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Question: 1

In Microsoft Office Project Web Access, you create an activity plan with a resource plan for a simple project. The plan is currently saved, but not published, to Microsoft Office Project Server 2007. You need to identify which tasks have assigned resources. What should you do?

- A. In the activity plan, review the resource assignments.
- B. In the resource plan, review the committed resources.
- C. On the Resource Center page, review the team assignments.
- D. On the Resource Center page, review the resource assignments.

Answer: A

Question: 2

You create a resource plan for a proposal in Microsoft Office Project Web Access. The proposal is approved, and you now need to create a project plan. You need to transfer the resources you used in the resource plan to the project plan. What should you do?

- A. Set the resource plan options to calculate resource utilization from the project plan.
- B. Set the resource plan options to calculate resource utilization from the resource plan.
- C. Synchronize the resources from the resource plan to the project plan on the Team Builder page.
- D. Assign the resources on the Build Resource Plan Team page.

Answer: C

Question: 3

You create a proposal in Microsoft Office Project Web Access. You want to publish the proposal, although resource assignments are not yet approved. You need to assign named resources without changing their availability in Microsoft Office Project Server 2007. What should you do?

- A. Assign generic resources to the proposal, and then publish it.
- B. Assign team resources to the proposal, and then publish it.
- C. Publish the proposal, and publish the resource plan.
- D. Publish the proposal, and save the resource plan.

Answer: D

Question: 4

As a service manager, you are responsible for service requests. Working in Microsoft Office Project Web Access, you need to set up a process so that available service personnel can assign themselves to the next unassigned request. First, you create an activity plan. What should you do next?

- A. Create the tasks, and then assign each task to a resource.
- B. Create the tasks, and then assign all the tasks to a resource team.
- C. Create a resource plan, but do not assign any tasks to resources.
- D. Publish the activity plan, and then direct resources to reassign work.

Answer: B

Question: 5

You have created a proposal in Microsoft Office Project Web Access. Some of your resources will be working part time. You need to capture the types of resources and the estimated effort required from these resources over the duration of the project. What should

you do?

- A. Use the team builder to add resources to the proposal, assign them to tasks, and then publish the proposal.
- B. Publish the proposal, and create a resource plan. Then use the team builder to add resources, and publish the resource plan.
- C. Use the team builder to add generic resources to the proposal, assign them to tasks, and then publish the proposal.
- D. Change the resource utilization to calculate from the resource plan.

Answer: B

Question: 6

You have a list of tasks to manage by using Microsoft Office Project Server 2007. In Microsoft Office Project Web Access, you need to detail these tasks in a manner that allows for assignment of resources and promotion to a project plan. What should you do?

- A. Create a proposal, and then assign resources to tasks.
- B. Create a Microsoft SharePoint task list, and then make it visible to senior management.
- C. Create a Microsoft SharePoint task list, and then make it visible to the relevant resources.
- D. Add tasks to your timesheet to show the proposed work.

Answer: A

Question: 7

You are preparing a project plan in Microsoft Office Project Professional 2007. You are collaborating with your colleagues in the plan development process. You need to store the project plan in a central location without its assignments appearing on the My Tasks page for any resource. What should you do?

- A. Publish the project plan to Microsoft Office Project Server 2007.
- B. Save a workspace for the project plan in Microsoft Office Project Professional 2007.
- C. Save the project plan to Microsoft Office Project Server 2007.
- D. Provision a project workspace site in Microsoft Office Project Server 2007.

Answer: C

Question: 8

You manage several resources who report both project and operational work. The projects, which are tracked on the project level, are published to Microsoft Office ProjectServer 2007. The operational work is published as activities. You need to review the reported work. What should you do?

- A. In Microsoft Office Project Web Access, review the status reports of your resources.
- B. In Microsoft Office Project Web Access, review the task updates of your resources.
- C. In Microsoft Office Project Web Access, review the timesheets of your resources.
- D. In Microsoft Office Project Professional 2007, review the updates to each project.

Answer: C

Question: 9

You enter hours for your project activities in a timesheet in Microsoft Office Project Web Access. You are told to begin reporting non-project hours. You need to report non-project work for the current reporting period. What should you do?

- A. Create new tasks on the Task Updates page, and then record your non-project actual work in these tasks.
- B. Create a new timesheet on the My Timesheets page, and then add lines for non-project activities.
- C. Import your existing timesheet data into task updates.

D. Log an administrative time request for the last reporting period.

Answer: B

Question: 10

You are developing a project that is published to Microsoft Office Project Server 2007. You have identified the resources you want to work on your project. In Microsoft Office Project Web Access, you need to propose these resource assignments so that senior management can review and approve them. What should you do?

- A. Assign generic resources to the tasks in your plan, with a booking type of Proposed. Then replace the generic resources with named resources after you get approval.
- B. Assign the named resources you want to the tasks in your plan, with a booking type of Proposed. Then change the booking type to Committed after you get approval.
- C. Assign generic resources to the tasks in your plan, with a booking type of Committed. Then replace generic resources with named resources after you get approval.
- D. Assign the named resources you want to the tasks in your plan, with a booking type of Committed. Then save the plan, and publish it after you get approval.

Answer: B

Question: 11

A project that is saved to Microsoft Office Project Server 2007 currently contains generic resources. The next step is to replace the generic resources with named resources who are available to work on your project. From the Build Team from Enterprise screen in Microsoft Office Project Professional 2007, you need to request a named resource from the enterprise resource pool for each generic resource. What should you do?

- A. Replace each generic resource with an enterprise resource, and then book that resource as Committed.
- B. Replace each generic resource with an enterprise resource, and then book that resource as Proposed.
- C. Replace each generic resource with an enterprise resource, and then use Assign Resources to modify each assignment for this resource by setting the R/D field to Request.
- D. Replace each generic resource with an enterprise resource, use Assign Resources to modify each assignment for this resource by setting the R/D field to Request, and then level all resources to ensure availability.

Answer: B

Question: 12

You are asked to provide your project status. It should include key issues, risks, current tasks, deliverables, and other project information. In Microsoft Office Project Web Access, you need to present a view of the project status on a single page. What should you do?

- A. Modify the project workspace home page to include the relevant Web parts.
- B. In an e-mail message, provide hyperlinks to the relevant pages.
- C. View the Project Center page.
- D. View the Project Details page.

Answer: A

Question: 13

You use Microsoft Office Project Professional 2007 to assign resources to tasks. Using the Build Team from Enterprise feature, you need to propose assignment of named resources to your project tasks in place of generic resources. What should you do?

- A. Select matching named resources, and add them to your project with a Proposed booking type.

- B. Replace generic resources with matching named resources with a Proposed booking type.
- C. Set a filter to exclude generic resources, and add named resources to your project plan with a Proposed booking type.
- D. Select matching named resources, and add them to your project with their default booking type.

Answer: B

Question: 14

You are working on a project that is saved to Microsoft Office Project Server 2007. In the past 2 days, your project team has made significant progress on a task, but it is still not complete. You need to inform the project sponsor about this progress. What should you do?

- A. In Microsoft Office Project Professional 2007, submit a new status report request to the project sponsor.
- B. In Microsoft Office Project Professional 2007, submit an unrequested status report to the project sponsor.
- C. In Project Server, change the status report request frequency to weekly.
- D. In Project Server, change the status report request frequency to every day.

Answer: B

Question: 15

In a project that is published to Microsoft Office Project Server 2007, each task has both a generic resource and a matching proposed named resource assigned. You receive approval to use these named resources for the proposed assignments. You need to commit the named resources in your plan as replacements for the generic resources. What should you do?

- A. Change the booking type of the named resources from Proposed to Committed, remove the generic resources, and then publish the plan.
- B. Change the booking type of the generic resources from Proposed to Committed, change the booking type of the named resources from Proposed to Committed, and then publish the plan.
- C. Change the booking type of the generic resources from Proposed to Committed, replace them with named resources, and then publish the plan.
- D. Add the named resources to your plan, using a booking type of Committed.

Answer: A

Question: 16

You are responsible for managing ten resources who work on multiple projects that are published to Microsoft Office Project Server 2007. Your organization requires that resources spend no more than 20 percent of their time on administrative tasks. You need to monitor resource time for the requirement that non-project time must not exceed 20 percent. What should you do?

- A. Require your resources to submit their timesheets to you in Microsoft Office Project Web Access for your review and approval.
- B. Require your resources to send a weekly status report from Microsoft Office Project Web Access to show their upcoming work.
- C. In Microsoft Office Project Web Access, build a Data Analysis view to display the availability of your resources.
- D. In Microsoft Office Project Web Access, review the resource assignments to ascertain which projects and tasks your resources are working on.

Answer: A

Question: 17

You are the project manager for a consulting company that is deploying Microsoft Office Project Server 2007. Your administrator has

set up the ability to track non-billable time in the timesheet system; however, this line does not appear in your timesheet. In Microsoft Office Project Web Access, you need to configure your timesheet to track non-billable time for all your tasks in the timesheet. What should you do?

- A. Add administrative time categories for billable and non-billable time.
- B. Select the Show/Hide Non-Billable Work setting in the timesheet.
- C. Add a task with a non-billable classification.
- D. Select the Show/Hide Overtime Work setting in the timesheet.

Answer: B

Question: 18

You are assigned to tasks in projects and in non-project activities that are published to Microsoft Office Project Server 2007. You need to record the hours you work on assigned tasks. What should you do?

- A. In Microsoft Office Project Web Access, on the My Tasks page, create a new task for each task and activity.
- B. In Microsoft Office Project Web Access, create a timesheet for all projects worked on in the current period.
- C. In Microsoft Office Project Web Access, create a timesheet for all tasks worked on in the current period.
- D. In Microsoft Office Project Professional 2007, enter your work hours directly into the project.

