1. Successful projects must balance cost, scope, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ against a set of constraints.

Answer:

time. See page 90.

1. Conducting interviews, designing a report, selecting software, waiting for the delivery of equipment, and training users are examples of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Answer:

Tasks (activities). See page 94.

1. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ represents the work that one person can complete in one day.

Answer:

person-day. See page 95.

1. Tasks in a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ must be arranged in a logical sequence called a task pattern.

Answer:

work breakdown structure. See page 98.

1. Microsoft Project and other project management software can highlight the series of tasks that form the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Answer:

critical path. See page 102.

1. Project status meetings provide a project manager with an opportunity to seek input and conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sessions.

Answer:

brainstorming. See page 104.

1. To transform a task list into a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chart, you first enter the task name, ID, duration, and predecessors for each task.

Answer:

PERT/CPM. See page 106.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a free open source program that has a similar look and feel as Microsoft Project.

Answer:

GanttProject. See page 109.

1. A Microsoft Excel XY chart can be used to display a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that shows risk probability and potential impact.

Answer:

risk matrix. See page 112.

1. When the progress of a project is poorly monitored and responses to early warning signs of problems are slow, the result can be a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Answer:

cost overrun. See page 114.