Project 2010 Certification Exams

This information is taken from the Microsoft website and is a compilation of the requirements listed there for the Project 2010 and Project Server 2010 exams. This document is meant to centralize some of that information into one file. This information probably won't change but for the latest version of this information, please review Microsoft's website.

Exam 70-178:
Microsoft Project 2010, Managing Projects

Audience Profile
This exam covers features of Microsoft Project 2010 such as how to build, maintain, and control well-formed project plans as well as how to schedule, estimate, coordinate, control, budget, and staff projects and support other users of Project.

Candidates for this exam use Project Standard 2010 and Project Professional 2010 desktop features (excluding Project Server features) to manage a project schedule and communicate the project to individuals, teams, and the enterprise.

Candidates should have experience effectively scheduling, communicating, collaborating on, and delivering projects using Project Standard 2010 and Project Professional 2010. Candidates should know key project management concepts and terminology as related to scheduling.

Skills Being Measured
This exam measures your ability to accomplish the technical tasks listed below.The percentages indicate the relative weight of each major topic area on the exam.The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

Initializing Project 2010

- Create a new project.

- This objective may include but is not limited to: creating a template from a completed project, creating a project from an existing template, an existing project, a Microsoft SharePoint task list, or a Microsoft Office Excel workbook
- Create and maintain calendars.
  - This objective may include but is not limited to: setting working or non-working hours and days (exceptions and work weeks) for calendars, setting base calendar, resource calendar, hours per day, applying calendars at the project, task, and resource levels
- Create custom fields.
  - This objective may include but is not limited to: creating basic formulas, graphical indicator criteria, lookup table, task and resource custom fields
- Customize option settings.
  - This objective may include but is not limited to: default task types, manual vs. auto-scheduling, project options, calendar options (for example, working hours per day and hours per week), customized ribbon and quick access toolbar (for example, settings to share with others)

Creating a Task-Based Schedule

- Set up project information.
  - This objective may include but is not limited to: defining project start date, applying calendars and current date, entering project properties, displaying the project summary task on a new project
- Create and modify a project task structure.
  - This objective may include but is not limited to: creating and modifying summary tasks and subtasks, rearranging tasks, creating milestones, manually scheduled tasks, outlining
- Build a logical schedule model.
  - This objective may include but is not limited to: date constraints, deadlines, setting or changing the task mode (manual or auto), dependencies (links)

- Create a user-controlled schedule.
  - This objective may include but is not limited to: entering duration, estimated durations, user-controlled summary tasks
- Manage multiple projects.
  - This objective may include but is not limited to: shared resource pool, links between projects, inserting sub-projects

Managing Resources and Assignments

- Enter and edit resource information.
  - This objective may include but is not limited to: max units, resource types, cost rate table, cost per use, availability, resource group, generic
- Apply task types and scheduling calculations.
  - This objective may include but is not limited to: effort-driven tasks, formula (work = duration x units), choosing a task type
- Assign resources.
  - This objective may include but is not limited to: assigning multiple resources, assigning resources to tasks, using units that represent part-time work
- Edit assignments.
  - This objective may include but is not limited to: task usage, resource usage, task forms, editing assignments by setting the task type in preparation for assignment editing
- Manage resource allocation.
  - This objective may include but is not limited to: viewing availability across multiple projects, changing assignment information, leveling, replacing resources (for example, resolve overallocation, replace generics with specifics)
- Manage resource allocations by using Team Planner.
  - This objective may include but is not limited to: displaying current resource allocations and assignments, managing unassigned tasks, resolving resource

conflicts, level resource overallocations, substituting resources (moving task assignments from one resource to another)

- Model project costs.
  - o This objective may include but is not limited to: resource-based costs (work, material, cost), cost per use, fixed costs, accrual method

Tracking and Analyzing a Project

- Set and maintain baselines.
  - o This objective may include but is not limited to: baselining an entire project, baselining selected tasks, multiple baselines, updating a baseline (for example, rolling up to summary tasks, resetting the baseline)
- Update actual progress.
  - o This objective may include but is not limited to: percentage completion, actual or remaining duration, actual work, remaining work, status date, current date, rescheduling uncompleted work, actual start and actual finish, actual work and usage views, cancelling an unneeded task (for example, inactivate a task, set active flag or zero out remaining work)
- Compare progress against a baseline.
  - o This objective may include but is not limited to: date variance, work variance, cost variance, showing variance of the current plan against baseline (tracking Gantt), task slippage, selecting a view to display variance
- Resolve potential schedule problems by using the Task Inspector.
  - o This objective may include but is not limited to: Task Inspector warnings and suggestions, identifying resource overallocations
- Display Critical Path information.
  - o This objective may include but is not limited to: single or master projects, viewing total slack, displaying progress against baseline or deadlines