Answer: C

Question: 19

You are a resource manager. One of the resources assigned to a project that is published to Microsoft Office Project Server 2007 has submitted a timesheet with incorrect actual hours for a project activity. You need to ensure that the number of hours is corrected and that a historical record of this transaction is logged. What should you do?

- A. Accept all activities, and then request a new status report from the resource.
- B. Have the resource correct the timesheet when it is imported into task updates.
- C. Reject the timesheet, and then add a comment describing the error.
- D. In Microsoft Office Project Professional 2007, update the total work for the assignment, and then save and publish the project.

Answer: C

Question: 20

You are developing a project plan that is saved to Microsoft Office Project Server 2007. The project was created with generic resources assigned to tasks. In Microsoft Office Project Web Access, you need to substitute named resources for the generic resources in the plan. What should you do?

- A. Create and publish a new activity plan for the project, build a team for the activity plan using named resources, and then assign the tasks in the activity plan to the named resources.
- B. Create and publish a new activity plan for the project, build a resource plan for the activity plan using named resources, and synchronize the plans resources to the resource plan. Then assign the tasks in the activity plan to the named resources.
- C. On the Build Team page for the project, remove generic resources, and add named resources.
- D. On the Build Team page for the project, replace the generic resources with named resources.

Answer: D

Question: 21

Your organization tracks deliverables in Microsoft Office Project Server 2007. You need to create a report listing the total number of deliverables in the entire project portfolio. What should you do?

- A. In Microsoft Office Project Web Access, create a Data Analysis view.
- B. In Microsoft Office Project Web Access, create a Project Center view.
- C. In Microsoft Office Project Web Access, create a filter on any Project Center page.
- D. From a project workspace site, export the Deliverables grid to a Microsoft Office Excel worksheet.

Answer: A

Question: 22

In Microsoft Office Project Professional 2007, you have a project plan that has a task linked to a deliverable in another project. The Gantt chart shows that the other project deliverable finish date is a week in the future. You need to move your task to match the deliverable finish date. What should you do?

- A. In the Dependency pane, select Get Updates.
- B. In the Dependency pane, select Accept Changes from the Server for the appropriate deliverable.
- C. Set a deadline on the task.
- D. Update the Start date of the task.

Answer: D

Question: 23

In a project that is published to Microsoft Office Project Server 2007, your resources submit their progress updates to you for approval. You are leaving on vacation for 2 weeks. You need to ensure that another project manager can approve resource task updates while you are gone. What should you do?

- A. In Microsoft Office Project Web Access, create surrogate timesheets for your resources before you leave on vacation.
- B. In Microsoft Office Project Web Access, on the Resource Center page, change the timesheet manager for your resources to the other project manager.
- C. In Microsoft Office Project Professional 2007, set the assignment owner for all project tasks to the temporary project manager.
- D. In Microsoft Office Project Professional 2007, set the status manager for all project tasks to the temporary project manager.

Answer: D Question: 24

You are tracking a set of projects that are saved to Microsoft Office Project Server 2007. Your organization's directors have requested a weekly report displaying the progress of all active projects. They want to see cost and work grouped by a custom field for product. They cannot log on to Microsoft Office Project Web Access. In Project Web Access, you need to supply this report. What should you do?

- A. On the Status Reports page, submit an unrequested status report to the directors.
- B. On the Project Center page, create a new activity, and associate the custom field for product with it. Then export the grid to a Microsoft Office Excel worksheet.
- C. On the Project Center page, group by product, and then export the grid to a Microsoft Office Excel worksheet.
- D. On the Data Analysis page, create a view that groups cost and work by the custom field for product.

Answer: C

Question: 25

You manage a set of projects that are saved to Microsoft Office Project Server 2007. You have been asked to generate a report for each project that displays the work performed by day and that can be filtered based on a customer custom field. In Microsoft Office Project Web Access, you need to create this view. What should you do?

- A. On the Project Center page, create a view that contains the customer custom field so that it can be filtered.

- B. On the Project Center page, create a view in which the customer custom field has Show Date and Time enabled.
- C. On the Data Analysis page, create a view that displays baseline work information by day and project with the customer custom field as a filter value.
- D. On the Data Analysis page, create a view that displays actual work information by day and project with the customer custom field as a filter value.

Answer: D

Question: 26

You receive a status report from your project team on the first Monday of each month. You now want the team to provide a status report every Monday instead. In Microsoft Office Project Web Access, you need to receive a single weekly status report, while retaining the old monthly reports. What should you do?

- A. Create a new status report request with weekly frequency.
- B. Edit the status report request, changing the frequency to weekly.
- C. Delete the old status report request, and create a new request with weekly frequency.
- D. Create a new status report request with a frequency of every second Monday, another with a frequency of every third Monday, and another with a frequency of every fourth Monday.

Answer: B

Question: 27

You are the manager of a set of projects that are saved to Microsoft Office Project Server 2007. Several risks are associated with these projects. You need to display the status of all risks assigned to you in all projects. What should you do?

- A. On the project workspace site, create a view of the risks list that displays only the items with your name in the Owner field.
- B. On the project workspace site, create a view of the risks list that displays only the items with your name in the Assigned to field.
- C. In Microsoft Office Project Web Access, display the Issues and Risks page.
- D. In Microsoft Office Project Web Access, create a risks list, and then add the associated risks Web part to the home page.

Answer: C

Question: 28

You are managing a project schedule that is published to Microsoft Office Project Server 2007. Your resources submit task updates from Microsoft Office Project Web Access. Using the resource updates, you need to update the project schedule and make resource progress visible in Project Web Access. What should you do?

- A. In Microsoft Office Project Professional 2007, apply the resource updates, and then save the plan.
- B. In Project Web Access, accept the resource updates, and then save the plan.
- C. In Project Web Access, approve the resource timesheets, and then save the plan.
- D. In Project Web Access, accept the resource updates, and then publish the updates.

Answer: D

Question: 29

In a project that is saved to Microsoft Office Project Server 2007, you have developed the contingency plan for a risk that has already been created and associated with a task. You need to make this contingency plan visible whenever anyone views the risk. What should you do?

- A. In Microsoft Office Project Web Access, create a risks list, and then document the contingency plan within the list.

- B. In Microsoft Office Project Web Access, update the existing risk item with the contingency plan.
- C. In Microsoft Office Project Web Access, create a new activity that includes the steps of the contingency plan.
- D. In Microsoft Office Project Professional 2007, on the task associated with the risk, create a note explaining the contingency plan.

Answer: B

Question: 30

You manage a project that is saved to Microsoft Office Project Server 2007. An issue associated with your project has changed. Working on the project workspace site, you need to update the issue. What should you do?

- A. Delete the original issue, and create a new issue with the updated information.
- B. Create a new risk, and then link it to the issue.
- C. Edit the issue.
- D. Create a new issue with the updated information, and then link the new issue to the original issue.

Answer: C

Question: 31

Resources have submitted time worked for a project that is published to Microsoft Office Project Server 2007, and you have accepted their updates into the plan. However, when you view a report on the Data Analysis page of Microsoft Office Project Web Access, you notice that the updates are not in the report. You need to generate a report now that contains the latest information. What should you do?

- A. In Microsoft Office Project Professional 2007, save the project plan.
- B. In Microsoft Office Project Professional 2007, publish the project plan.
- C. In Project Web Access, publish the project plan, and then refresh the view.
- D. In Project Web Access, publish the project plan, and then rebuild the cube.

Answer: D

Question: 32

In a project that is published to Microsoft Office Project Server 2007, your resources enter actual work and remaining work for their tasks and submit the updates to you. You need to see the impact of these updates in Microsoft Office Project Web Access before accepting them. What should you do?

- A. On the Task Updates page, preview the updated tasks.
- B. On the Data Analysis page, add the project data to the pivot table.
- C. Display the Project Details page in the default Tasks Schedule view.
- D. Display the Project Center page in the default Tracking view.

Answer: A

Question: 33

You create and save a project schedule in Microsoft Office Project Professional 2007. You need to add some deliverables to your project tasks. However, the Manage Deliverables feature is not available. What should you do?

- A. Publish the project plan with a project workspace site.
- B. Save the project plan as a workspace.
- C. Save the project plan to a project workspace site.
- D. Use the Manage Dependencies on Deliverables feature.

Answer: A

Question: 34

In Microsoft Office Project Web Access, you want to analyze the work performed on your projects over the last 2 years. You need to extract tabular information grouped by year, month, team, and resource. What should you do?

- A. For each project, export the project's default Gantt view to a Microsoft Office Excel worksheet. Then combine the worksheets into a pivot table.
- B. For each project, export the projects unsubmitted timesheets to a Microsoft Office Excel worksheet. Then combine the worksheets into a pivot table with the required fields.
- C. On the Data Analysis page, create a pivot chart with the required fields, and then save the pivot chart as an image.
- D. On the Data Analysis page, create a pivot table with the required fields, and then export it to a Microsoft Office Excel worksheet.

Answer: D Question: 35

In a project that is published to Microsoft Office Project Server 2007, some tasks are dependent on an external task. In Microsoft Office Project Web Access, you want to inform the relevant resources that they can begin their tasks. You need to use a status report to record completion of the external task. What should you do?

- A. Create a new status report request, and then add a custom section for reporting readiness to begin work on the dependent tasks.
- B. Create a new status report request with only a custom section for reporting readiness to begin work on the dependent tasks.
- C. Submit an unrequested status report to specify tasks that are scheduled to start next period.
- D. Submit an unrequested status report to specify that the external task is complete.

