

ECDL / ICDL Project Planning

Introduction

The following is the sample part-test for ECDL / ICDL Project Planning. This sample part-test contains 14 questions giving a total of 18 marks.

The actual ECDL / ICDL Project Planning certification test contains 27 questions giving a total of 36 marks. The candidate has passed the test if he/she scores 27 out of 36 marks. The pass mark for the module is 75%. The duration of the actual ECDL / ICDL Project Planning certification test is 45 minutes.

Although the ECDL / ICDL Project Planning sample part-test is not a certification test it does give an indication about the scope and approach adopted within the actual ECDL / ICDL Project Planning certification test. All test items within the actual ECDL / ICDL Project Planning certification tests are based on ECDL / ICDL Project Planning Syllabus Version 1.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL Project Planning tests please refer to ECDL / ICDL Project Planning Syllabus Version 1.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

Module Goals

ECDL / ICDL Project Planning sets out essential concepts and skills relating to the ability to use project management software to prepare project plans and monitor projects including planning and managing time, costs, tasks, and resources.

Successful candidates will be able to:

- Understand the key concepts relating to managing projects.
- Use a project management application to create a new project and maintain an existing project.
- Create and schedule tasks and add project constraints and deadlines.
- Assign costs and create and assign resources to tasks.
- View the critical path, monitor progress and reschedule work.
- Prepare and print outputs, including charts and reports.

Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL Project Planning sample test. References to file names, file extensions, folders, directories, URLs (Uniform Resource Locators), hyperlinks, image links, Web pages, e-mail messages, field identification names etc., together with textual insertions are presented in **bold** for ease of identification within the test paper. Naming or insertion actions for text or numeric data should be added without any formatting except where a formatting action is requested as part of the question item. The person administering the sample test is required to make these conventions known to candidates in advance of the test.

Response Format

The theoretical questions of this test may be administered as a paper-based test or as a test with responses provided to an electronic answerfile. If the Candidate completes a paper-based test he / she should be advised by the authorized ECDL / ICDL tester to enter their candidate identification number at the top of the test paper. Where an electronic answerfile is used to administer the test, the authorized ECDL / ICDL tester should note the following answerfile instructions.

Answerfile Instructions

An **answerfile** is provided in the **answer** folder for each test paper in your Candidate Drive. The Candidate should enter his / her candidate identification number near the top of the **answerfile**. You are asked to enter your answer beside the relevant question number in the **answerfile** and save.

Partial Sample Test 1

This is a partial sample test for use by candidates intending to take the ECDL / ICDL Project Planning certification tests. The partial sample test aims to give candidates an opportunity to become comfortable with the style and structure of the certification test.

The partial sample test must not, under any circumstances, be used in certification testing.

The following is the partial sample test for ECDL / ICDL Project Planning. Amongst other things, your tasks include creating and linking tasks, assigning resources to tasks, displaying the critical path and saving a baseline for a conference in Singapore.

This test consists of 14 questions totalling 18 marks.

1. Open the file called **Partial Sample Test Theory Questions 1** from your Candidate Drive. Open the file called **sample answerfile1** from your Candidate Drive. Enter your candidate identification number near the top of the **sample answerfile1** file. Enter your answers in the **sample answerfile1**. Save and close the **sample answerfile1** file and close the **Partial Sample Test Theory Questions 1** file. [3 Marks]
2. Open the project management application. Create a new blank project. Save the project file as **presentation.mpp** to your candidate drive. [2 Marks]
3. Create the following tasks and durations as outlined below, accepting all other default settings.

Task Name	Duration
Create presentation	2 days
Rehearse presentation	1 day

[2 Marks]
4. Link the two tasks so that **Rehearse presentation** starts as soon as **Create presentation** finishes. Save and close the **presentation** file. [1 Mark]
5. Open the file named **Singapore conference.mpp** from your candidate drive. Delete the **Prepare invite list** task. [1 Mark]

Continued...

Partial Sample Test 1 (Contd.)

6. Set a lag time of 2 days between the **Publish event on website** and **Review website** tasks, accepting all other default settings. [1 Mark]
7. Set the **Book venue** task as a milestone.
Save the **Singapore conference** file. [1 Mark]
8. Split the **Mailshot invitations** task after **1st working day** so there is an interruption of **1 day**. [1 Mark]
9. Assign a Cost of **€100** to the **Review website** task. [1 Mark]
10. Assign the resource **Winnie Limm** to the **Book flights** task.
Save the **Singapore conference** file. [1 Mark]
11. In Gantt Chart view, display the critical path, accepting all default settings.
Save the project file as **conference critical.mpp** to your candidate drive. [1 Mark]
12. Set a baseline for the entire project. [1 Mark]
13. In the Gantt chart, apply settings to ensure that a current progress line will always display at the project status date. [1 Mark]
14. Display bars on the Gantt chart for the current project schedule and the saved baseline, accepting all other default settings.
Save the project as **conference baseline.mpp**. [1 Mark]

Save and close all open files and close any open applications.

This is the end of the test.

If you have time, check the work you have done.