

Assessment Test Example: Objective Type

The assessment test is conducted at the end of every day or at the end of the course. It tests evaluates the knowledge and skills acquired during the course. Topics are selected from each module. The multiple choice test consists of 25 questions and is to be completed in 40 minutes.

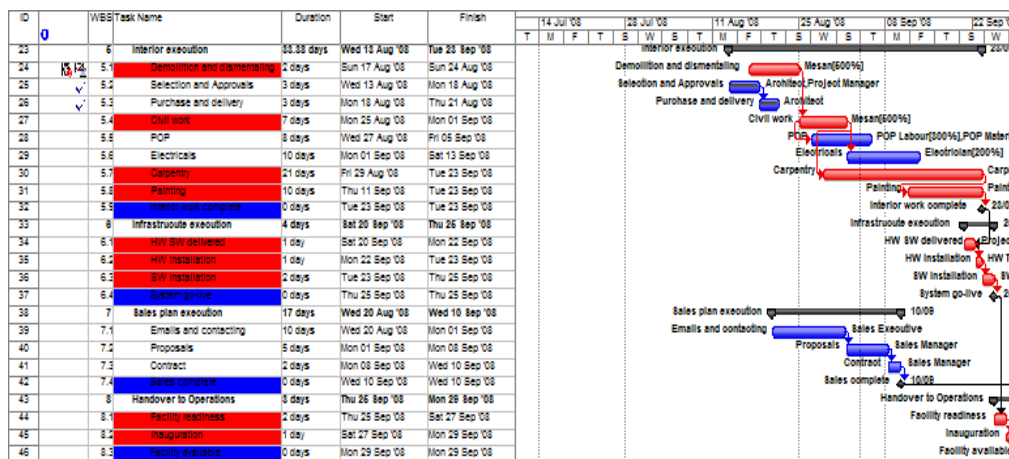
1. The difference between background cell highlighting and change highlighting is:-

- A. Background highlighting is permanent while change highlighting is temporary
- B. Both features highlight a change
- C. Background change is manual whereas change highlighting is automatic
- D. A and C

Answer: D

Change highlighting can be enabled or disabled. It is automatic and remains in effect until you make the next edit or save the file. An example of change highlighting is available in the solution for question 23.

Background highlighting on the other hand is used to highlight the critical tasks, milestones or phase sign-offs by changing the background colour of the cell. The formatting has to be defined manually and it does not change unless you change the defined format. The picture below shows an example in which the critical tasks and the milestones are highlighted in red and blue.



2. Task drivers are scheduling factors that determine the start date of the task. All of the following are common examples of task drivers except:-

- A. Predecessor tasks

- B. Resource calendar
- C. Successor tasks
- D. Project start date

Answer: C

The successor task does not drive the predecessor start date. It is the predecessor which drives the start date of the successor.

The start date of the task is determined using:- the project start date if it does not have any predecessor; the predecessor finish date or start date based on the type of dependency and lead or lag; task calendar, resource calendar, project calendar in that order and any constraint date assigned to the task. The task driver will use these drivers to display details on the task pane on the left side of the sheet.

WBS	Task Name	Duration	Start	Finish	Predecessors
0	Office Set-up	41.25 days	Mon 04 Aug '08	Mon 22 Sep '08	
1	Analysis	4 days	Mon 04 Aug '08	Thu 07 Aug '08	
1.1	Renovation Specifications	1 day	Mon 04 Aug '08	Mon 04 Aug '08	
1.2	Municipal permission	4 days	Mon 04 Aug '08	Thu 07 Aug '08	
1.3	Infrastructure Specifications	1 day	Mon 04 Aug '08	Mon 04 Aug '08	
1.4	Sales Campaign	2 days	Mon 04 Aug '08	Tue 05 Aug '08	
1.5	Review Specifications	2 days	Wed 06 Aug '08	Thu 07 Aug '08	2,4,5
1.6	Specifications sign-Off	0 days	Thu 07 Aug '08	Thu 07 Aug '08	6
2	Interior design	5 days	Fri 08 Aug '08	Wed 13 Aug '08	
2.1	Measurements	1 day	Fri 08 Aug '08	Fri 08 Aug '08	7
2.2	Interior Design	2 days	Sat 09 Aug '08	Mon 11 Aug '08	9
2.3	Estimate	1 day	Mon 11 Aug '08	Tue 12 Aug '08	10
2.4	Schedule	1 day	Tue 12 Aug '08	Wed 13 Aug '08	11
2.5	Interior Plan Sign-Off	0 days	Wed 13 Aug '08	Wed 13 Aug '08	3,12
3	Infrastructure plan	4 days	Fri 08 Aug '08	Tue 12 Aug '08	
3.1	HW / SW Costing	2 days	Fri 08 Aug '08	Sat 09 Aug '08	7