Answer: D

Question: 36

You manage a project that is published to Microsoft Office Project Server 2007. A resource has quit his job, and a replacement has been hired. In Microsoft Office Project Professional 2007, you need to replace the old resource on all of his remaining scheduled work with the new resource. What should you do?

- A. In the Assign Resources dialog box, replace the old resource with the new resource.
- B. Assign the new resource to the project. Then in the Resource Usage view, copy all of the old resources tasks to the new resource.
- C. Break each task to which the old resource is assigned into two: a completed task and a task with remaining work. Then assign the remaining work to the new resource.
- D. Clear the actual work from all the tasks to which the old resource is assigned. Then globally replace the old resource with the new resource.

Answer: A

Question: 37

You manage a portfolio of projects that are saved to Microsoft Office Project Server 2007. You are asked to provide detailed information about individual resource utilization on all tasks in all of your projects. Using Microsoft Office Project Web Access, you need to examine all scheduled work for all project resources. What should you do?

- A. On the Project Center page, display the default Work view to examine the work being done on all your projects.
- B. On the Data Analysis page, create a pivot table with the Work, RBS, and Month fields to examine the work being done on all your projects.
- C. On the Resource Center page, display the availability of the resources on all your projects.
- D. On the Resource Center page, display the assignments of the resources on all your projects.

Answer: D

Question: 38

You hire a new resource for project work. All resources must be authenticated to Microsoft Office Project Server 2007 using Windows Authentication. You need to assign tasks to this new resource, before the resource has a Windows account. What should you ask the administrator of Project Server to do?

- A. Add a new resource to the enterprise resource pool, and do not allow the resource to log on to Microsoft Office Project Server 2007 until the resource has a Windows account.
- B. Add a new resource to the Resource Center, and use Forms Authentication until the resource has a Windows account.
- C. Add a new user to the Manage Users page, and allow the user to be assigned as a resource.
- D. Add a new user to the Manage Users page, and prevent Active Directory synchronization for this user.

Answer: A

Question: 39

You manage a project that is saved to Microsoft Office Project Server 2007. One of the resources working on the project is an external contractor. His cost to the project is a fixed price per hour of work performed. To add this resource to the enterprise resource pool, you fill out a new resource form on the Resource Center page in Microsoft Office Project Web Access. You need to track the cost of this resource to the project as he completes work and submits his timesheets. What should you do?

- A. Set the resource type to Cost.
- B. Set the resource type to Cost, and select the Budget check box.
- C. Set the resource type to Work.
- D. Set the resource type to Work, and select the Budget check box.

Answer: C

Question: 40

In a project that is published to Microsoft Office Project Server 2007, resources reassign tasks to other resources as necessary. You need to identify tasks that have been reassigned. What should you do?

- A. Schedule the e-mail reminder service to run every day at 12:00 noon.
- B. Create a task to check when a resource reassigns a task.
- C. Review the Task Updates page.
- D. Set up a rule to approve all task assignments.

Answer: C

Question: 41

You publish all project plans for the next fiscal year to Microsoft Office Project Server 2007. You assign generic resources to the tasks of these project plans. Each named resource in your organization is associated with one role. Each role maps to one of the generic resource names. In Microsoft Office Project Web Access, you need to compare the utilization of all generic resources with the availability of all named resources. Where can you compare this information?

- A. On the Resource Assignments page
- B. On the Project Center page
- C. On the Resource Center page
- D. On the Data Analysis page

Answer: D

Question: 42

You have a project plan with resources that are associated with one of two calendars: one for a country where resources work 39 hours per week, and one for a country where resources work 38 hours per week. You import the project plan into Microsoft Office Project Server 2007. After the import, you notice that the dates of the tasks are different. You need to make sure that the dates are set to the way they were before the import. You create one enterprise calendar for each country. What should you do next?

- A. Assign the calendar of 39 hours to the project.
- B. Assign the calendar of 38 hours to the project.
- C. Assign the calendars to the resources based on the tasks of the resources.
- D. Assign the calendars to the resources based on the country of the resources.

Answer: D

Question: 43

You create a project and save it to Microsoft Office Project Server 2007. Working in Microsoft Office Project Web Access, you need to display the cost-to-date for each resource on this project. What should you do?

- A. On the Project Center page, display the data in the Earned Value view.
- B. On the Project Details page, display the data in the Resources Earned Value view.
- C. On the Resource Center page, display the resource data.
- D. On the Resource Center page, display the resource assignments.

Answer: B

Question: 44

You are working in Microsoft Office Project Web Access on an activity plan. Task B must not start until after Task A has started. You need to link the tasks in such a way that Task B can start any time after Task A starts. What should you do?

- A. Link the tasks in the activity plan.
- B. Set the start of Task B to be the same as Task A in the activity plan.
- C. Promote the activity to a project, and then in Microsoft Office Project Professional 2007, link the tasks.
- D. Promote the activity to a project, and then in Microsoft Office Project Professional 2007, link Task B to a deliverable associated with Task A.

Answer: C

Question: 45

You are working in Microsoft Office Project Web Access on an activity plan in which Task A and Task B are not linked. However, Task B cannot start until Task A is complete. You need to link the two tasks so that Task B starts when Task A is complete. What should you do?

- A. Set the start date for Task B equal to the finish date for Task A.
- B. Set the start date for Task B to a date after the finish date for Task A.
- C. Set Task B as the predecessor for Task A.
- D. Set Task A as the predecessor for Task B.

Answer: D

Question: 46

In a project plan that is published to Microsoft Office Project Server 2007, a task has a finish date of July 15. If your team completes the task by July 12, team members will get a performance bonus. The bonus date is not a hard constraint, but it should be clearly indicated in the project plan. Using Microsoft Office Project Professional 2007, you need to ensure that the bonus date for the task is marked in Gantt Chart views. What should you do?

- A. Set a Finish No Later Than constraint on the task, and then set the finish date.
- B. Set a Must Finish On constraint on the task, and then set the finish date.
- C. Enter the bonus date as a deadline.
- D. Create a cost resource to represent the bonus.

Answer: C

Question: 47

You use the Risks lists in Microsoft Office Project Web Access to identify and log risks. For each risk, you want to specify a resource who will own the risk and mitigate it until it is closed. In Project Web Access, you need a reminder to appear on the Home page of the resource when you assign the risk. What should you do?

- A. Enter the resource name in the Owner field.
- B. Enter the resource name in the Assigned To field.
- C. Enter the resource name in the Mitigation field.
- D. Link the risk to a task that the resource is working on.

Answer: B

Question: 48

You are working at Johns workstation. He is logged on to Microsoft Office Project Web Access. You want to add a resource to a project plan that is saved to Microsoft Office Project Server 2007, but John does not have permission to perform this operation. You need to log on to Project Web Access as yourself on Johns workstation. What should you do?

- A. Change Johns personal settings.
- B. Use the Welcome menu to sign in as a different user.
- C. On the User Information page, change the Name value from Johns name to your own.
- D. On the Regional Settings page, clear the check box to always follow Web settings.

Answer: B

Question: 49

Your company uses Microsoft Office Project Server 2007. The default tracking method is percent complete. For a single project, you have permission to track tasks based on total actual work. You need to set up the tracking method for this project without disrupting other projects. What should you do?

- A. In Microsoft Project Web Access, change the Project Server default settings to percent complete.
- B. In Microsoft Project Web Access, change the Project Server settings to actual hours and remaining work.
- C. In Microsoft Office Project Professional 2007, change the collaboration options for the project to actual hours and remaining work.
- D. In Microsoft Office Project Professional 2007, change the collaboration options for the project to percent complete.

Answer: C

Question: 50

Your organization uses multiple instances of Microsoft Office Project Server 2007 on test, development, and production servers. On your computer, Microsoft Office Project Professional 2007 has been configured with multiple accounts and has been set to log on automatically with a default account. You need to identify which account you are using. What should you do?

- A. Set a default server in the Project Server Accounts dialog box.
- B. Identify the current server in the Project Server Accounts dialog box.
- C. View the project plan to ascertain whether any tasks have been completed.
- D. From the Help menu select About Microsoft Office Project.

Answer: B

Question: 51

Your organization uses Microsoft Office Project Server 2007. A number of task enterprise custom fields have been defined. You need to ensure that all project managers use a custom view that includes these fields when they develop their project plans. What should you do?

- A. In a blank project, add the task custom fields to a custom view, and then save the project as an enterprise template.
- B. Use the Organizer to add the task custom fields to their projects.
- C. Add the task custom fields to your project workspace site template.
- D. Add the task custom fields to a custom view in the Enterprise Global template.

Answer: D

Question: 52

You are the manager of a project that is published to Microsoft Office Project Server 2007. You want to work on the project, but Microsoft Office Project Professional 2007 is not installed on the computer you are using. You need to use Microsoft Office Project Web Access to add a new resource to your project plan. What should you do?

- A. On the Project Center page, add a new resource to the project by using the Build Team function.
- B. On the Project Center page, edit the project properties, and then save and publish the project plan.
- C. On the Resource Center page, edit the details of the resource you want to add to the project plan.
- D. On the Resource Center page, open the resource you want to add to the project plan, and edit details related to that resource.

Answer: A

Question: 53

You are the manager of a project that is published to Microsoft Office Project Server 2007. You do not know when team members add documents to the Deliverables library of the project workspace site. You need to configure Microsoft Office Project Web Access so that you receive automatic notifications whenever new documents are added to the library. What should you do?

- A. Create an alert for new items in the Deliverables library.
- B. On the Manage My Alerts and Reminders page, change notification options.
- C. On the My Resources Alerts and Reminders page, change notification options.
- D. Subscribe to the Really Simple Syndication (RSS) feed of the Deliverables library.

