



74-343^{Q&As}

Managing Projects with Microsoft Project

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**QUESTION 1**

You are a project manager who uses Microsoft Project. You have worked on a project for four years and have created a very detailed project plan in Microsoft Project. You use milestones as key deliverables, and you use summary tasks as phases.

Your company requests a presentation of the key deliverables for each phase of your project plan in a simple and consolidated view that fits in one Microsoft PowerPoint slide.

You need to ensure that phases and key deliverables are clearly shown in the timeline and are not confusing to the audience.

What should you do?

- A. Create a new Timeline view from existing tasks in your project plan. Drag the timeline into a blank PowerPoint slide.
- B. Create a new Timeline view that automatically shows milestones for each stage of your project. Copy the full-size timeline and paste to your PowerPoint slide.
- C. Add all summary tasks to your timeline. Microsoft Project will automatically recognize and add all milestones on each stage to your Timeline view. Copy the full-size timeline and paste to the PowerPoint slide.
- D. Add all summary tasks to your timeline. Add all milestones to your timeline. Copy the full-size timeline and paste to your PowerPoint slide.

Correct Answer: D

QUESTION 2

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

A critical project shows average finish variance values between 5-10 days for the tasks.

You need to interpret these variance values to determine the next course of action to take.

What do these variance values mean?

- A. The project is on schedule.
- B. The project is running between 5-10 days ahead of schedule.
- C. The project is running between 5-10 days behind schedule.
- D. The project is averaging a normal performance timeline.

Correct Answer: C

QUESTION 3

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



You are planning a project schedule that starts on March 1 and lasts four months. However, the sponsor now asks that the project be delayed to have a finish date of December 31.

- A. Change all task constraint types to Start no later than.
- B. Change the Schedule from field to Project Finish Date.
- C. Change the project Start date so that the project will finish on December 31.
- D. Change all task constraint types to As late as possible.
- E. Change the project Finish date so that the project will finish on December 31.

Correct Answer: BDE

QUESTION 4

This question requires that you evaluate the underlined text to determine if it is correct.

You are a project manager on a corporate IT project. Your finance manager has asked you to present the overall financial status of your project in a 10-minute time slot at the next meeting of the executive team. You decide to display the Cost

Overview Dashboard report, paste it onto a Microsoft PowerPoint slide to show at the meeting, and print handouts.

Review the underlined text. If it makes the statement correct, select "No change is needed". If the statement is incorrect, select the answer choice that makes the statement correct.

- A. No change needed.
- B. display the Resource Cost Overview, copy it to a PowerPoint slide, and print it to hand out at the meeting
- C. print the Tracking Gantt with the Costs table to hand out at the meeting
- D. open the Milestone Report, use PowerPoint's Insert Screenshot command to create a slide, and print handouts for the meeting

Correct Answer: A

QUESTION 5

You use Microsoft Project to manage a project schedule which includes all task relationships.

The resource who is assigned to the "Develop software delivery" task is no longer available to work on your project. You can find another resource to perform this task, but you are not sure when the resource will become available.

You need to know which future tasks could be affected as a result of the resource leaving your project.

What should you do?

- A. Sort all tasks by start date and check start dates of tasks that are scheduled after the Develop Software Delivery task.



- B. View the critical path for tasks that are successors to the Develop Software Delivery task.
- C. View the Network diagram and filter for the predecessor tasks to Develop Software Delivery task.
- D. Use the Task path function to check driven successors for the Develop Software Delivery task.

Correct Answer: D

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