JUNE 2012 EXAMINATION

DATE: 11 JUNE 2012

TIME: 14H00 – 16H00  TOTAL: 100 MARKS
DURATION: 2 HOURS  PASS MARK: 40%

(QO-64) MS Project 2003

This examination paper consists of 5 sections:

SECTION A: Consists of 20 multiple-choice questions
Answer ALL the questions (20 marks)

SECTION B: Consists of 20 true or false questions
Answer ALL the questions (20 marks)

SECTION C: Consists of 20 matching-statement questions
Answer ALL the questions (20 marks)

SECTION D: Consists of 20 sentences for completion
Complete ALL the sentences (20 marks)

SECTION E: Consists of 4 questions
Answer ALL the questions (20 marks)

Instructions:

1. Write your answers in your answer book, which is provided in the exam.
2. Read each question very carefully before you answer it.
3. Number your answers clearly.
4. Begin with the question for which you think you’ll get the best marks.
5. Note the mark allocations for each question – give enough facts to earn the marks allocated.
   Don’t waste time by giving more information than required.
6. Please write neatly – we cannot mark illegible handwriting.
7. You are welcome to use diagrams to illustrate your answers.
8. Any student caught cheating will have his or her examination paper and notes confiscated.
Damelin will take disciplinary measures to protect the integrity of these examinations.

NB: This examination paper may be removed from the examination hall.
FOR YOUR NOTES
MULTIPLE-CHOICE QUESTIONS

Choose the correct option for each of the following. Write only the question number and your chosen answer. For instance, if you think that the correct answer for number 1 is (a), then write it as 1. (a).

1. The amount of time for which an activity may be delayed from its scheduled start date without delaying a succeeding activity is called:

   (a) scope.
   (b) lag.
   (c) an allowable delay.
   (d) slack.

2. What type of diagram is displayed in the figure below?

   (a) a schedule graphic
   (b) a calendar
   (c) a Gantt chart
   (d) a network diagram

3. What type of diagram is displayed in the figure below?

   (a) a project calendar
   (b) a network diagram
   (c) a Gantt chart
   (d) a schedule graphic
4. When resources are over-allocated in a project plan, this problem can be resolved by:
   (a) hiring additional resources.
   (b) working overtime.
   (c) levelling the project.
   (d) All of the above.

5. The reasons for splitting a task include:
   (a) the resolution of resource over-allocation.
   (b) the re-scheduling of the work.
   (c) the division of the task among resources.
   (d) All of the above.

6. Which of the following indicates the amount of time for which a task can slip before it delays another task?
   (a) free slack
   (b) lag
   (c) slippage
   (d) All of the above.

7. Which of the following defines a critical path?
   (a) all tasks with a path of zero
   (b) all tasks with a duration of zero
   (c) all tasks with a slack of zero
   (d) all tasks with a task path of zero

8. What item is indicated by the arrow in the figure below?
   (a) a deadline
   (b) a note
   (c) a flag
   (d) an indicator
9. What kind of task dependency is the item marked 1 in the diagram below?

(a) Finish-to-Finish
(b) Start-to-Finish
(c) Finish-to-Start
(d) Start-to-Start

10. What do the items marked 1 and 2 in the diagram below refer to?

(a) a row
(b) a recurring task
(c) a collapse
(d) a summary task

11. The three calendar types in MS Project 2003 are:

(a) Project, Resource and Task.
(b) Project, Standard and Default.
(c) Standard, 24-hours and Night Shift.
(d) Project, 24-hours and Night Shift.