Answer: A

Question: 54

In your organization, Gantt Chart views on the Project Details page do not show deadlines. You manage a project with multiple deadlines that is saved to Microsoft Office Project Server 2007.

You need to display a Gantt chart with project deadlines without changing any of the views used by other people. What should you

do?

- A. In Microsoft Office Project Web Access, create a new view for the Project Center page that uses the Gantt format.
- B. In Microsoft Office Project Web Access, create a new view for the Project Center page that uses a new Gantt Chart format.
- C. In Microsoft Office Project Web Access, create a new view for the Project Details page that uses a new Gantt Chart format.
- D. In Microsoft Office Project Professional 2007, display the project plan in the Task Sheet view.

Answer: C

Question: 55

An error has been discovered related to a time estimate in a template that is saved to Microsoft Office Project Server 2007. Working in Microsoft Office Project Professional 2007, you need to update the existing template without duplicating the template file. What should you do?

- A. Create a new project based on the enterprise template, make changes to the project plan to resolve the error, and then save the project as a project plan.
- B. Create a new project based on the enterprise template, make changes to the project plan to resolve the error, and then save the project as a template with a new name.
- C. Create a new project based on the enterprise template, make changes to the project plan to resolve the error, and then save the project as a template with the same name as the template with the error.
- D. Create a new project based on a blank template, add all the required elements to the project plan, and then save the project as a project plan with the same name as the template with the error.

Answer: C

Question: 56

In a plan that is published to Microsoft Office Project Server 2007, you have assigned generic resources to the tasks based on required skills. In Microsoft Office Project Professional 2007, you need to replace the generic resource assignments with named resource assignments that have the required skills. What should you do?

- A. Use the Resource Substitution Wizard to replace the generic resources with named resources who have the right skills.
- B. Assign the named resources to your project. Then in the Resource Usage view, copy the assignments from the generic resources to the named resources.
- C. Use the Build Team from Enterprise feature to select all named resources whose skills match those of the assigned generic resources. Then add all relevant resources to your project.
- D. Use the Build Team from Enterprise feature to remove generic resources from the project.

Answer: A

Question: 57

An activity plan that is published to Microsoft Office Project Server 2007 has a task scheduled to take 5 more days. The resource assigned to the task tells you that the task requires 2 more days, instead of 5 more days. In Microsoft Office Project Web Access, you need to update the task so that dependent tasks will be rescheduled. What should you do?

- A. Delete the task in the activity plan, create a new task with 2 days duration, and assign the resource to the new task.
- B. Edit the task details to reduce the duration by 3 days.
- C. Accept the resource timesheet with actual time worked by the resource, but reject the task update.
- D. Submit a surrogate timesheet for the resource with the difference in work reported as administrative non-working time.

Answer: B

Question: 58

You manage a large-scale project that is saved to Microsoft Office Project Server 2007. Several tasks already have a risk associated with them. You are adding additional tasks that will also have this associated risk. In Microsoft Office Project Web Access, you need to track this risk for the new tasks. What should you do?

- A. Assign the risk to the project manager.
- B. Create a new link from the existing risk to the new tasks.
- C. Create a new risk for the new tasks, setting the category of the new risk to the same category as the existing risk.
- D. Create a new issue for the new tasks, setting the category of the new issue to the same category as the existing risk.

Answer: B

Question: 59

You manage a project that is published to Microsoft Office Project Server 2007. The project resources are located in several countries. Each country has a different set of national holidays. You need to ensure that holiday time for each enterprise resource is accounted for in the project plan. What should you do?

- A. In Microsoft Office Project Professional 2007, create a local calendar for each country, and then assign resources to their respective country calendars.
- B. In Microsoft Office Project Web Access, create an enterprise calendar for each country, and then assign resources to their respective country calendars.
- C. In Microsoft Office Project Web Access, create an enterprise calendar for the country in which corporate headquarters is located, and then assign resources to that calendar.
- D. In Microsoft Office Project Web Access, create an enterprise calendar for the country in which most of the project work will be completed, and then assign resources to that calendar.

Answer: B

Question: 60

In a project that is published to Microsoft Office Project Server 2007, a task is scheduled to take 20 hours of work over 4 days. Although only 1 day has elapsed and 5 hours of work have been performed on the task, you receive timesheet and task update information indicating that the task is 50 percent complete. In Microsoft Office Project Web Access, you need to update your published project plan with this information. What should you do?

- A. On the Task Updates page, accept the task update.
- B. On the Timesheet Approvals page, approve the timesheet that includes the task.
- C. On the Timesheet Approvals page, reject the timesheet that includes the task.
- D. On the Review Timesheet Detail page, ensure that the actual work on the task is 10 hours so that the percentage complete will be computed as 50%, and then approve the timesheet that includes the task.

Answer: A Question: 61

You manage a project that is saved to Microsoft Office Project Server 2007. Your organization will make fixed payments of \$10,000 to a subcontractor as the organization approves each work product. Each work product requires multiple tasks. In Microsoft Office Project Web Access, you need to track the fixed payment costs as they are incurred and include these payments in the project costs. What should you do?

- A. Create a Work resource with a standard rate of \$10,000 per unit, and then assign the resource to all project tasks dependent on completion of the work product.
- B. Create a Work resource with a standard rate of \$10,000 per use, and then assign the resource to all project tasks dependent on completion of the work product.

- C. Create a milestone task in the project plan for completion of each work product. Assign a local Work resource with a cost of \$10,000 per use to the milestone tasks.
- D. Create an item in the Deliverables list for each work product. Note in the Description field that each work product costs \$10,000.

Answer: C

Question: 62

A project plan is published to Microsoft Office Project Server 2007. A fixed work task that is scheduled to take 4 days will really take 5 days. Without changing the remaining work on the task, you need to reschedule the task to take 5 days. The revised task must still appear in Microsoft Office Project Web Access on the timesheets of the assigned resources. What should you do?

- A. Change the finish date of the task, and then save the project plan.
- B. Change the actual finish date of the task, and then republish the assignments.
- C. Change the duration of the task to 5 days, and then republish the assignments.
- D. Change the duration of the task to 5 days, and then save the project plan.

Answer: C

Question: 63

You assign resources to a project plan in Microsoft Office Project Professional 2007. Several times a day, other project managers are doing the same. You need to ensure that the resources are available before you assign them. Where can you view availability of resources while you assign them to the project plan?

- A. In a Data Analysis view
- B. In a Resource Assignments view
- C. In a Resource Center view
- D. In the team builder

Answer: D

Question: 64

You manage a portfolio of projects that are saved to Microsoft Office Project Server 2007. Your organization is evaluating whether to take on another project. A key factor in that decision is whether the necessary resources will be available during the next 3 months. Your organization's resources include full-time and part-time regular employees and some contractors with variable schedules. You need to check resource availability to ascertain how much free time the resources required for the new project will have during the next 3 months. What should you do?

- A. In Microsoft Office Project Web Access, on the Resource Center page, display the assignments for the selected resources.
- B. In Microsoft Office Project Web Access, on the Resource Center page, display the availability for the selected resources.
- C. In Microsoft Office Project Web Access, on the Data Analysis page, create a pivot table showing the work, baseline work, and actual work of the required resources for the next 3 months.
- D. In Microsoft Office Project Professional 2007, in the Task Usage view, display the assignments for the next 3 months.

Answer: B

Question: 65

You create a project plan with a resource plan in Microsoft Office Project Server 2007. You can estimate work of individual tasks in the current phase, but you cannot estimate work of individual tasks in the next phase. You do not want to create dummy tasks in the project plan to manage resource utilization. You need to calculate the resource utilization of your project resources based on work in the current phase and the next phase. On what should you base the resource utilization?

- A. The project plan
- B. The resource plan
- C. The project plan for the current phase and the resource plan for the next phase
- D. The hours in the project plan and the full-time equivalents in the resource plan

Answer: C

Question: 66

A project plan is published in Microsoft Office Project Server 2007. The resources include contractors who do not have Project Server user accounts. In Microsoft Office Project Professional 2007, you need to save a version of the file that allows the contractors to modify your plan prior to publishing it. What should you do?

- A. Save the project to Project Server, and then e-mail the URL of your Project Server to the contractors.
- B. Publish the project plan to Project Server, and then e-mail the URL of your Project Server to the contractors.
- C. Select the Work Offline option, save the file, and then e-mail the URL of the Project Server to the contractors.
- D. Save the project plan using the Save for Sharing option, and then e-mail the file to the contractors.

Answer: D

Question: 67

Over the next fiscal quarter, several resources will spend 25 percent of their time on sales support work. You want to allocate this time, but you do not have a license for Microsoft Office Project Professional 2007. In Microsoft Office Project Server 2007, you need to reduce resource availability to account for the sales support tasks. What should you do?

- A. Direct resources to use administrative time entries for the described sales support work.
- B. Create an activity, and then assign resources to tasks.
- C. Create a proposal, and then assign resources to tasks.
- D. Create an activity with a resource plan.

Answer: D

Question: 68

You are managing an activity plan in Microsoft Office Project Server 2007. You identify additional tasks with complex dependencies and multiple resources per task. You need to modify the activity plan to accommodate the additional tasks and allow resources to continue to track their work by using timesheets. What should you do?

- A. Create a new activity plan with the new tasks.
- B. Convert the activity plan into a project, and then add the new tasks.
- C. Export the activity plan to a Microsoft Office Excel worksheet, and use the worksheet to create a task list. Then add the new tasks.
- D. Export the activity plan to a Microsoft Office Excel worksheet, and use the worksheet to create a proposal. Then add the new tasks.

Answer: B

Question: 69

You are working on a proposal for a project that will be published and available in Microsoft Office Project Web Access. For this proposal, tasks have fixed durations, and resources have different availability throughout the timeline of the work. You need to assign resources to the proposal according to their availability. What should you do?

