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Exam : **70-633**

Title : TS:MS Office Project Server 2007, Managing Projects

Version : Demo

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

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

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

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

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

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

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

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 Project Server 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

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

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

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

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

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

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

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

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

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

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

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

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