12. Which of the following is a standard toolbar button specific to MS Project 2003?

(a) Bold
(b) Print Preview
(c) Assign Resources
(d) Spell Check
13. In a Gantt chart, the current date is represented by a _____ line.
   (a) solid red
   (b) dashed blue
   (c) solid horizontal
   (d) dotted vertical

14. Pressing the _____ key moves the active cell down one row in the same column.
   (a) Ctrl
   (b) Alt
   (c) Shift
   (d) Enter

15. Which of the following is the default unit of measurement for durations?
   (a) m
   (b) h
   (c) w
   (d) d

16. Which of the following views does not show link lines?
   (a) Gantt chart
   (b) network diagram
   (c) calendar
   (d) detail Gantt

17. One way to define the critical path is to say that it consists of those tasks having a _____ of zero.
   (a) path
   (b) duration
   (c) task path
   (d) None of the above.

18. The primary purpose of the _____ is to clearly illustrate the sequential progression of tasks and the critical path.
   (a) Gantt chart
   (b) calendar
   (c) entry table
   (d) network diagram

19. In Resource Sheet view, resources such as supplies are _____ types.
   (a) work
   (b) material
   (c) supply
   (d) provisional

20. _____ means to correct over-allocations of resources.
    (a) Slacking
    (b) Reallocating
    (c) Fast tracking
    (d) Levelling
TRUE OR FALSE QUESTIONS

Indicate whether the following statements are true or false. Write only 'true' or 'false' as your answer.

1. A deadline constraint dictates the scheduled start and finish dates of a task.

2. The critical path determines the earliest a project can be completed.

3. A computer must be installed before application software can be installed. The relationship between these two tasks is an example of a Start-to-Start task dependency type.

4. You can use the Gantt Chart Wizard to format the critical path in the Gantt chart.

5. One of the quickest ways to shorten the critical path is to expand the available working time by modifying the calendar on which a task is based.

6. Work and Material are the only two choices for the Type field in resource sheet view.

7. Total slack is the same as free slack.

8. Adding graphical elements to your Gantt chart helps to communicate information.

9. Like a baseline, an interim plan saves duration, work and cost values, but it does not save start and finish dates.

10. A Project file created from a template can be edited and modified in the same way as a Project file created from scratch.

11. Each task has a duration.

12. MS Project 2003 creates Gantt charts for viewing on the screen or printing.

13. MS Project 2003 is software that allows you to enter project information into one organised central database.

14. Anything that you change in one view automatically changes in all of the other views.
15. Gantt chart and calendar views are often used for bulk data entry, but the network diagram view is not.

16. Each view of a project can have a different filter that is applied at the same time.

17. The critical path changes if tasks on the critical path are completed ahead of or behind schedule.

18. A significant component in planning and managing a project is accurately controlling and tracking cost and resource data.

19. After the resource data has been entered into a project, resources may be assigned to specific tasks.

20. When a baseline is first saved, the dates and costs saved with the baseline are the same as the scheduled dates and costs.
MATCHING-STATEMENT QUESTIONS

Match the statements in Column B to the terms in Column A. Write down the answers only, for example 1. (a). Note: the question continues on the next page.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. baseline</td>
<td>(a) the name of the toolbar button that is used to display current, baseline and actual statistics for duration, work and cost</td>
</tr>
<tr>
<td>2. constraints</td>
<td>(b) the amount of time that a task can overlap with a predecessor task</td>
</tr>
<tr>
<td>3. tracking Gantt view</td>
<td>(c) the percentage of the time of a resource that is assigned to a task</td>
</tr>
<tr>
<td>4. duration</td>
<td>(d) a project view that displays tasks and related information, as well as a chart showing slack and slippage</td>
</tr>
<tr>
<td>5. interim plan</td>
<td>(e) the original version of the project</td>
</tr>
<tr>
<td>6. units</td>
<td>(f) a task with zero duration</td>
</tr>
<tr>
<td>7. summary task</td>
<td>(g) the most common type of task dependency</td>
</tr>
<tr>
<td>8. detail Gantt view</td>
<td>(h) the amount of time required to complete a task</td>
</tr>
<tr>
<td>9. milestone</td>
<td>(i) a set of start and finish dates that you save periodically as your project progresses</td>
</tr>
<tr>
<td>10. lead time</td>
<td>(j) a task that represents the highest level of work and the main objective of the project</td>
</tr>
<tr>
<td>11. finish to start</td>
<td>(k) conditions or limitations placed on a start or finish date of a task</td>
</tr>
<tr>
<td>12. notes</td>
<td>(l) a project view that displays a list of tasks and related information, as well as a chart showing baseline and scheduled Gantt bars for each task</td>
</tr>
<tr>
<td>13. Gantt chart view</td>
<td>(m) a task that is represented by black bars with triangular end points</td>
</tr>
<tr>
<td>14. lag time</td>
<td>(n) a constraint that indicates that the task must be scheduled to start on the specified date or later</td>
</tr>
<tr>
<td>15. start no later than</td>
<td>(o) a useful way of re-using a project plan for similar future projects</td>
</tr>
<tr>
<td>16. deadline</td>
<td>(p) the waiting period after a predecessor has finished</td>
</tr>
<tr>
<td>17. start no earlier than</td>
<td>(q) descriptions that can be used to keep track of project deliverables</td>
</tr>
</tbody>
</table>