- A. Ensure that resources are not overallocated by assigning only one resource to each task in the proposal.

- B. Build a team for the proposal, and then assign the appropriate resource to each task.
- C. Build a team with team resources for the proposal, and then assign the appropriate team resource to each task.
- D. Create a resource plan for the proposal, and then calculate resource availability from the resource plan.

Answer: D

Question: 70

You create a proposal in Microsoft Office Project Web Access. You need to add part-time resources to your proposal to create a resource profile for this proposal. What should you do next?

- A. Edit the proposal, and add resources by using the team builder.
- B. Open the resource plan, and add resources by using the team builder.
- C. Add resources to the proposal tasks.
- D. Add resources by using the team builder in Microsoft Office Project Professional 2007.

Answer: B

Question: 71

You are tracking a project that is published to Microsoft Office Project Server 2007. Your organization tracks actual hours on the project level, not on the task level. Some of your resources do not have access to a computer and submit their hours on paper timesheets each week. You need to record their time. What should you do?

- A. In Microsoft Office Project Web Access, enter their hours in a resource plan.
- B. In Microsoft Office Project Web Access, enter their hours in surrogate timesheets.
- C. In Microsoft Office Project Web Access, enter their hours as planned administrative time.
- D. In Microsoft Office Project Professional 2007, update their actual hours in the Resource Usage view.

Answer: B

Question: 72

Your organization does not charge training time to projects published to Microsoft Office Project Server 2007. You need to request time off to attend a professional conference, so that your availability is reduced. What should you do?

- A. In Microsoft Office Project Web Access, add a line item to your timesheet.
- B. In Microsoft Office Project Professional 2007, add a project task for the conference, and then republish the plan.
- C. In Microsoft Office Project Web Access, plan administrative time for the conference.
- D. In Microsoft Office Project Web Access, create a personal activity for the conference, but don't publish it.

Answer: C

Question: 73

You create a project with a generic project team. The project is saved to Microsoft Office Project Server 2007. In Microsoft Office Project Professional 2007, you need to assign resources with specific skills to tasks, and then replace them with named resources. The named resources need to see their new assignments. What should you do?

- A. Assign generic resources to the tasks, and then publish the project plan.
- B. Assign generic resources to the tasks. Use the team builder to add named resources to your project plan, and then save it.
- C. Assign yourself to all tasks. Use the Resource Substitution Wizard to replace the assignments, and then publish the project plan.
- D. Assign generic resources to the tasks. Use the Resource Substitution Wizard to replace assignments, and then publish the project plan.

Answer: D

Question: 74

Your organization has just implemented Microsoft Office Project Server 2007. Your status updates consist of hours recorded on the project level. Your resources are still getting accustomed to the new processes. You need to identify which resources have not been using Project Server to record their hours. What should you do?

- A. Review unapproved task updates.
- B. Review status reports.
- C. Review task updates.
- D. Review unsubmitted timesheets.

Answer: D

Question: 75

A proposal is saved to Microsoft Office Project Server 2007. In Microsoft Office Project Web Access, you need to assign named resources to tasks in the proposal so that their availability is updated. What should you do?

- A. Create a resource plan that uses named resources, and then save it.
- B. Use the team builder to assign generic resources to the proposal, and then publish it.
- C. Use the team builder to assign named resources to the proposal, and then publish it.
- D. Use the team builder to assign named resources to the proposal, and then save it.

Answer: C

Question: 76

Your organization tracks time spent on project and non-project work in Microsoft Office Project Web Access. Your job involves both types of work. Project work is tracked on the project level. You need to enter all of your work and submit it for approval. What should you do?

- A. In Microsoft Office Project Web Access, create a personal activity.
- B. In Microsoft Office Project Web Access, create a timesheet.
- C. In Microsoft Office Project Web Access, create an activity plan.
- D. In Microsoft Office Project Professional 2007, create and publish a project.

Answer: B

Question: 77

Your organization tracks resource utilization using Microsoft Office Project Server 2007. Your project time is captured on the task level. You need to be able to record time spent on unplanned, non-project activities. What should you do?

- A. Create a status report request.
- B. Create a new task on your My Tasks page.
- C. Create a new line on your My Timesheets page.
- D. Ask your manager to generate a resource plan.

Answer: C

Question: 78

In a project that is published to Microsoft Office Project Server 2007, your resources record their time as hours per project, instead of hours per task. In Microsoft Office Project Web Access, you need to approve this time. What should you do?

- A. Save task updates on the My Tasks page.
- B. Approve timesheets on the Timesheet Approvals page.
- C. Accept task updates on the Task Updates page.
- D. Accept administrative time on the Administrative Time page.

Answer: B

Question: 79

A number of your project tasks result in written deliverables. For example a task to write a specification results in a document called Specification. As part of reviewing task progress, you want to review the relevant documents. You need to associate the tasks with the documents to make it easy for stakeholders to locate and review the current version of these documents when reviewing project progress. What should you do?

- A. In Microsoft Office Outlook, e-mail the documents to your stakeholders every week.
- B. In Microsoft Office Project Web Access, work on these documents in the Shared Documents library of the project, and link them to the relevant tasks.
- C. In Microsoft Office Project Web Access, work on these documents in the Shared Documents library of the Home page.
- D. In Microsoft Office Project Professional 2007, create hyperlinks to the documents on a shared network drive.

Answer: B

Question: 80

You are managing a project in Microsoft Office Project Server 2007. You need to automatically remind your project team when they have upcoming tasks due for completion. What should you do?

- A. In Microsoft Office Outlook, set up reminders for these tasks.
- B. In your project workspace site settings, set up your user alerts.
- C. In your personal settings, manage your alerts and reminders.
- D. In your personal settings, manage your resources alerts and reminders.

Answer: D

Question: 81

A project plan that is saved to Microsoft Office Project Server 2007 currently proposes generic resources for all tasks. For each generic resource, you need to commit a named resource from the enterprise resource pool. This resource must be available to work on your project. What should you do?

- A. Use a filter that will exclude generic resources and include only enterprise resources with availability during your project. Replace each generic resource with an enterprise resource, and then book that resource as Committed.
- B. Use a filter that will locate generic resources with availability during your project. Replace each generic resource with an enterprise resource, and then book that resource as Committed.
- C. Use a filter that will exclude generic resources and include only enterprise resources with availability during your project. Replace each generic resource with an enterprise resource, and then use Assign Resources to modify each assignment for this resource and demand the resource assignment.
- D. Use a filter that will exclude generic resources. Replace each generic resource with an enterprise resource, and then use Assign Resources to modify each assignment for this resource and demand the resource assignment. Finally, level all resources to ensure that they have availability.

Answer: A

Question: 82

You create a project plan in Microsoft Office Project Server 2007. You need to prevent resources from reassigning tasks in this project plan. What should you do?

- A. Use the collaborate options to prevent resources from reassigning tasks.
- B. Use the global permissions to prevent resources from reassigning tasks.
- C. Set the resource assignments to Demand in the Assign Resources dialog box.
- D. Set the resource assignments to Committed by using the Build Team from Enterprise feature.

Answer: A

Question: 83

You work on enterprise projects that are saved to Microsoft Office Project Server 2007 and local projects that are saved only to your local computer. When working on local projects in Microsoft Office Project Professional 2007, you do not want to be connected to Project Server. However, when you start Project, it connects to Project Server automatically. You need to configure Project to allow you to operate in both modes. What should you do?

- A. Add a new Project Server account to Project.
- B. Change settings within the Enterprise Global template.
- C. Configure Project to control the connection to Project Server automatically.
- D. Configure Project to control the connection to Project Server manually.

Answer: D

Question: 84

In a project that is saved to Microsoft Office Project Server 2007, the value of a custom field for project status is Proposed. You need to change the project status to Active. What should you do?

- A. In Microsoft Office Project Web Access, on the Project Center page, edit the properties of the project plan by setting the custom field for project status to Active.
- B. In Microsoft Office Project Web Access, on the Project Center page, use the Build Team function to change the booking type of the project resources from Proposed to Committed.
- C. On the project workspace site, create a status column in the Deliverables list, and then set the default value of the column to Active.
- D. On the project workspace site, create a status column in the Project Documents library, and then set the default value of the column to Active.

Answer: A

Question: 85

You are the project manager of a project that is saved to Microsoft Office Project Server 2007. This project is reassigned to another project manager. You need to change the owner of the project plan. What should you do?

- A. In Microsoft Office Project Professional 2007, edit the file properties.
- B. In Microsoft Office Project Professional 2007, edit the Project Information fields.
- C. In Microsoft Office Project Web Access, on the Project Center page, edit the properties of the project.
- D. In Microsoft Office Project Web Access, on the Project Center page, use the Build Team function to add the new project manager to the project plan.

Answer: C

Question: 86

In Microsoft Office Project Web Access, you have changed the appearance of a project workspace site by editing some Web parts. You need to restore the original appearance without losing any content. What should you do?

- A. Compare the layout of the view with that of another project workspace site, and remove any extra Web parts.
- B. Compare the layout of the view with that of another project workspace site, and add any missing Web parts.
- C. Compare the layout of the view with that of another project workspace site, and rearrange the Web parts on the page.
- D. Change the look and feel site settings to reset to the site definition.

Answer: D

Question: 87

You are creating a project plan template that can be used by others to forecast budget and resource requirements on upcoming projects. Projects created with this template will be published to Microsoft Office Project Server 2007. You need to prevent projects created with this template from affecting named resource assignments. What should you do?

