✓ **Congratulations! You passed!**

Grade received 100%   To pass 75% or higher

Go to next item

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1. Gantt charts give project teams a visual representation of project tasks. What else do Gantt charts include?   `1 / 1 point`

○ Roles and responsibilities

○ Stakeholder contact information and budget items

◉ Due dates, durations, and milestones

○ Resources, deliverables, and success metrics

✓ **Correct**
A Gantt chart provides a visual breakdown of project requirements and project completion dates.

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2. What tool can a project manager use for organizing all aspects of a complex project?   `1 / 1 point`

◉ Work management software

○ Email

○ A calendar

○ A digital document

✓ **Correct**
Work management software like Asana and JIRA allow collaboration and communication at the task level. These tools help streamline management of complex projects.

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3. Which project management tool uses cards to track and visualize task progress?   `1 / 1 point`

○ A spreadsheet

◉ A Kanban board

○ Smartsheet

○ A Gantt chart

✓ **Correct**
Kanban boards are used to manage tasks and workflows. Project managers can create Kanban boards on whiteboards, magnetic boards, poster boards, and computer programs.

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4. When creating cards for a Kanban board, which items should go on the *front* of the card? Select all that apply.   `1 / 1 point`

☑ Description of work

✓ **Correct**
This briefly describes the task to be accomplished. The front of the card should also contain a title and unique identifier, an estimation of the effort required to complete the task, and the person assigned to it.

☑ Title and unique identifier

✓ **Correct**
These enable you to have a quick reference for tasks and ID numbers. The front of the card should also contain a description of the work, an estimation of the effort required to complete it, and who is assigned to the task.

- [ ] Blocked days
- [x] Who is assigned to the task

✓ **Correct**

This indicates who is responsible for completing the task; ideally, one person per card. The front of the card should also contain a title and unique identifier, a description of the work, and an estimation of the effort required to complete it.