task indicates.

You need to ensure that the summary task duration accurately reflects the duration for the detail tasks in the grouping.

What should you do?

- A. Remove task constraints in the summary grouping.
- B. Verify the relationships between the tasks within the summary grouping and modify as needed.
- C. Adjust the work on the detail tasks to match the work on the summary task.
- D. Set the task mode for the summary task to automatically schedule.

Correct Answer: D

References: [https://support.office.com/en-us/article/How-scheduling-works-in-Project-5d4f5981-4e9f-4e8e-a699-2ef2a419252f#\\_\\_toc240439522](https://support.office.com/en-us/article/How-scheduling-works-in-Project-5d4f5981-4e9f-4e8e-a699-2ef2a419252f#__toc240439522)

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## QUESTION 7

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

You are managing a project, which involves the construction of a new shopping mall. The shopping mall is scheduled to finish by October 21. The mall needs to start operations by October 31. Your sponsor asks you to closely monitor your schedule and informs you that missing the October 21 deadline could jeopardize the October 31 start date.

You are concerned about construction delays, and you want to reduce the time buffer. Your sponsor agrees with this decision.

You need to show the time between the End of Construction and the Grand Opening Day as a time buffer for delays.

Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

- A. Create a deadline for the Grand Opening Day task on October 31.
- B. Create milestone tasks for End of Construction and Grand Opening Day, with a Finish to Start link and 10 elapsed days of lag time.
- C. Create milestone tasks for End of Construction and Grand Opening Day, with a Start to Finish link and 10 elapsed days of lead time.
- D. Enter a finish date of October 21 on the End of Construction task.

Correct Answer: AC

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### QUESTION 8

You are a project manager who uses Microsoft Project.

You manage a software development project and have acquired two additional resources to assist in the completion of tasks that are on the critical path. Both resources are also assigned to participate in other projects. Resource1 is available

50% and Resource2 is available 75%.

You need to add the resources with their availability to the project schedule and make any allocation problems visible.

What should you do?

- A. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 75%.
- B. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 25%.
- C. Select the Resource Sheet and change Max Units to the following: Resource1 = 50%, Resource2 = 75%.
- D. Assign the two resources to the tasks with the following units: Resource1 = 50%, Resource2 = 25%.

Correct Answer: C

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### QUESTION 9

You manage a project schedule by using Microsoft Project.

You are concerned about project costs. After viewing the Cost Variance column, you realize that the project has a cost variance of 55,000.00.

You need to view graphically which tasks and resources are causing the \$5,000.00 cost variance.

What should you do?

- A. View the Resource Graph's Cumulative Cost view.
- B. View the Task Cost Overview report.
- C. View the Over Budget Tasks report.
- D. View the Cost Overrun report.

Correct Answer: D

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#### **QUESTION 10**

You are a project manager for a company that uses Microsoft Project.

You are developing a schedule and plan to use the leveling order of Priority, Standard.

You need to create a task which leveling will not change.

What should you do?

- A. Set task priority to 100
- B. Set task priority to 1000
- C. Set task priority to 0
- D. Set task priority to 1

Correct Answer: B

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#### **QUESTION 11**

You are a project manager for a software development company that uses Microsoft Project.

For managing projects, your company has its own specialized processes, all of which you are familiar with, except for the reporting processes. Additionally, your company's status reports of project progress are based on Work and Cumulative

Work.

Thirty minutes before a meeting is scheduled to begin, the president of your company asks you to present the status report at the meeting.

You need the report to show all project tasks, resources assigned, and their respective Work and Cumulative Work on a monthly basis.

What should you do?

- A. Select the Gantt Chart view that has all project tasks and resources assigned. Click Add New Column to add Work and Cumulative Work. Go to the Gantt chart and adjust the timescale by zooming in or out to fit the monthly basis.
- B. Select the Gantt Chart view that has all project tasks and resources assigned. Right-click on the Gantt chart, selecting Work and Cumulative Work. Adjust the timescale by zooming in or out to fit the monthly basis.
- C. Select the Task Usage view that has all project tasks and resources assigned. Right-click the Details table, selecting Work and Cumulative Work. Adjust the timescale by zooming in or out to fit the monthly basis.
- D. Select the Network Diagram View. Choose Format Box Styles and add Cumulative Work to the Critical Task Box style.

Correct Answer: C

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## QUESTION 12

You are using Microsoft Project.

Three years ago, you successfully completed a project to review all of the suppliers within your organization, and you have been asked to run a similar project again. You still have the project plan from three years ago.

You need to use the most efficient method to produce a new plan with tasks based upon the old project plan.

What should you do?

- A. Rename the old plan to a .mpt file, and select it from the featured templates to create the new project.
- B. Open the file in an earlier version of Project and save it as the newest file format. Open the file in the most recent version of Project.
- C. Open the file, and copy and paste the task list into the schedule.
- D. Use the New from existing project option to create the new project.

Correct Answer: D

References: <http://www.quepublishing.com/articles/article.aspx?p=2120984>

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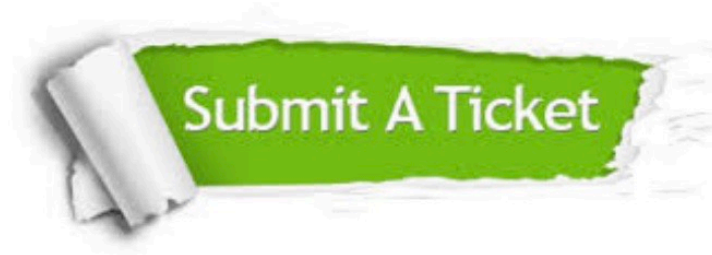
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