- A. Set up the template with generic resource assignments.
- B. Set up the template with named committed resource assignments.
- C. Set up the template with committed resource assignments.
- D. In the template, leave the Resource Names field unpopulated.

Answer: A

Question: 88

You want to compare estimates of work to actual work over the last 2 years, across all projects. In Microsoft Office Project Web Access, you need to export work data in a tabular format to a Microsoft Office Excel 2007 worksheet for analysis. What should you do?

- A. In the Resource Center, display the availability of selected resources, and then export the grid to Excel.
- B. On the Data Analysis page, create a pivot table with the required fields, and save it as an image. Then display the image in Excel.
- C. On the Data Analysis page, create a pivot table with the required fields, and then export the table to Excel.
- D. On the Data Analysis page, create a pivot chart, and save it as an image. Then display the image in Excel.

Answer: C

Question: 89

A project custom field for status has been created in Microsoft Office Project Server 2007. You want to use the custom field as a filter value in the Data Analysis view of Microsoft Office Project Web Access. In Project Web Access, you need to make the custom field visible so that you can generate a report that can be filtered on status. What should you do?

- A. Configure and rebuild the cube.
- B. On the Project Center page, add the field to the Cost view.
- C. On the Project Details page, add the field to the Tasks Cost view.
- D. Delete and re-create the field, and then on the Project Center page, add the field to the Cost view.

Answer: A

Question: 90

You have been assigned tasks on a project that is published to Microsoft Office Project Server 2007. The project manager requires a weekly status update on your assignments, and your resource manager requires a weekly report of hours worked. You need to supply both managers with the required information. What should you do?

- A. In Microsoft Office Project Web Access, create a status report each week, and submit it.
- B. In Microsoft Office Project Web Access, use the weekly timesheet to update progress.
- C. In Microsoft Office Project Web Access, enter time in your timesheet. Then update your tasks on the My Tasks page.
- D. In Microsoft Office Project Professional 2007, open the project plan, and update the status of your tasks.

Answer: C Question: 91

You are tracking a project that is published to Microsoft Office Project Server 2007. In the project plan, some of your resources are local. You need to incorporate the task updates of local resources into your plan so that you can analyze the progress made by each resource. What should you do?

- A. In Microsoft Office Project Web Access, assign the tasks performed by the local resources to yourself. Post their hours into your own task updates.
- B. In Microsoft Office Project Web Access, assign the tasks performed by the local resources to a generic resource.
- C. In Microsoft Office Project Web Access, add the tasks to your own timesheet as activities, and then track the hours spent by the local resources within those activities.
- D. In Microsoft Office Project Professional 2007, record the hours for the local resources.

Answer: D**Question: 92**

In Microsoft Office Project Professional 2007, your program manager has created a program schedule with a Deliverables list representing key milestones. You need to display the differences between dates for program milestones and project milestones when they change. What should you do?

- A. Copy the program milestones to the Deliverables list of the project workspace site.
- B. Manage dependencies on deliverables, and create a link to a task.
- C. Manage dependencies on deliverables, but do not create a link to a task.
- D. Insert your project and the program schedule into a master project, and then create start-to-finish dependencies between tasks for project and program milestones.

Answer: B**Question: 93**

You are checking on the status of a project that is published to Microsoft Office Project Server 2007. You want more recent information than is available in the latest status report, but you don't want to wait for the next regularly scheduled status report. You need to get a status report from your team. What should you do?

- A. In Microsoft Office Project Web Access, request a status report.
- B. In Microsoft Office Project Web Access, submit an unrequested status report.
- C. On the project workspace site, review the information in the Discussion lists.
- D. On the project workspace site, review the information in the Issues and Risks lists.

Answer: A**Question: 94**

Several projects that are published to Microsoft Office Project Server 2007 have many linked deliverables. You need to find out how

many and which deliverables are due each day for the next 2 months. What should you do?

- A. In Microsoft Office Project Professional 2007, create a master project that includes all the projects, and then select Manage Dependencies on Deliverables.
- B. In Microsoft Office Project Professional 2007, create a master project that includes all the projects, and then select Manage Deliverables.
- C. In Microsoft Office Project Web Access, create a Data Analysis view.
- D. In Microsoft Office Project Web Access, create a Project Details view that includes the Deliverable Finish field.

Answer: C

Question: 95

In a project that is published to Microsoft Office Project Server 2007, you have entered time against your tasks in your timesheet, but that time is not recorded in your task updates. You need to ensure that your timesheet matches the task updates. What should you do?

- A. Submit your timesheet.
- B. Recalculate your timesheet.
- C. Import your timesheet into task updates.
- D. Enter administrative time in your timesheet.

Answer: C

Question: 96

You manage a project that is published to Microsoft Office Project Server 2007. A risk associated with your project has changed. Working on the project workspace site, you need to update the risk. What should you do?

- A. Delete the original risk, and create a new risk with the updated information.
- B. Create a new issue, and then link it to the risk.
- C. Edit the risk.
- D. Create a new risk with the updated information, and then link the new risk to the original risk.

Answer: C

Question: 97

A project that is published to Microsoft Office Project Server 2007 has a risk associated with a task involving delivery of critical parts. You are notified that the parts vendor will be unable to deliver the parts on time, which will delay the entire project by 2 weeks. In Microsoft Office Project Web Access, you need to escalate the risk to an issue, without losing the historical record of the risk. What should you do?

- A. Assign the risk to your manager.
- B. Create an issue. Link it to the risk, and then close the risk.
- C. Create an issue. Copy the risk information into the issue, and then delete the risk.
- D. Add the task to the hot issues section of your status report, and then submit your status report.

Answer: B

Question: 98

In a set of projects that are saved to Microsoft Office Project Server 2007, a custom field is used to indicate project status. You are asked to create a report listing all Active and Completed projects. The report should display graphical indicators to show whether the projects are within budget and schedule. You need to create a view in Microsoft Office Project Web Access so that you can generate

this report. What type of view should you create?

- A. Project Center
- B. Data Analysis
- C. Team Tasks
- D. Resource Assignments

Answer: A Question: 99

Your product development life cycle has defined milestones. A new product launch involves several projects that are published to Microsoft Office Project Server 2007. In Microsoft Office Project Web Access, you need to allow project managers to display the life-cycle milestones in their project schedules and compare them with project start and finish milestones. What should you do?

- A. Create a deliverable.
- B. Create an event.
- C. Create an announcement.
- D. Create a list called Milestones.

Answer: A

Question: 100

Projects that are published to Microsoft Office Project Server 2007 have project custom fields. In Microsoft Office Project Web Access, you need to analyze resource skill data and the data in these project custom fields by exporting the data to Microsoft Office Excel. What should you do?

- A. Display the Summary view for the Resource Center page, and then export the grid to Excel.
- B. Create a view on the Resource Center page, and then export the grid to Excel.
- C. Display the Summary view for the Project Center page, and then export the grid to Excel.
- D. Create a view on the Data Analysis page, and then export the table to Excel.

Answer: D

Question: 101

You are working on a project that is saved to Microsoft Office Project Server 2007. Your mentor, who is not your project manager or resource manager, asks you to provide a record of lessons learned based on your observations of overall operations. You need to provide this record on a weekly basis. What should you do?

- A. Every week, create a task, and add a comment.
- B. Every week, add a line to your timesheet, and add a comment.
- C. Submit an unrequested status report.
- D. Create a status report request.

Answer: C

Question: 102

A project manager creates a project in Microsoft Office Project Professional 2007 and publishes it to Microsoft Office Project Server 2007. She complains that she cannot change the tracking method for the project. In Microsoft Office Project Web Access, you need to allow the project manager to change the tracking method. What should you do?

- A. Add the project manager to the Resource Managers group.
- B. Add the project manager to the Portfolio Managers group.

- C. Change the settings for time tracking so that project managers are not forced to use the default method.
- D. Change the settings for time tracking to the method required by this project manager.

Answer: C

Question: 103

You create a project and save it to Microsoft Office Project Server 2007. In Microsoft Office Project Web Access, you cannot see the project listed in the Summary view on the Project Center page. You need to make this project available on the Project Center page. What should you do?

- A. In Microsoft Office Project Professional 2007, publish the project to Project Server, and then close the project.
- B. In Microsoft Office Project Professional 2007, add yourself as a resource to the project plan, save your changes, and then close the project.
- C. In Project Web Access, on the Project Center page, create a new project.
- D. In Project Web Access, on the Project Center page, change the view options to Show Inserted Subprojects.

Answer: A

Question: 104

You are asked to create a project plan in Microsoft Office Project Server 2007. You need to allow resources to give their assignments to other team members for this project but not for other projects. What should you do?

- A. In Microsoft Office Project Web Access, add the resources to the Team Leads security group.
- B. In Microsoft Office Project Web Access, change the security rights for the Team Members security group.
- C. In Microsoft Office Project Web Access, change the security template for the Team Members group.
- D. In Microsoft Office Project Professional 2007, select the Reassign Tasks check box in the collaboration options for the project.

Answer: D

Question: 105

You are the manager of a project that is published to Microsoft Office Project Server 2007. You created an alert that sends you an e-mail notification when project resources submit status reports. You need to retain submitted status reports, but discontinue these e-mail notifications. What should you do?

- A. Send an e-mail message to your team members, requesting that they stop sending notifications when they submit their status reports.
- B. In Microsoft Office Project Web Access, delete the existing status report request, and create a new status report request with different options.
- C. In Microsoft Office Outlook, change your synchronization settings.
- D. In Microsoft Office Project Web Access, on the Personal Settings page, change your notification options.

Answer: D

Question: 106

You are working on a project in Microsoft Office Project Professional 2007 on your local computer. You want to add resources from the enterprise resource pool. However, the Build Team from Enterprise feature is unavailable. You need to configure Project to connect to Microsoft Office Project Server 2007. What should you do?

