



**Vendor:** Microsoft

**Exam Code:** 70-634

**Exam Name:** Pro: Microsoft Office Project Server 2007,  
Managing Projects and Programs

**Version:** DEMO

## 1: BACKGROUND

### Corporate Information

Fourth Coffee develops and produces coffee makers, coffee pots, coffee mills, and accessories.

### Physical Locations

The company has its main office in New York and a branch office in each of five other cities.

## EXISTING ENVIRONMENT

### Existing Project Environment

All of the company's projects are centrally coordinated by the project management office (PMO).

All projects are stored by using Microsoft Office Project Server 2007. Project Server is installed with the default security settings.

### Existing Resource Environment

Departments include resources with multiple skills.

Resource managers are concerned that project managers directly assign tasks to their resources.

The resource managers want to be the only ones with the ability to assign tasks to specific individuals. They want project managers to tell them what skills are required for a specific task.

Project managers are not permitted to include named individual resources in a project plan until the project is funded.

### Planned Changes

Management wants to reduce the cost of external resources.

To expand market share, the company has three current projects to develop the following products:

A coffee maker

A coffee mill for residential use

A coffee mill for commercial use

All three projects include the same phases: Research, Development, and Test.

Management wants to combine these projects into a program.

### Problem Statements

Chris Ashton is the program manager and is responsible for tracking schedule and cost variances across all projects. She has recently created a project but is not sure whether she has saved a baseline.

There are three tasks in the coffee maker project: Task A, Task B, and Task C. Each task is five days in duration and assigned to the same external team member. After leveling, all three tasks are scheduled to have a total duration of 15 days. Task A is already in process. The project manager realizes that there is an internal resource named Mary Baker on the project team who has similar qualifications. Mary costs \$40 per hour less than the external team member and would be available after the first task is completed. She cannot work overtime. Calculations show that \$3,200 would be saved on labor costs by assigning Mary to the second and third tasks.

Mary Baker is assigned, baselines are saved, and the project is published. Mary updates her current work on Task B in the My Tasks view, but she makes an error and accidentally changes the start date to five days earlier than the date planned by the project manager. An update is sent to the project manager for approval.

## BUSINESS REQUIREMENTS

### General Project Management Requirements

Fourth Coffee has a defined product development lifecycle model. The end of each phase of the development lifecycle (Research, Development, and Test) is marked by a milestone. The phases and their accompanying milestones change periodically. There is a risk that when these milestones change, project managers will not notice it. Management wants to avoid this issue.

Paul Singh, the program manager for a new product development effort, wants to make all program milestones available to the rest of the organization so that project managers can incorporate the milestone into their respective projects.

The PMO has created a custom Data Analysis view named work that displays actual work by projects and resources. They would like it to include original cost estimates.

#### Reporting Requirements

Some active projects are not included in the Data Analysis view. This is preventing accurate reports from being created for the monthly steering committee meeting.

The PMO director, Pannarat Pattanapitakkul, recently noticed that changes from several projects were not included in the daily data analysis report. He wants to know how much nonproject time is devoted to training and make sure that training time is not charged to a project. The resource managers also want to see the training duration in a Data Analysis view.

2: You are the project manager of the coffee maker project. You need to reverse the error made by the internal resource. What should you do first?

A. In Project Web Access, use Task Updates. Select Task B, start the preview of the project, and then reject the task.

B. In Project Web Access, use Task Updates. Select all tasks other than Task B and accept all updates.

C. In Microsoft Office Project Professional 2007, change the Baseline Start for Task B.

D. In Microsoft Office Project Professional 2007, delete the Actual Work for Task B.

**Correct Answers: D**

3: You are the project manager for the coffee maker project. You need to establish the workload for each department. The project is not yet funded. What should you do?

A. Use only budget cost resources.

B. Use only named work resources.

C. Use only generic cost resources.

D. Use only generic work resources.

**Correct Answers: D**

4: You need to assist Chris Ashton in resolving her issue. What should you do?

A. Synchronize the project with actuals.

B. Confirm a status date exists for the project.

C. Add the Actual Work column to the Gantt chart.

D. Add the Baseline Work column to the Gantt chart.

**Correct Answers: D**

5: You need to meet the requirements of the resource managers. What should you do?

A. Create a team resource, assign all members of the department to the team, and set the

assignment owner to the resource manager.

B.Create a team resource, assign all members of the department to the team, and set the timesheet manager to the resource manager.

C.Create a generic resource of the Material type for each qualification, and select the related qualifications from the resource enterprise field that contains the skills. Update the skills for resources that have the same qualifications.

D.Create a generic resource of the Work type for each qualification, and select the related qualifications from the resource enterprise field that contains the skills. Update the skills for resources that have the same qualifications.

**Correct Answers: D**

6: You are the program manager. You need to analyze and track the changes in the program. What should you do?

A.Open one of the independent projects, and link to the other projects using deliverables. Save and publish the project to the project server. Use the Task Sheet view to analyze and track the changes.

B.Insert the three independent projects into a new program. Save and publish the master project to the project server. Use the Tracking Gantt view to analyze and track the changes.

C.Copy all tasks of the three independent projects into a new project. Save and publish the project to the project server. Use the Tracking Gantt view to analyze and track the changes.

D.Copy all tasks of the three independent projects into a new project. Save and publish the project to the project server. Use the Task Sheet view to analyze and track the changes.

**Correct Answers: B**

## **Part: Northwind Traders**

### 1: BACKGROUD

#### Corporate Information

Northwind Traders sells fishing supplies. The company has a chain of retail outlets and a Web site from which it sells directly to the public.