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<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18. project plan template</td>
<td>(r)</td>
<td>displayed in the Gantt chart with a down pointing arrow</td>
</tr>
<tr>
<td>19. tracking</td>
<td>(s)</td>
<td>a constraint that indicates that the task must be scheduled to start on the specified date or earlier</td>
</tr>
<tr>
<td>20. project summary task</td>
<td>(t)</td>
<td>a project view that displays a list of tasks and related information, as well as a chart showing tasks and durations over time</td>
</tr>
</tbody>
</table>
ANSWER ALL THE QUESTIONS

SENTENCES FOR COMPLETION

Complete the following sentences by filling in the missing words. Write down only the number of the sentence and the missing word or words. For example 1. credit.

1. A subtask is created by demoting or _____ it in MS Project 2003.
2. The _____ chart provides a graphical visualisation of the project and displays each task as a horizontal bar.
3. A summary task is created by promoting or _____ it in MS Project 2003.
4. The second task described in a task dependency is called the _____ task.
5. Four task _____ define the relationships between tasks in a project.
6. A resource type of _____ causes the resource cost to be driven by the number of resource units assigned to the task multiplied by the unit cost of the resource.
7. The difference between planned data and actual data is called a _____.
8. To open the Project Information box, click _____ on the menu bar and then click Project Information.
9. In the network diagram view, the colour of the border within which the critical tasks are displayed is _____.
10. The default type of resource on a resource sheet is _____.
11. If a project _____ date is entered, MS Project 2003 will schedule all tasks as soon as possible and will retain control over the project finish date.
12. The number of task bars displayed on a tracking Gantt chart for each task is _____.
13. In the tracking Gantt chart, the _____ bars are red.
14. To export data, click File and then click _____.
15. Project files have a _____ filename extension.
16. A _____ project is a project file that contains subprojects.
17. In resource sheet view, a(n) _____ icon means that a resource needs to be levelled.
18. The project _____ date is the date used to measure the progress of the project.
19. A string of # characters is displayed if the information is too _____ to fit into a field.
20. To import an Excel file in MS Project 2003, choose the menu File and select _____.
SECTION E (20 MARKS)

ANSWER ALL THE QUESTIONS

QUESTION 1
Give the formula for calculating E (the estimated duration) if:

\[ E = \frac{O + 4M + P}{6} \]

[4]

QUESTION 2
(a) Define milestone. (2)
(b) What duration does a milestone have? (1) [3]

QUESTION 3
List the four major phases of the Project Life Cycle. [4]

QUESTION 4
(a) List the four possible constraints that can exist between the tasks that are shown in a network diagram. (4)
(b) What is the most common constraint that exists between the tasks that are shown in a network diagram? (1)
(c) Define lag time. (2)
(d) Define lead time. (2) [9]

[20]

Section A: 20 marks
Section B: 20 marks
Section C: 20 marks
Section D: 20 marks
Section E: 20 marks
TOTAL: 100 MARKS