- A. In Project, modify settings in the Properties dialog box.
- B. In Project, add yourself as a new resource to your project plan.

- C. In Project, configure a new Project Server account from within Enterprise Options.
- D. In Microsoft Office Project Web Access, on the People and Groups page, add a new user.

Answer: C

Question: 107

You are the manager of a project that is published to Microsoft Office Project Server 2007. You do not receive alerts when team members submit updates to their tasks. You need to make a change in Microsoft Office Project Web Access so that you receive an e-mail message about task updates. What should you do?

- A. Set up synchronization with Microsoft Office Outlook.
- B. Change your notification options.
- C. Enable fixed timesheet approval routing.
- D. Enable timesheet auditing.

Answer: B

Question: 108

A project plan in Microsoft Office Project Server 2007 has a dependency on a deliverable from a preceding project plan. The deliverable has been delayed. You need to display the new dates of the deliverable in the Gantt Chart view and revise the dates of your current project plan. What should you do?

- A. Add a new dependency, and then rebaseline the project plan.
- B. Add a new dependency, and then reschedule the project plan to start after the completion of the deliverable.
- C. Accept all server changes, and then rebaseline the project plan.
- D. Accept all server changes, and then reschedule the project plan to start after the completion of the deliverable.

Answer: D

Question: 109

Your organization uses an enterprise custom field for location in project plans. In Microsoft Office Project Web Access, you need to set up a view for the Project Center page that groups projects by location. What should you do?

- A. Edit a view to include the custom field for location. Then filter the edited view for each location, taking a snapshot of each screen.
- B. Create a view that includes the custom field for location. Then filter the new view for each location, taking a snapshot of each screen.
- C. Create a view that includes a column for the custom field for location. Set the filter so that projects are filtered by the custom field for location.
- D. Create a view that includes the custom field for location. Set the grouping so that projects are grouped by the custom field for location.

Answer: D

Question: 110

You are tracking a set of projects that are published to Microsoft Office Project Server 2007. Every project has a custom field that designates a product. In Microsoft Office Project Web Access, you need to display a pivot table view that shows the projects related to only one product. What should you do?

- A. On the Project Center page, modify the view settings to filter based on the product.
- B. On the Project Center page, create a new view grouped by the product custom field.
- C. On the Data Analysis page, display a view to which the product custom field has been added as a column.

D. On the Data Analysis page, display a view to which the product custom field has been added as a filter value.

Answer: D

Question: 111

You have set up a project in Microsoft Office Project Server 2007 in which your resources report their tasks by actual work and remaining work. You need to review and approve these changes in Microsoft Office Project Web Access. What should you do?

- A. On the Administrative Time page, accept administrative time.
- B. On the Task Updates page, accept task updates.
- C. On the Timesheet Approvals page, approve timesheets.
- D. On the My Timesheets page, save updates.

Answer: B

Question: 112

You are managing a construction project that has been saved to Microsoft Office Project Server 2007. A major piece of equipment has failed and must be replaced immediately. You need to create an issue to ensure that someone is clearly accountable for responding to the problem. What should you do?

- A. In Microsoft Office Project Web Access, create a new Issue Tracking list.
- B. On the project workspace site, create a new Issue Tracking list.
- C. On the project workspace site, add an Issues Web part to the page.
- D. On the project workspace site, add a new issue to the Issues list.

Answer: D

Question: 113

In a group of projects that are saved to Microsoft Office Project Server 2007, a custom field categorizes the projects by type. You are asked to create a view that displays a bar chart based on the type of project each resource has worked on for the past 2 years. You need to create a view in Microsoft Office Project Web Access so that you can generate this bar chart. What type of view should you create?

- A. Resource Center
- B. Resource Assignments
- C. Data Analysis
- D. Team Tasks

Answer: C

Question: 114

In a project that is published to Microsoft Office Project Server 2007, a task cannot start until a task in another project is completed. You need to display any delay of the preceding task without the succeeding task being automatically rescheduled. What should you do?

- A. Link the tasks with a finish-to-finish dependency.
- B. Link the tasks with a start-to-finish dependency.
- C. Use a temporary master project plan to link the tasks.
- D. Link the task to a deliverable in the preceding project plan.

Answer: D

Question: 115

You want to report project costs by region, department, and season. In Microsoft Office Project Web Access, you have a pivot table view that displays costs by department and season. Region is coded as an enterprise custom field. You need to develop the report and save a graphic representation of the data. What should you do?

- A. Using the Data Analysis feature, modify the existing pivot table to include region. Then save the pivot chart as an image.
- B. Using the Data Analysis feature, modify the existing pivot table to include region. Then save the pivot table as an image.
- C. Using the Data Analysis feature, modify the existing pivot table to include region. Then export the pivot table to a Microsoft Office Excel 2007 worksheet.
- D. On the Project Center page, create a view that includes region, department, and cost columns. Then export the grid to a Microsoft Office Excel 2007 worksheet.

Answer: A

Question: 116

You are working on a project that is published to Microsoft Office Project Server 2007, in which tasks are assigned to team resources. In Microsoft Office Project Web Access, you need to choose a task to work on from your team assignments. What should you do?

- A. On your My Tasks page, create a new personal activity to track one of your team tasks.
- B. On the Resource Availability page, review the work assigned to other team members, and then ask them to reassign the work to you.
- C. Create a surrogate timesheet that includes a team task not assigned to you, and then track your work against that team task.
- D. Review the tasks assigned to your team, and then self-assign yourself to one of them.

Answer: D

Question: 117

You manage several projects that are published to Microsoft Office Project Server 2007. You want to ask all your resources about updates to their skills profiles. In Microsoft Project Office Web Access, you need to poll the resources. What should you do?

- A. Create a status report request.
- B. Submit an unrequested status report.
- C. Add a column to a custom list on a project workspace site.
- D. Set up Outlook synchronization.

Answer: A

Question: 118

Your project is published to Microsoft Office Project Server 2007. You want to receive a status report from your team once a week. You want the reports of all the individual team members to be combined automatically into a single status report. You need to set up automatic status reporting. What should you do?

- A. By e-mail, ask resources to submit an unrequested status report at least once a week.
- B. In Microsoft Office Project Web Access, submit an unrequested status report.
- C. In Microsoft Office Project Web Access, create a new status report request.
- D. In Microsoft Office Project Professional 2007, add a recurring task to remind team members to submit a status report once a week.

Answer: C

Question: 119

You manage a project that is published to Microsoft Office Project Server 2007. The deadline for a task that involves printing several documents has passed. In Microsoft Office Project WebAccess, you create a new issue. You need to associate the new issue with the project plan. What should you do?

- A. Link the issue to the documents.
- B. Link the issue to the delayed task.
- C. Link the issue to a risk.
- D. Link the issue to another issue.

Answer: B

Question: 120

You assign support tasks to part-time resources in Microsoft Office Project Web Access. Part-time resources have a calendar of fewer than 40 hours per week. You need to make the assignments without having access to Microsoft Office Project Professional 2007. Where should you make the assignments?

- A. To the resource plan of a project plan
- B. To the resource plan of a proposal
- C. To the resource plan of an activity
- D. To the tasks of an activity

Answer: D

Question: 121

In Microsoft Office Project Professional 2007, you publish a project. You want to track risks, but the project has no project workspace site. In Microsoft Office Project Web Access, you need to create a project workspace site for your project. What should you do?

- A. In server settings, set a project workspace template.
- B. In server settings, set the provisioning mode to Automatic.
- C. On the Project Center page, edit your project, and then choose Save Workspace.
- D. On the Project Center page, edit your project, publish it, and then choose the option to create a project workspace site.

Answer: D

Question: 122

You publish a task assignment to a resource with 16 hours of work in Microsoft Office Project Server 2007. The resource updates the task with 8 hours of actual work. A note in the task tells you that the task is already completed despite the original estimate. You need to update the task so that it is listed as completed, without modifying the actual work. What should you do?

- A. Change the % Complete field to 100%.
- B. Change the % Work Complete field to 100%.
- C. Change the Actual Duration field to 2 days.
- D. Change the Remaining Work field to 0 hours.

Answer: D

Question: 123

Two project plans that are published to Microsoft Office Project Server 2007 are interrelated. Both projects have deliverables and resources assigned to tasks. You need to create a link that will keep a task in Project B from starting before a specific task in Project A is complete. What should you do?

- A. In Microsoft Office Project Web Access, on the Assignment Details page for the task in Project B, set the start date to be the same as the finish date of the task in Project A.
- B. In Microsoft Office Project Web Access, on the Assignment Details page for the task in Project B, expand Related Assignments, and check that the task from Project A is a predecessor.
- C. In Microsoft Office Project Professional 2007, use the Manage Dependencies on Deliverables command to link the task in Project B to a deliverable in Project A.
- D. In Microsoft Office Project Professional 2007, link the task from Project A and the task from Project B.

Answer: D

Question: 124

You manage a project that is saved to Microsoft Office Project Server 2007. You want to know whether the programmers on your team have time to work on your project next week. You don't want to interfere with any tasks scheduled for other projects. You need to confirm that these resources have no other enterprise project work scheduled for next week. What should you do?

- A. In Microsoft Office Project Professional 2007, display your project plan in the Resource Sheet view.
- B. In Microsoft Office Project Web Access, select the resources, and display the View Availability view.
- C. In Microsoft Office Project Web Access, display your project plan in the Resources Summary view.
- D. In Microsoft Office Project Web Access, view the unsubmitted timesheets for the resources.