3. Select the incorrect statement from following:-

- A. You enter value for cost resource using task information dialog
- B. You cannot enter material resource cost as \$999/d in the std rate field
- C. You can edit the std rate of material resources using assign resources dialog
- D. You cannot enter budget resource value in std rate field of that resource

Answer: C

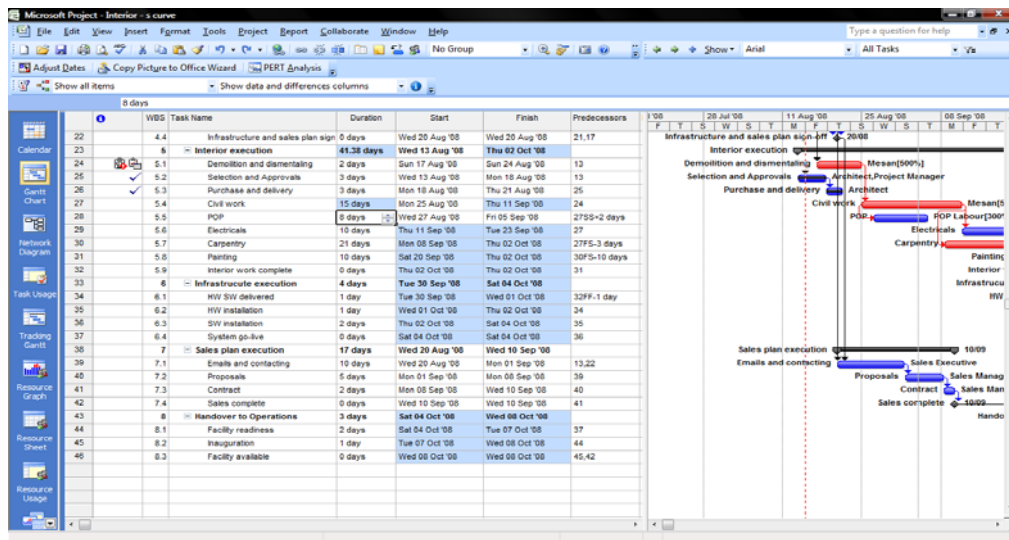
You can change the Std. rate of work or material resource in the resource sheet field. You cannot modify the cost of work or material resources in the assign resource or task information dialog as the field. The cot field is non editable in these dialog box.

4. Which of the following is not a feature of change highlighting?

- A. It highlights when you make a change to task dependencies
- B. It highlights when you make a change to task name
- C. It remains in effect until you make another change or save the file
- D. It highlights when you make a change to the duration

Answer: B

Modifications to task name do not impact its successor. Change highlighting is shown when the successor and project schedule is impacted because of any change to duration, start, dependencies and cost of a predecessor task. The picture below highlights the values in blue that are affected after changing the duration of one task.



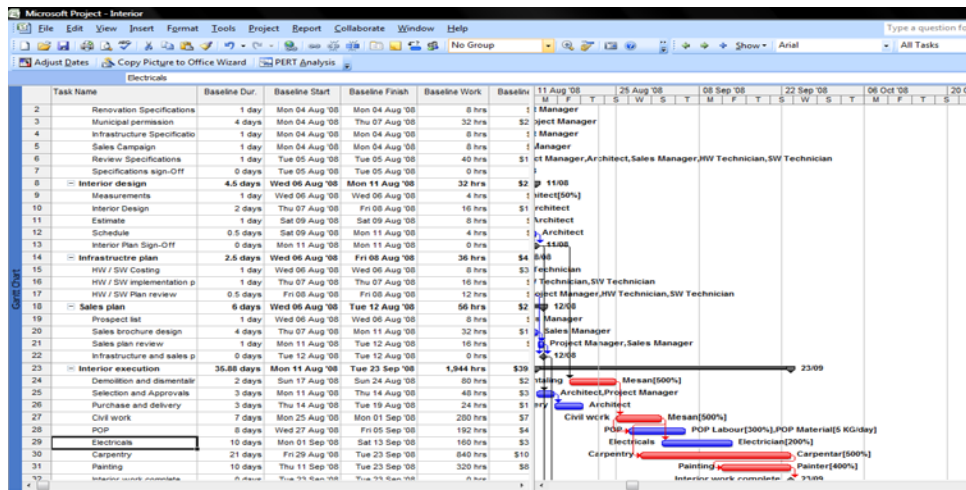
5. On large projects that have few hundred tasks, hunting the corresponding Task Bar on the timescale can become challenging. However if you use Project feature in the following order then it is easier and quicker:-

- A. Find, Zoom
- B. Find, Scroll to Task
- C. Scroll to Task, Go To
- D. Go To, Scroll to Task

Answer: B

Assume you are running a small project that has 300 Tasks. In one full screen you can view up to 30 Tasks, which means that you may have to scroll about 10 times to view all Tasks. Now imagine you want to view a particular Task, say “Lay Tiles” which is the 100th Task on your project. In such scenarios, you can use the Find and Scroll to Task feature.

