



Project 2010 Certification Exams

This information is taken from the Microsoft website and is a compilation of the requirements listed there for the Project 2013 and Project Server 2013 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 70-343

Managing Projects with Microsoft Project 2013

Target Audience

Candidates for this exam use Project Standard 2013, Project Professional 2013, and Project Pro for Office 365 desktop features (excluding Project Server features).

Candidates should have experience effectively modeling, scheduling, resourcing, communicating, collaborating on, and delivering projects using Project Standard 2013, Project Professional 2013, Project Pro for Office 365, Microsoft SharePoint, and SharePoint Online.

Candidates should also have a solid understanding of key project management concepts and terminology.





Skills 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.

Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.

Initialize a project (15–20%)

- Create a new project
 - Create a template from a completed project, create a project from an existing template, existing project, SharePoint task list, or Excel workbook
 - Create and maintain calendars
 - Set working or non-working hours and days for calendars, set a base calendar, resource calendar, and hours per day, apply calendars to project, task, and resource levels
 - Create custom fields
 - Create basic formulas, graphical indicator criteria, lookup tables, and task and resource custom fields
 - Customize option settings
 - Set default task types, manual versus auto-scheduling, project options, calendar options, customized ribbon, and quick access toolbar
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Create a task-based schedule (20–25%)

- Set up project information
 - Define project start date, apply calendars and current date, enter project properties, display the project summary task on a new project
- Create and modify a project task structure
 - Create and modify summary tasks and subtasks, rearrange tasks, create milestones, create manually scheduled tasks, outline, set tasks as active or inactive
- Build a logical schedule model
 - Set date constraints, deadlines, dependencies, links, duration equations, effort-driven tasks, and formulas, choose a task type
- Create a user-controlled schedule
 - Enter duration, set or change the task mode (manual or auto), display warnings and suggestions, use estimated durations and user-controlled summary tasks
- Manage multiple projects
 - Create a shared resource pool, connect to a resource pool, create links between projects, resolve conflicts between linked projects, work with master projects and sub-projects, summarize data in master projects

Manage resources and assignments (20–25%)

- Enter and edit resource information
 - Enter and edit max units, resource types, resource rate table, cost per use, availability, resource group, generic resources, and cost resources
- Create and edit resource assignments





- Use task forms, assign multiple resources, assign resources to tasks using units that represent part-time work, edit assignments
 - Manage resource allocation
 - View task and resource usage, view availability across multiple projects, change assignment information, level, replace resources
 - Manage resource allocations by using Team Planner
 - Display current resource allocations and assignments, manage unassigned tasks, resolve resource conflicts, level resource overallocations, substitute resources
 - Model project costs
 - Enter and assign resource-based costs (work, material, cost), cost per use, fixed costs, accrual method, apply a resource rate table
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Track and analyze a project (20–25%)

- Set and maintain baselines
 - Use multiple baselines, baseline an entire project, baseline selected tasks, update a baseline
- Update actual progress
 - Update percentage completion, actual or remaining duration, actual work, remaining work, status date, current date, actual start and actual finish, use actual work and usage views, reschedule uncompleted work, cancel an unneeded task
- Compare progress against a baseline





- Use date variance, work variance, cost variance, and task slippage, show variance of the current plan against baseline (tracking Gantt), select a view to display variance
- Resolve potential schedule problems
 - Display warnings, suggestions, and task drivers by using Task Inspector and Task Path, identify resource overallocations
- Display critical path information
 - View the critical path in single or master projects, view total slack, display progress against baseline or deadlines

Communicate project information (15–20%)

- Apply and customize views
 - Use auto-filter, apply views, group, filter, highlight, create and manage tables, sort, customize views, share a view with Organizer
- Share data with other applications
 - Import data from Excel, export data to Excel, attach documents or link hyperlinks to supporting information, copy and paste timeline and reports to other Office Web Apps, create and generate visual reports in Excel and Visio, export a timeline view to email
- Configure and display reports and dashboards
 - Report progress status, save to PDF or XPS, display Gantt information, schedule, or timeline, display data based on date range, create built-in dashboards and reports, change and customize built-in dashboards and reports, copy pictures, work with cumulative fields
- Connect and share data with SharePoint





