



**Vendor: Microsoft**

**Exam Code: 74-343**

**Exam Name: Managing Projects with Microsoft Project  
2013**

**Version: Demo**

### QUESTION 1

You use Project Professional 2013 to manage a project that has customer-required milestone completion dates. You need to see graphically that your milestones have slipped beyond your customer-required dates. What should you add to the project milestones?

- A. a Must finish on constraint
- B. a finish date
- C. a deadline
- D. a Finish no later than constraint

**Correct Answer: C**

### QUESTION 2

You manage a project by using Project Professional 2013. 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**

### QUESTION 3

You are a program manager. Your project managers use Project Professional 2013 to manage projects. The project managers want to utilize the same resources across their projects. You need to combine the projects, as well as the project resources, to see allocations across the projects. What should you do?

- A. Copy and paste all resource assignments into a Master file.
- B. Share resources from an external resource pool.
- C. Create a Master project and insert subprojects by using Link to project.
- D. Open all projects in a new window.

**Correct Answer: B**

#### QUESTION 4

Your company uses Project Standard 2013 to track project progress. You need to accurately calculate cost performance index (CPI) as a health indicator. Which three actions should you perform? (Each correct answer presents part of the solution. Choose three.)

- A. Ensure there is a value in the Status Date field.
- B. Ensure there is a value in the Standard Rate field.
- C. Ensure Task Dependencies exist in the schedule.
- D. Enter actual progress information.
- E. Level resources within available slack.

**Correct Answer: ABD**

#### QUESTION 5

You are a project manager who uses Microsoft Excel 2013. Your company decides to migrate all of the current projects in Microsoft Excel 2013 to Project Professional 2013. They allow all employees to spend 8 hours migrating each project plan. Your current and unique project plan has 462 tasks with duration in days, and resources have been assigned and named. You have a status meeting in two days. You need to provide your project's information by using Project Professional 2013. What should you do?

- A. Create a new project plan in Project Professional 2013 and use the Gantt Chart Wizard to import from an Excel Workbook.
- B. Rename the Excel file from .xlsx to .mpx, and open it by using Project Professional 2013, activating the Mapping Excel Workbook feature. Map tasks, durations, and resources assigned into Microsoft Project fields.
- C. Open the Excel File .xlsx directly from Project Professional 2013, which will convert and map tasks, durations, and resources assigned into Project fields.
- D. Create a VBA macro by using the Excel Record Macro feature to import all tasks, durations, and resources assigned from Excel into your new Project Professional 2013 project plan.

**Correct Answer: C**

#### QUESTION 6

Your organization uses Microsoft Project 2013. You are finalizing the Project Schedule for a very complex project with over 100 resources. You need to ensure that all tasks are assigned to resources. What should you do?

- A. Use Task Usage view and look for Unassigned tasks.
- B. Use Resource Graph view and look for the Unassigned resource name.
- C. Use Resource Usage view and look for the Unassigned resource name.
- D. Use Resource Sheet view and look for Unassigned tasks.

Correct Answer: C

### QUESTION 7

#### Drag Drop

Your company uses Project Professional 2013. You are a program manager in charge of a multi-program software integration project. The project is scheduled from January 1, 2012-August 3, 2013. You have a consultant resource that charges a different rate based on each task completed. Tasks 1 through 9 are billed at a rate of \$150.00 per hour. Tasks 10 through 20 are billed at a rate of \$175.00 per hour. You need to set up your schedule to ensure that the correct resource rate is associated with the correct tasks. Which two actions should you perform in sequence?

To answer, move the appropriate two actions from the list of actions to the answer area and arrange them in the correct order.

#### Select and Place:

	Answer Area
Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select A in the Cost Rate Table column. For Tasks 10-20, select A in the Cost Rate table.	
In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter a standard rate of \$150.00. In the second row of the Cost Rate table, enter effective date of 1/15/2013 and enter a standard rate of \$175.00.	
Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select A in the Cost Rate table column. For Tasks 10-20, select B in the Cost Rate table.	
In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter \$150.00 in the standard rate. In Tab B of the Cost Rate table, enter \$175.00 in the standard rate.	

Correct Answer:

	Answer Area
<p>In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter a standard rate of \$150.00. In the second row of the Cost Rate table, enter effective date of 1/15/2013 and enter a standard rate of \$175.00.</p>	<p>Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select A in the Cost Rate table column. For Tasks 10-20, select B in the Cost Rate table.</p>
<p>In the Resource Sheet view, open the <b>Resource Information</b> dialog box. In Tab A of the Cost Rate table, enter \$150.00 in the standard rate. In Tab B of the Cost Rate table, enter \$175.00 in the standard rate.</p>	<p>Add the Cost Rate table to the Task Usage view. For Tasks 1-9, select A in the Cost Rate Table column. For Tasks 10-20, select A in the Cost Rate table.</p>

#### QUESTION 8

You are a project manager who uses Project Professional 2013. You work on a construction project that requires propane as a fuel source for your equipment. The foreman requires that you enter project costs associated with all work completed on your project. The propane costs \$5.00 per gallon, and the tank holds 500 gallons of propane. Each time the tank is refilled, you must pay a fee of \$20. You need to enter the propane costs into your project schedule prior to filling the propane tank for the first time. What should you do?