Answer: B

Question: 125

You manage a project that is saved to Microsoft Office Project Server 2007. You want to verify that the programmers on your team are scheduled to do certain project tasks next week. To ensure that there are no conflicts with other project work, you also want to see the work scheduled for these resources on other projects. You need to review all of the work scheduled in all enterprise projects for these resources next week. What should you do?

- A. In Microsoft Office Project Web Access, select the resources, and then use the View Assignments feature.
- B. In Microsoft Office Project Web Access, view the unsubmitted timesheets for the resources.
- C. In Microsoft Office Project Web Access, display your project plan in the Resources Summary view.
- D. In Microsoft Office Project Professional 2007, display your project plan in the Resource Sheet view.

Answer: A Question: 126

A project that is saved to Microsoft Office Project Server 2007 will use a rented building. The rental cost doubles between May and August. Using Microsoft Office Project Web Access, you fill out a new resource form to add a building resource to the enterprise resource pool. You need to track the cost of using the building. What should you do?

- A. Set the resource type to Material. Then open the resource, and use the cost rate tables to set the costs for the effective dates.
- B. Set the resource type to Work. Then open the resource, and set the maximum units of utilization to 200%.
- C. Set the resource type to Material, and select the Budget check box. Then open the resource, and use the cost rate tables to set the costs for the effective dates.
- D. Set the resource type to Work, and select the Budget check box. Then open the resource, and use the cost rate tables to set the costs for the effective dates.

Answer: A

Question: 127

You are working in Microsoft Office Project Professional 2007 on a project plan in which Task A and Task B are independent. However, Task B must start 5 days after Task A is completed. You need to link Task A and Task B so that they occur in sequence, with the start date for Task B 5 days after the finish date for Task A. What should you do?

- A. In Task B, enter Task A as a predecessor, and then set a lag of -5 days.
- B. In Task B, enter Task A as a predecessor, and then set a lag of 5 days.
- C. Set a Start No Earlier Than constraint on Task B, and then set the constraint date to 5 days after the finish date for Task A.
- D. Set the start date for Task B to 5 days after the finish date for Task A, and then add a note to Task B indicating that it must start after Task A.

Answer: B

Question: 128

An activity plan that is published to Microsoft Office Project Server 2007 has resources assigned to tasks. An assigned resource leaves the company. You need to replace the departing resource with another named resource that has the same skills. What should you do?

- A. Promote the activity to a project, and then using the Build Team from Enterprise feature in Microsoft Office Project Professional 2007, match and add resources to the project plan.
- B. Find all tasks in the activity that have the departing resource assigned, and then replace the departing resource with a generic resource.
- C. Open the activity plan, and then use the team builder to replace the departing resource with a matching resource.
- D. Open the activity plan, and then use the team builder to add a resource that matches the departing resource.

Answer: C

Question: 129

In Microsoft Office Project Web Access, you report time spent on project tasks in your weekly timesheets. You have not submitted your timesheets for over a month, but you have kept them up to date and saved them. Your project manager says she has received no task updates from you since the project started 3 weeks ago. You need to submit all your outstanding task updates. What should you do first?

- A. Submit your timesheet, and specify your project manager as the next approver.
- B. On your timesheet, import your tasks, submit your timesheet, and specify your manager as the next approver.
- C. On the My Tasks page, import your last timesheet.
- D. On the My Tasks page, import your last three timesheets.

Answer: D

Question: 130

You manage the resources assigned to a project that is published to Microsoft Office Project Server 2007. When you review the resource timesheets in Project Server, you see that a resource has recorded 80 hours for 1 day of work. You decide the entry should be 8 hours. You need to ensure that the timesheet is corrected. What should you do?

- A. In Microsoft Office Project Web Access, on the Timesheet Approvals page, reduce the hours from 80 to 8.
- B. Adjust the time by converting 72 hours to administrative time for that day.
- C. Create a surrogate timesheet for the resource, and then enter the correct number of hours there.
- D. Import the timesheet into task updates, and then adjust the task updates.

Answer: A

Question: 131

In Microsoft Office Project Web Access, resources request vacation time. You need to approve these requests. What should you do?

- A. Approve timesheets on the Timesheet Approvals page.
- B. Accept task updates on the Task Updates page.
- C. Accept administrative time on the Administrative Time page.
- D. Create a rule to automatically accept task updates on the Task Updates page.

Answer: C

Question: 132

You manage different kinds of documents. Each document has different properties, such as phase, category, and team. Documents in one phase may relate to multiple categories and teams. You do not want to upload documents more than once. You need to organize the documents so that you can filter for documents by phase, category, or team on one page. What should you create for each property?

- A. A folder
- B. A document library
- C. A Web site
- D. A column

Answer: D

Question: 133

You want to communicate general project information, such as dates of project team meetings and announcements to introduce new team members. You need to communicate this information to your project team and other project stakeholders who are not necessarily enterprise resources. What should you do?

- A. Add an events and announcements category to your status report request.
- B. Use the calendar and announcements Web parts on the project workspace site.
- C. Add a task to the project plan identifying each meeting date, using the Notes field to make announcements.
- D. Use the Calendar view in Microsoft Office Project Professional 2007.

Answer: B

Question: 134

You are the manager of several projects that are published to Microsoft Office Project Server 2007. Some of the projects resources have too much work assigned to them. You need to check availability for other enterprise resources with the same skills as your overallocated resources. What should you do?

- A. Use the Build Team from Enterprise feature to find resources to match the skills of the overallocated resources, and then check the availability of these resources.
- B. Use the Build Team from Enterprise feature to replace overallocated resources in your project plan, setting the booking type to Proposed.
- C. On the Resource Center page, check the availability of the resources assigned to your project.
- D. On the Resource Center page, check assignments for generic resources with skills matching those of your project resources.

Answer: A

Question: 135

A resource assigned to a project that is published to Microsoft Office Project Server 2007 cannot access Project Server. Timesheets are due this afternoon, and the resource needs to indicate that she worked 6 hours instead of the planned 8. You need to find a temporary solution so that the resource's timesheet can be submitted on time. What should you do?

- A. In Microsoft Office Project Web Access, create and submit a surrogate timesheet for the resource for this time period.
- B. In Microsoft Office Project Web Access, have the system administrator log on as the resource and use the Replace Actual With Planned feature for the task worked on.
- C. In Microsoft Office Project Professional 2007, update the task performed by the resource to indicate actual work done for the week.
- D. In Microsoft Office Project Professional 2007, assign the task performed by the resource to another resource.

Answer: A

Question: 136

You manage the schedules of a number of projects that are published to Microsoft Office Project Server 2007. You are the timesheet manager and assignment owner of a resource who cannot log on to Microsoft Office Project Web Access. You need to create a timesheet for the resource so that you can track her work. What should you do?

- A. In Project Web Access, on the My Timesheets page, create a surrogate timesheet for the resource, log the time she spent on her tasks, and then approve the timesheet.
- B. In Project Web Access, on the Timesheet Approvals page, approve any timesheets submitted by the resource.
- C. In Project Web Access, on the Task Updates page, approve any task updates submitted by the resource.
- D. In Microsoft Office Project Professional 2007, in each project plan to which the resource is assigned, update the Actual Work for the resources tasks, and then publish each plan.

Answer: A

Question: 137

In Microsoft Office Project Web Access, you create a task list in Microsoft Windows SharePoint Services. You need to submit this task list as a potential project to your department managers by using the workflow functionality of Project Web Access. What should you do?

- A. Create a new activity by importing your task list.
- B. Create a resource plan.
- C. Create a proposal by importing your task list.
- D. Create new tasks in your timesheet representing the proposed activities.

Answer: C

Question: 138

You are one of a group of project managers. Each project manager has several projects saved to Microsoft Office Project Server 2007. Some of these projects are in the planning phase, and their assignments are not visible on the My Tasks page for any resource in Microsoft Office Project Web Access. You need to see a list of all of your projects with assignments that are visible on the My Tasks page for any resource. What should you do?

- A. In Microsoft Office Project Professional 2007, retrieve the list of projects from the Project Server Published Store.
- B. In Microsoft Office Project Professional 2007, retrieve the list of projects from the Project Server Working Store.
- C. In Project Web Access, display the Proposals and Activities page.
- D. In Project Web Access, review the list of sites and workspaces for which you have permissions.

Answer: A

Question: 139

You have created a project plan with detailed task assignments in Microsoft Office Project Professional 2007. The plan describes an accurate resource profile for the current project phase, but you are unable to model tasks for future project phases because there are too many unknowns. You need to capture the estimated resource profile for these future phases in your project. What should you do?

- A. Create a resource plan, and set the utilization to calculate from the project plan.
- B. Create a resource plan, and set the utilization to calculate from the resource plan.
- C. Create a resource plan, and set the utilization to calculate from the date of the end of the current phase.
- D. Create an activity plan for the future phases, and assign resources to the tasks.

Answer: C

Question: 140

You have been assigned to manage a small project for which the resources can work only part-time. Because you are not a full-time project manager and do not have a license for Microsoft Office Project Professional 2007, you want to publish the project in Microsoft Office Project Web Access. You need to create the plan for this small project and assign resources to it. What should you do?

- A. Create an activity plan with a resource plan.
- B. Create an activity plan, and then assign resources to tasks.
- C. Create a proposal, and then assign resources to tasks.
- D. On the Project Center page, create a new project.

Answer: A

Question: 141

You assign a resource to a resource plan in Microsoft Office Project Server 2007. You are not sure whether the assignment will be approved. You need to display the assignment as pending while reducing the availability of the resource until the manager approves the assignment. What should you do?

- A. Propose the resource, and save the resource plan.
- B. Propose the resource, and publish the resource plan.
- C. Commit the resource, and save the resource plan.
- D. Commit the resource, and publish the resource plan.

Answer: B