- Sync to SharePoint, share plans and get updates through SharePoint, share project plans through SharePoint (bi-directional sync of tasks, progress, and timeline elements), collect actual progress from a team through SharePoint
- Extend Project 2013
 - Acquire Apps from the Office Store, save files in OneDrive, acquire templates from Office.com, automate frequent tasks with Visual Basic for Applications (VBA)

Exam 70-344

Managing Programs and Project with Project Server 2013

Target Audience

Candidates for this exam are engaged in managing projects, programs, or portfolios in the Microsoft Project Portfolio Management (PPM) environment and have a solid understanding of key project management concepts and terminology.

Candidates should also have extensive hands-on experience using Microsoft Project Professional 2013 and Project Web App 2013, including managing enterprise custom fields, views, and portfolio objects.

Skills 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.

Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.

Create enterprise projects and portfolios (25–30%)

- Define strategic alignment
 - Define business drivers, create multiple driver prioritizations, analyze consistency ratio, rate projects against business drivers, determine primary cost constraints, determine resource constraints
- Optimize portfolios
 - Set project dependencies, create a portfolio analysis, review and modify prioritizations in an analysis, force projects in and out of analysis, determine hired resources, compare and run simulations for project portfolio selection, add additional constraints
- Create a new enterprise project
 - Create a project by choosing a specific project type and going through a workflow, create a Microsoft SharePoint task list project, create SharePoint item lists for ideation and requests, use workflow approvals, import projects through Project Professional, create and manage project schedules using Project Web App, save and check in projects
- Create a program with master projects and sub-projects
 - Insert sub-projects, create cross-project task dependencies, create a temporary master project, calculate sub-project summary fields, display a master project in Project Web App





Plan enterprise projects and resources (25–30%)

- Manage resources and teams
 - Edit resources with Project Web App, edit resources with Project Professional, create team resources, create team assignments, add a team task to a task page or timesheet, map resource roles (portfolio analysis)
- Build a resource plan
 - Build a team for a resource plan, build a resource plan for a project, set resource utilization, use committed versus proposed assignments
- Build a project team
 - Build a Project Team through Project Professional, build a Project Team through Project Web App, replace generic resources, work with proposed assignments, import a team resource plan
- Resolve resource overallocations across projects
 - Use leveling tools; use Team Planner, Task usage, and Resource Center availability views; evaluate how SharePoint task list projects impact availability
- Baseline enterprise projects
 - Set a protected baseline, set a baseline from Project Web App, set a baseline from Project Professional, clear a baseline, copy a baseline

Track and collaborate on an enterprise project (25–30%)





- Select a tracking method
 - Use percent complete, hours per period, actual work remaining, freeform, done, and not done fields
- Manage task assignments
 - Publish assignments, select a status manager, select an assignment owner, set the published values for individual tasks
- Update tasks and timesheets
 - Submit and recall timesheets, insert and remove tasks, reassign tasks, update Task Status from SharePoint My Tasks, submit updates from My Tasks
- Approve tasks and timesheets
 - Accept task updates from tasks or timesheets, view impact of updates on a project, reject updates, approve and reject timesheets, manage delegations
- Update a project schedule
 - Reschedule uncompleted work, update cost resources, publish schedule changes, utilize task update history, update schedules with protected user updates, close tasks for updates

Manage configurable enterprise objects (20–25%)

- Customize Project Web App views and reports
 - Create a portfolio report using Microsoft Excel, create dashboards, copy and edit views, set default views, rename field names, group, filter, and sort views
- Manage and extend Project Online and Project Server
 - Create and manage enterprise project templates, define enterprise custom fields, define Project Server workflows, define enterprise global objects, extend with Office Store apps, add social elements





- Manage risks, issues, and deliverables
 - Add risks and issues, add documents, add deliverables, set a dependency on a deliverable, synchronize deliverables with projects, link related items
- Customize a project site
 - Add Document Library, add Lists, add Calendar, add Folders, modify site layout, create program (master-sub) structure using subsites