- A. Create a material resource with a material label of gallons. Enter \$20 in the cost per use and \$5.00 in the standard rate.
- B. Create a cost resource, add the resource to a task, and enter \$25 in the actual cost.
- C. Create a material resource with a material label of gallons. Enter \$20 in the standard rate and \$5.00 in the cost per use.
- D. Create a cost resource, add the resource to a task, and enter \$2520 in the actual cost.

**Correct Answer: B**

#### QUESTION 9

You are a project manager for a software development company. You use Project Professional 2013. You manage an integration project, and you discover that you need to add additional resources to the integration tasks in order to meet your development complete milestone date. The project is behind schedule, so you must shorten the duration of the integration development work. You identify two additional resources to work on the integration task. When you add these resources, your task now shows it will complete three days ahead of schedule, which leaves a contingency window for issues that may arise. In order to shorten the duration of the task when the resources are added, you need to set the task type before adding the resources. What should you do?

- A. Use an automatically scheduled task and set the task type to fixed duration.
- B. Use a manually scheduled task and set the task type to fixed work.
- C. Use an automatically scheduled task and set the task type to fixed work.
- D. Use a manually scheduled task and set the task type to fixed duration.

**Correct Answer: C**

#### QUESTION 10

You are a project manager, and your organization uses Project Professional 2013. 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**

#### QUESTION 11

You are a senior project manager, and your organization uses Project Standard 2013. You are managing a large ERP project with both part-time and full-time resources. The part-time resources have strict contractual limitations regarding working days and hourly availability. You need to make sure the tasks for your part-time resources are only scheduled in the calendar during their agreed-upon working days and hours. What should you do?

- A. Change the part-time resources' tasks to manually scheduled to ensure the dates do not go past the agreed-upon terms of their contract.
- B. Enter the availability start and end dates for each resource and change the percent of units to the agreed-upon amount in their contract.

- C. Enter the availability start and end dates for each resource and change the working time for each resource to only include days and hours agreed upon in their contract.
- D. Change the part-time resources' units to the percentage they are available and set task constraints to must finish on to ensure the dates do not go past the agreed-upon terms of their contract.

**Correct Answer: C**

#### **QUESTION 12**

Your organization uses Project Professional 2013. A senior stakeholder in a project asks you to determine when a task is over budget by comparing the baseline cost of a task to the cost. Additionally, the senior stakeholder wants you to display a graphic indicator when the baseline cost is greater than the cost. You write a formula to display the indicator, but it only displays for normal tasks and not for summary tasks. You need to make the indicator display for summary tasks. Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

- A. Within the Custom Field, set Calculation for task and group summary rows to Use Formula.
- B. Within the Custom Field, set Calculation for task and group summary rows to Maximum.
- C. Within the Graphical Indicators dialog box, check the Import Indicator Criteria button.
- D. Within the Graphical Indicators dialog box, check Summary rows inherit criteria from nonsummary row.

**Correct Answer: AD**

#### **QUESTION 13**

You are a project manager, and you successfully complete a server consolidation project for one of your data centers. You use Project Standard 2013 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**

**QUESTION 14**

You are project manager who uses Project Professional 2013. Your organization uses Microsoft SharePoint 2013 and uses a SharePoint task list to define the tasks required on an upcoming project. The task list contains over 100 items. You need to create a project based on the tasks in the SharePoint list in the most efficient manner. What should you do?

- A. Export the tasks into Microsoft Excel and then import the Excel file into Project Professional 2013.
- B. Edit the Project Summary Task hyperlink column to point to the SharePoint task list and click the Import button.
- C. Open the tasks directly from the SharePoint site into Project Professional 2013.
- D. Copy and paste the tasks from SharePoint into Project Professional 2013.

**Correct Answer: C**

**QUESTION 15**

You are a project manager who uses Project Standard 2013. You have been told to build multiple project files for a program. You need to have all of your projects start with auto scheduled tasks by default. What should you do?

- A. Under schedule options, set New tasks created to Auto Scheduled for each project.
- B. Use the Task Mode field to change the first task to Auto Schedule, then copy down for all of your tasks.
- C. Under schedule options, set New tasks created to Auto Scheduled for all new projects.
- D. Highlight all of the tasks in your schedule and select the Auto Schedule button.

**Correct Answer: C**



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