ECDL / ICDL Module 13 – Project Planning

Introduction

This document contains the ECDL / ICDL Module 13 – Project Planning Syllabus 1.0 partial sample test.

The sample test is for use by candidates intending to take the ECDL / ICDL Module 13 – Project Planning certification test. The sample test aims to give candidates the opportunity to become comfortable with the style, approach, format and structure adopted within the ECDL / ICDL Module 13 – Project Planning tests.

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

The actual content of the ECDL / ICDL Module 13 – Project Planning test used for certification will vary to ensure appropriate syllabus coverage across all tests. For this reason, candidates should be informed that the sample test will not be an exact reflection of actual certification test content.

The sample test consists of 14 tasks giving a total of 18 marks.

The ECDL / ICDL Module 13 – Project Planning certification test contains 27 tasks and the entire test represents a total of 36 marks. The candidate has passed the certification test if he/she scores 27 marks out of 36 marks. The pass mark for the module is 75%. The duration of the ECDL / ICDL Module 13 – Project Planning certification test is 45 minutes.

Macros

In the ECDL / ICDL Module 13 – Project Planning sample test, macros are included in the theory question answer file. Candidates need to be notified of this before the sample test so that they enable macros when they open this file. All workfiles provided by the ECDL Foundation have been virus checked. Nonetheless Test Centres are advised to virus check all workfiles before providing these to candidates as part of the ECDL / ICDL Module 13 - Project Planning sample test.

Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL Module 13 – 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 italic* 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.

Partial Sample Test Setup

Before commencing the partial sample test, you must be aware of the following:

- Macro security settings must be set to Medium (disable all macros with notification) for completion of the theory questions.

- Candidates must enable macros when opening the Theory Questions files.

Partial Sample Test 13.1

This is a partial sample test for use by candidates intending to take the ECDL / ICDL Module 13 – 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 Module 13 – 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 named ***Partial Sample Test Theory Questions 13.1.docm*** from your candidate drive, enabling macros when requested. Select your answer for each of the 3 multiple choice questions, then save and close the ***Partial Sample Test Theory Questions 13.1*** 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	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]**

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]**

Continued...

Partial Sample Test 13.1 (Contd.)

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.

END OF TEST