



# 74-343<sup>Q&As</sup>

Managing Projects with Microsoft Project

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### QUESTION 1

You are a project manager who uses Microsoft Project.

You are creating a project with several phases. Your customer requires the delivery phase of the project to start on July 1 and to finish within four weeks. The delivery phase includes a summary task, which consists of five separate sub tasks.

You need to monitor this phase closely to ensure that it does not overrun.

What should you do?

- A. Create an automatically scheduled summary task of 20 days. Set the finish date to July 29.
- B. Create a manually scheduled summary task of 20 days. Enter a Finish No Later Than constraint which is set to July 29.
- C. Create a manually scheduled summary task of 20 days. Create a deadline for the task which is set to July 29. Monitor the progress of the summary task against the deadline.
- D. Create an automatically scheduled summary task of 20 days. Set the start date to July 1.
- E. Set a deadline date for the automatically scheduled summary task for four weeks after July 1. Monitor the progress of the summary task against the deadline.

Correct Answer: E

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### QUESTION 2

Your company uses Microsoft Project.

You are scheduling two tasks. One task is named Test Solution, and the other task is named Create Solution Test Plan. You want the Test Solution task to start three working days after the finish date of the Create Solution Test Plan task.

You need to set up a dependency between these two tasks.

What should you do?

- A. Create a Start to Start predecessor relationship from the Create Solution Test Plan task to the Test Solution task. Set a lead time of three days.
- B. Create a Start to Start predecessor relationship from the Test Solution task to the Create Solution Test Plan task. Set a lead time of three days.
- C. Create a Finish to Start predecessor relationship from the Test Solution task to the Create Solution Test Plan task. Set a lag time of three days.
- D. Create a Finish to Start predecessor relationship from the Create Solution Test Plan task to the Test Solution task. Set a lag time of three days.

Correct Answer: D

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**QUESTION 3**

You are a project manager who uses Microsoft Project.

You are creating a preliminary project schedule and are estimating the number of resources required prior to finalizing the schedule. You do not have named resources to complete the tasks, but you know the resource roles that are necessary. One of the roles needed is architect.

You need to estimate how many architect hours are required to complete the work.

What should you do?

- A. Add a Material Resource named architect.
- B. Add a Budget Resource named architect.
- C. Add a Work Resource named architect,
- D. Add a Cost Resource named architect.

Correct Answer: C

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**QUESTION 4**

You are a project manager who uses Microsoft Project.

You work on a project that requires you to generate many documents. Each task in your project plan must have a document associated and stored in your Microsoft SharePoint Intranet Environment. These documents are 25 megabytes in

size.

You need to share this project plan by email with your team and ensure that they can easily access the documents.

What should you do?

- A. In the Task Information notes, insert an object from a file. Uncheck the Link option and make sure that it is a document, not a link. Select your document and click on it. Project will automatically create the reference to this document.
- B. Create a task custom field named Link to Document, and select the field type as Text Hyperlink. Copy the SharePoint URL of each document and paste it as a text into the Link to Document task custom field. Microsoft Project will convert this text to a clickable hyperlink.
- C. Copy and paste the document into your Gantt chart, and create a link between your task and the document.
- D. Go to backstage and use the feature Add and Link a SharePoint Document to My Tasks to select your document in your SharePoint Library. Select your task. Project will automatically create a clickable hyperlink.
- E. Copy the SharePoint URL of each document and paste in the Hyperlink task standard field as a text. Project will convert this text to a clickable hyperlink.

Correct Answer: E

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### QUESTION 5

You are an independent project manager who uses Microsoft Project.

You work on multiple projects for different customers and use only one project to manage their tasks. You invoice your customers on a monthly basis. To identify tasks that have not been invoiced, you create a custom field called Not Invoiced.

Without losing the original project tasks\' sort order, and without hiding any information, you need to see all tasks which have not been invoiced.

You create a custom filter based on the Not Invoiced custom field.

What should you do next?

- A. Apply the custom filter.
- B. Export to Microsoft Excel using the custom filter.
- C. Apply the custom filter and select the Highlight option
- D. Use the filter in the Group By function.

Correct Answer: C

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