Communicating Project Information

- Apply views.
  - This objective may include but is not limited to: applying views, grouping, filtering and highlighting, auto-filter, sorting, tables
- Customize views.
  - This objective may include but is not limited to: customizing views, grouping, filtering and highlighting, sorting, tables, sharing a view (Organizer)
- Format views.
  - This objective may include but is not limited to: gridlines, bar styles, Gantt chart styles, text styles, timeline, cell formatting
- Share data with external sources.
  - This objective may include but is not limited to: visual reports, enhanced copy and paste, copy picture, sync to SharePoint (for example, upload schedule, sync with SharePoint list, e-mail timeline), attaching documents or linking hyperlinks to supporting information, exporting data to Excel
- Print schedules and reports.
  - This objective may include but is not limited to: reporting progress status, saving to PDF or XPS, printing Gantt information, schedule, or timeline, printing based on date range

Exam 70-177:
Microsoft Project Server 2010, Configuring

Note – has a "TS" in front of it in some documentation. The "TS" stands for "Technology Specialist"

Audience Profile
Candidates for this exam are experienced in implementing and supporting the Microsoft Project Server 2010 solution and also have experience with Microsoft SharePoint Server 2010 and familiarity with Microsoft SQL Server 2005 and SQL Server 2008 technology.

Candidates for this exam are responsible for the installation, configuration, and maintenance of a Project Server 2010 implementation.

Candidates for this exam typically work as an Enterprise Project Management (EPM) consultant, a project server administrator, an IT professional, or a developer.

Skills Being Measured

This exam measures your ability to accomplish the technical tasks listed below.The percentages indicate the relative weight of each major topic area on the exam.The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

Installing Project Server 2010 (23 percent)

- Configure prerequisites.
  - o This objective may include but is not limited to: domain accounts, SQL Server accounts, preparing servers for Project Server 2010 roles, features, ports, and protocols, configuring SQL for OLAP cubes, configuring SQL roles for Project Server farm administration, configuring analysis services account to read Project Server, configuring SharePoint services (in support of Project Server prerequisites)
- Install software required for Project Server 2010 and related technologies.
  - o This objective may include but is not limited to: PSCONFIG, Project Professional 2010 profiles/accounts, installing a new Project Web Access (PWA) instance,

configuring Secure Store, configuring Microsoft Office Exchange integration, configuring Project Server 2010 services, configuring Excel Services

- Manage a Project Server 2010 upgrade.
  - This objective may include but is not limited to: migrating data from Project Server 2003 or Project Server 2007 to Project Server 2010, upgrading from Project Server 2003 or Project Server 2007 to Project Server 2010, upgrading from Portfolio Server 2007 to Project Server 2010, configuring backward compatibility with Project 2007 clients

Managing Resources and Security (25 percent)

- Configure for time management.
  - This objective may include but is not limited to: time reporting mode, single entry mode, financial periods, protected actions, administrative time, configuring Status Manager, Timesheet Manager, and Default Assignment owner role, configuring task status updates, configuring timesheets
- Configure enterprise resources and organizational structure.
  - This objective may include but is not limited to: custom fields/lookup tables, calendars, costs, availability, type, department, teams, configuring resource breakdown structure
- Manage users and permissions.
  - This objective may include but is not limited to: Active Directory synchronization, project workspace permissions settings, configuring options and access for a new project, configuring delegation, adding a new user to the system and assigning the correct role, adding groups

Configuring Project Server 2010 (25 percent)

- Configure enterprise project types and templates.

- o This objective may include but is not limited to: configuring a Project Detail Page (PDP), creating an enterprise project type, creating, implementing, and enforcing the use of templates for the enterprise
- Configure for Business Intelligence (BI).
- o This objective may include but is not limited to: BI permissions settings, creating Excel services reports for OLAP, creating analysis cubes for use in BI tasks, configuring OLAP cubes for departments, setting report permissions, adding custom fields to OLAP cubes, updating OLAP cubes on demand, associating a secure store services ID with reporting
- Configure metadata and views.
- o This objective may include but is not limited to: lookup tables, custom fields including formulas and indicators, configuring views, configuring business drivers
- Modify the Enterprise Global Template.
- o This objective may include but is not limited to: standard duration, work types, macros, tables, views, filters, groups
- Manage workflows.
- o This objective may include but is not limited to: visible project pages, configuring phases, configuring stages, deploying a new workflow, restarting workflows, moving projects in a workflow, reassigning a workflow, deploying a new workflow

Administering Project Server 2010 (27 percent)

- Configure for data governance.
- o This objective may include but is not limited to: archiving, retention, forced check-in of enterprise objects, deleting enterprise objects
- Back up and restore Project Server 2010.

- o This objective may include but is not limited to: SharePoint links, farm backup and restore, site backup and restore, backup and restore of enterprise objects, scheduling backups
- Administer SharePoint for Project Server 2010 implementation.
  - o This objective may include but is not limited to: changing the default workspace template, creating a new workspace, creating a project web site for an existing project, re-linking a workspace URL, modifying uses of the grid and other Web Parts, configuring and maintaining the site provisioning process
- Monitor Project Server health.
  - o This objective may include but is not limited to: event, Unified Logging Service (ULS), and usage logs, active cache management, Health Analyzer, checking the queue for errors, changing history or queue settings, cancelling jobs, configuring the queue, checking the ULS log location, using the Developer Dashboard to assist in farm administration