

✓ Congratulations! You passed!

Grade received **100%** To pass 75% or higher

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1. Which three of the following are benefits of project planning?

1 / 1 point

☒ It helps you map out the full project.

✓ **Correct**

Planning helps you understand the work needed to achieve your goals. Planning also helps coordinate efforts and timelines with other teams, contractors, and vendors. It also gives you time to identify project risks and create a shared understanding among all parties involved in the project.

☒ It gives you time to identify and prepare for risks that could impact your project.

✓ **Correct**

Planning can help you identify and prepare for things like a delay in the timeline, the departure of a critical team member, or a change in project direction from a primary stakeholder. It also gives you the chance to brainstorm ways to mitigate or address those risks. Additionally, it helps you map out the full project and helps individuals assigned to the project become a strong team.

☒ It helps individuals assigned to your project become a strong team by working together.

✓ **Correct**

Planning together creates a shared understanding among all parties involved in the project. It prepares everyone for the teamwork that will be necessary when the planning is done and the work starts. It also helps you map out the full project and gives you time to identify risks.

☐ It helps you brainstorm preliminary goals for the project.

2. What are three major project components that are worked out during the planning phase?

1 / 1 point

☒ Schedule, budget, and risk management plan

☐ Scope, goals, and deliverables

☐ Project tracking, quality management, and retrospectives

☐ Success criteria, stakeholders, and resources

✓ **Correct**

During the planning phase, you determine the project's schedule, budget, and risk management plan. The schedule is a timeline of the project. The budget accounts for the total cost to complete the project. And the risk management plan involves searching for possible problems and planning ahead to mitigate these risks.

3. During the kickoff meeting, which agenda item involves discussing how the project came to be and why the project matters?

1 / 1 point

☒ Background

☐ Collaboration

☐ Roles

☐ Goals and scope

✓ **Correct**

Towards the beginning of the kickoff meeting, you should spend around five minutes discussing the details of the project and its shared vision.

4. Which of the following are best practices when you are leading a kickoff meeting? Select all that apply.

1 / 1 point

☒ Follow up after the meeting.

✓ **Correct**

After the meeting, send out a meeting summary featuring the meeting notes and any action items. Other best practices include: Set the right time and length; invite the right people; designate a notetaker; and set, share, and stick to the agenda.

☒ Share the agenda.

✓ **Correct**

Prior to the meeting, share the agenda with attendees via email and identify speakers for each topic. By sending the agenda in advance, everyone will have an idea of what to expect, time to prepare for anything they need to present or discuss, and time to generate questions or ideas. Other best practices include: Set the right time and length; invite the right people; stick to the agenda; and follow up after the meeting.

☒ Set the right time.

 **Correct**

Choose a meeting time that works for everyone. Be mindful of time zone differences. Other best practices include: Invite the right people; designate a notetaker; set, share, and stick to the agenda; and follow up after the meeting.

☐ Take your own thorough notes.