#### Physical Locations

Northwind Traders has retail outlets throughout North America;

#### Planned Changes

A critical program named Northwind2U exists to manage all the Web site software development and maintenance projects;

The Testing team has requested that testing-related tasks should not be assigned to named resources; The testers want to be able to choose their tasks from a task queue.

The IT release manager has accepted a part-time administrative role. He is currently assigned to tasks on multiple projects, but effective immediately will be able to work only half time on project tasks.

#### Problem Statements

The Northwind2U program outsources all software development tasks to a vendor located in India. The holidays observed by the vendor are different from the holidays observed by No Northwind Traders. This creates scheduling conflicts because Northwind Traders resources and vendor resources may work on the same projects.

All resources must complete weekly timesheets. The project management office (PMO) manager has found that the information reported in these timesheets is inconsistent: some information is reported daily, some is reported weekly, and some is reported as status against assigned tasks. She wants all work reported daily by task, in a consistent way. Project managers should not be able to change this option.

After the PMO manager creates an enterprise custom field, the new field does not appear in the field list. Therefore it cannot be added to a Data Analysis view.

Each week project managers must submit all their updates related to the progress being made on their projects. After processing his latest updates, Matt Hink has complained that the information he accepted and updated in his project plan is not appearing in a Data Analysis view. After further investigation it was recognized that the information displayed in Project Center was different than that displayed in the Data Analysis views for many projects.

#### EXISTING ENVIRONMENT

##### Existing Project Environment

The company uses Microsoft Office Project Server 2007 to store projects. When a project is saved onto the server, a member of the PMO must review the project and create a baseline. The default baseline record is used to record the baseline of the project, and project managers are not allowed to reset this baseline without permission. Project managers are allowed to store only one copy of each project on the server.

The Standard calendar includes all standard resource holidays.

##### Existing Resource Environment

The human resource department needs a Web-based month-by-month report that includes the total hours worked by each resource.

#### BUSINESS REQUIREMENTS

##### General Project Management Requirements

Lisa Miller, the manager of a critical project, must report any delays within the project of more than five days to the project management office (PMO).

##### Reporting Requirements

It is difficult for Lisa Miller to ascertain which delays need to be reported to the PMO. She needs a graphical indicator to direct her to the specific tasks.

The Northwind2U program manager has replaced a resource and needs to report on the impact of this specific change. The report must show the week-by-week change in planned costs for the entire program.

The Northwind2U program director wants to create a new project view in Microsoft Office Project Web Access that shows all project milestones. This view must be based on the current project tracking view.

2: You need to implement the Testing teams task-assignment requirement. What should you do?

A. Create a generic resource. Assign all tasks to the generic resource.

B. In Microsoft Office Project Professional 2007, set the booking type of each resource to Proposed.

C. Create a Team Resource. Assign all tasks to the Team Resource. Assign all the Testing team members to the same Team Resource.

D. Assign generic resources to the project. Instruct the Testing team leader to assign specific

resources to tasks by using the matching function in Project Web Access.

**Correct Answers: C**

3: You need to resolve the scheduling conflict associated with the Northwind2U program. What should you do?

A.Create an enterprise calendar for all the outsourced projects that accounts for the development vendors local holidays.

B.Create an enterprise calendar for the development vendor that accounts for the development vendors local holidays.

C.Create an administrative time record, and have the development vendor record local holidays in it.

D.Add the development vendors local holidays to the Enterprise Standard calendar.

**Correct Answers: B**

4: You need to resolve Matt Hinks issue of data discrepancy in Microsoft Office Project Web Access views. What should you do?

A.Publish all projects.

B.Rebuild the OLAP cube.

C.Cancel all jobs in the queue.

D.Check in all enterprise projects.

**Correct Answers: B**

5: You need to resolve the PMO managers issue with timesheet information. On the Server Settings page, what should you do first?

A.Set up timesheet periods.

B.Set the default tracking method.

C.Set the default reporting units to days.

D.Set the timesheet grid column units to days.

**Correct Answers: B**

6: You need to develop the report for the human resources department. What should you do?

A.Create a Project Center view to display total hours worked.

B.Create a project detail view to display an assignment summary.

C.Create a Data Analysis view to display hours worked, by resource.

D.Create a Resource Usage view to display hours worked, by resource.

**Correct Answers: C**

7: You need to resolve the problem the PMO manager encountered when creating a Data Analysis view. What should you do?

A.Republish all project plans.

B.Check the queue and process all outstanding jobs.

C.Add the new view to the PMO manager's security profile.

D.Add the new custom field to the cube as a new cube dimension, using the cube configuration.

**Correct Answers: D**

8: You need to meet Lisa Millers reporting requirements. What should you do?

- A. In Microsoft Office Project Professional 2007, create a custom date field for projects.
- B. In Microsoft Office Project Professional 2007, create a custom date field for assignments.
- C. In Microsoft Office Project Web Access, create a calculated enterprise task custom field.
- D. In Microsoft Office Project Web Access, create a calculated enterprise project custom field.

**Correct Answers: C**

9: You need to update the Northwind2U program to reflect the change of resource, and then deliver the requested report. What should you do before you begin the update?

- A. Overwrite the default baseline for reporting purposes.
- B. Set a baseline that has not previously been used for reporting purposes.
- C. Create a copy of the project on the server for comparison to the updated project.
- D. Save a copy of the project as a Microsoft Office Project Professional 2007 project file.

**Correct Answers: B**