

✔ Congratulations! You passed!

Grade
received 100%

Latest Submission
Grade 100%

To pass 80% or
higher

Go to next item

You reached new skill level:

Beginner

Project Management

Your score: 57 (↑27) Beginner

Keep going! At a beginner level, you have a working knowledge and are able to pass beginner content. You have limited experience applying it.

1. As a project manager, you're an expert at determining which tasks are most critical to the success of a project and helping team members identify and break down large tasks into smaller steps. What project management value does this represent?

1 / 1 point

- ☒ Prioritization
- ☐ Optimism
- ☐ Effective communication
- ☐ Delegation

✔ Correct

2. As a project manager, you direct the activities your team needs to accomplish within a set period of time. You also control the team's workload to ensure the activities are getting done on time. Which project management responsibility does this represent?

1 / 1 point

- ☐ Utilizing productivity tools
- ☐ Managing the budget
- ☐ Removing unforeseen barriers
- ☒ Managing tasks

✔ Correct

3. As a project manager on a product team, which of the following responsibilities are part of your role within the team? Select all that apply.

1 / 1 point

- ☒ Ensure that issues and risks are tracked and visible.

✔ Correct

- ☐ Directly manage each team member working on the project.
- ☒ Hold all team members accountable for their assigned tasks.

✔ Correct

- ☒ Collaborate with other teams at the organization.

✔ Correct

4. What is an example of measuring progress for a cross-functional team?

1 / 1 point

- ☐ Setting up effective tools so the team can easily work together
- ☒ Recording milestones and documenting when tasks are completed
- ☐ Learning what makes team members feel supported and giving positive feedback
- ☐ Defining key items and encouraging team members to ask questions

✔ Correct

5. You're a project manager on a team that is improving a product. You employ a variety of helpful tools and templates, along with your familiarity of popular project management styles, to help you document the project throughout its lifecycle. Which core project manager skill set are you demonstrating with these behaviors?

1 / 1 point

- ☒ Strong organizational skills
- ☐ Communicating and escalating
- ☐ Enabling decision-making
- ☐ Flexibility

✔ Correct

6. As a project manager, one of your team members suddenly must leave your project to deal with a family emergency. To stay on schedule, you pull another team member off of a task that is not time-sensitive and assign him to the urgent task that your departing team member was working on. Which flexible planning strategy did you use to deal with this unexpected circumstance?

1 / 1 point

- ☐ Calculating "float" in your schedule.
- ☐ Enabling decision-making
- ☐ Assessing external constraints
- ☒ Planning for risks and challenges

✔ Correct

7. Suppose you are trying to figure out how a team member prefers to receive positive recognition. Which interpersonal skill can you use to make this determination?

1 / 1 point

- ☐ Work ethic
- ☒ Understanding motivations
- ☐ Conflict mediation
- ☐ Negotiation

✔ Correct

8. As a project manager impacting an organization, you want to *build a great team*. Which of the following would a project manager do to *build a great team*? Select all that apply.

1 / 1 point

- ☐ Address the team's needs whenever it's most convenient for the project manager's schedule.
- ☒ Understand the customer's requirements to better shape the skills needed for the team.

✔ Correct

- ☒ Allow the team members to have input and ask questions.

✔ Correct

- ☒ Take the time to understand each team member's motivations, strengths, and weaknesses.

✔ Correct

9. Why is it important for a project manager to build relationships with customers?

1 / 1 point

- ☐ Because customers make money for the business
- ☒ Because customers define the project requirements
- ☐ So that the other team members don't have to talk to customers
- ☐ Because a satisfied customer will attract more customers

✔ Correct

10. As a project manager, you maintain an open door policy to build trust within your team and among stakeholders. In doing this, you are utilizing interpersonal skills to fulfill what responsibility?

1 / 1 point

- ☐ Teaching and mentoring
- ☒ Communicating status and concerns
- ☐ Controlling change
- ☐ Budgeting and controlling costs

✔ Correct

11. To be an effective project manager, what important actions/steps should you take?

1 / 1 point

- ☒ Ensure team members understand the team's objectives and their individual tasks
- ☐ Gain mastery over every detail of a project at all times
- ☐ Limit communication between team members so they can complete their work
- ☐ Confirm team members handle the documentation and organization necessary to finish the project

✔ Correct