1. Choose **Edit, Find**; the dialog box appears
2. Enter the **Task Name** you are searching for
3. After you have found the Task you’re searching, Click on **Scroll to Task** on the **Standard Toolbar**



Assessment Test Example: Scenario Type

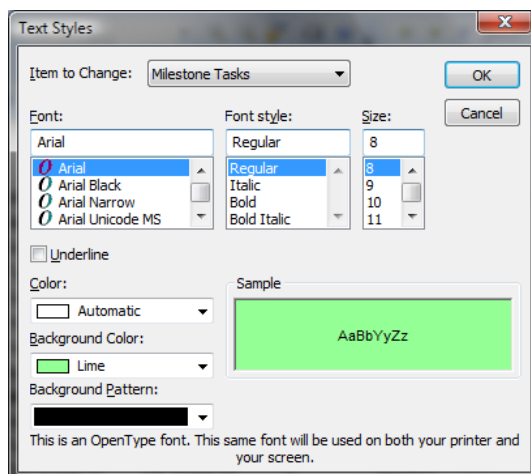
In the scenario type of assessment, participants have to complete an assignment in which they plan and implement the scenario. The scenarios are modeled on real life situations and examples. About 3 scenarios are to be completed in 30 minutes.

1. Highlight all Milestone tasks on your project so that they stand out from other tasks.

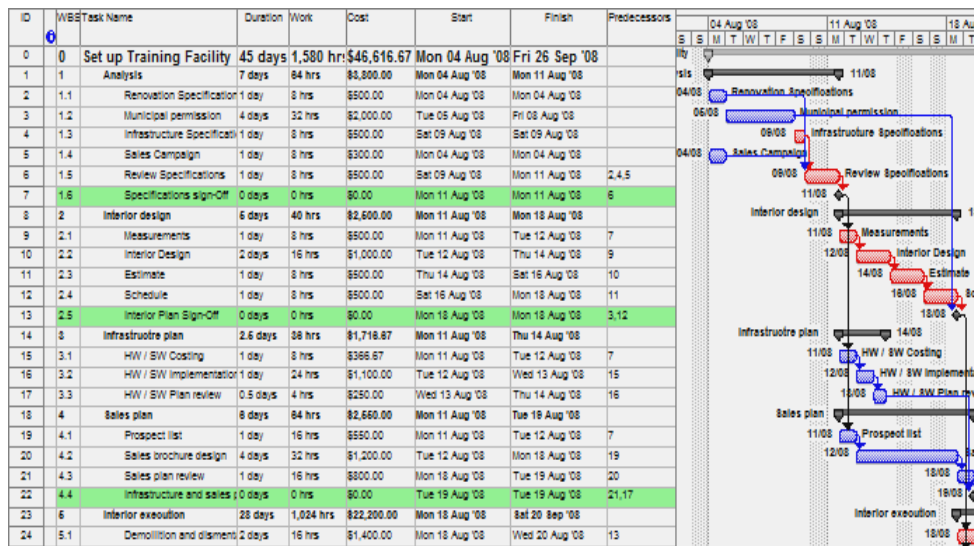
SOLUTION to Scenario 1

Background cell highlighting is the new feature with Microsoft Project 2007. It can be used to highlight the critical tasks, milestones, phase sign-offs or any other task on your project that you want to stand out from the rest. You can model this by applying formatting to specific tasks using the background colour of the cell.

1. Choose **Format, Text Styles...**; Text Style dialog appears. In the **Item to Change**: drop down list, select **Milestone tasks**.
2. In the **Background Color**: Choose the Color you want to use for background highlighting and press **OK** as shown below.



3. The **Milestone Tasks** are now highlighted as shown in the following picture.



- Determine the factors affecting the start date of one of your Critical Path task.

SOLUTION to Scenario 2

Task driver displays the factors responsible for the scheduling of a task. These factors can be calendars, predecessor start dates and dependencies, lead or lags etc. Task driver displays this information on the task panes. The task driver will display the information only on the task views.

- Highlight the **Critical Path** of your project and select the task for which you want to view the start date dependencies. Ensure you have selected a **Task view**.
- Choose **Project, Task Drivers...**; Task Driver Pane appears on the left and displays the scheduling dependency information about the selected task.
- You can hide the **Task Driver Pane** by closing the pane [X]
- The following screenshot shows the factors affecting the Start Date of the selected task as shown in the Task Pane on the left side of the screen.

