✅ **Congratulations! You passed!**

Grade received 100%   **Latest Submission Grade** 100%   **To pass** 80% or higher

Retake the assignment in 23h 54m

Go to next item

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1. Fill in the blank: For small projects, project managers should typically use _____.   1 / 1 point

- ⃝ highest-rated tools
- ⃝ more sophisticated tools
- ⦿ simple and straightforward tools
- ⃝ recently-created tools

✅ **Correct**

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2. What details should be in your project charter? Select all that apply.   1 / 1 point

- ☑ Project goals

✅ **Correct**

- ☐ Stakeholder analysis
- ☑ Deliverables

✅ **Correct**

- ☑ Scope

✅ **Correct**

- ☐ Detailed project plan

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3. Fill in the blank: A project manager creates a project charter _____ a project proposal.   1 / 1 point

- ⃝ as an introduction to
- ⃝ at the same time as
- ⦿ after
- ⃝ before

✅ **Correct**

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4. Why is it important for a project manager to properly document a project? Select all that apply.   1 / 1 point

- ☑ Proper documentation helps communicate any changes to the project's scope.

✅ **Correct**

- ☑ Proper documentation can pave the way for the success of the project within the time constraints.

✅ **Correct**

- ☑ Without proper documentation the team members may receive conflicting information about the project.

✅ **Correct**

- ☐ Proper documentation ensures nothing in the project can go wrong.

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5. Which are examples of work management tools?   1 / 1 point

- ⃝ Microsoft Word and Google Docs
- ⦿ Asana, Basecamp, and Trello

○ Microsoft PowerPoint, Keynote, and Google Slides

○ Email and chat

✓ **Correct**

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6. The project manager needs to plan, track, and complete work across many project phases. They also need to visually represent the team's day-to-day tasks. Which type of tool is best for these activities?

1 / 1 point

○ A collaboration tool, such as email

○ A productivity tool, such as Microsoft Word

○ A presentation tool, such as Google Slides

⦿ A work management software, such as Asana

✓ **Correct**

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7. The project sponsor requests a report on the current budget needs of a project. They would like to review a detailed breakdown of costs. Which type of tool would be best to use to meet the project sponsor's request?

1 / 1 point

⦿ Spreadsheets

○ Visualization cards

○ Chat

○ Scheduling software

✓ **Correct**

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8. Collaboration tools such as email or chat allow teams to do what tasks? Select all that apply.

1 / 1 point

☐ Plan the budget

☐ Visualize project task completion

☑ Work collectively and closely with other team members

✓ **Correct**

☑ Check in on project tasks

✓ **Correct**

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9. Fill in the blank: Project managers use tools to manage _____, which typically include the project's budget, people, and materials.

1 / 1 point

○ project proposals

○ project timelines

⦿ project resources

○ project charters

✓ **Correct**

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10. Which of the following best describes what a *living document* means?

1 / 1 point

○ A document that has been shared with the team

○ A digital document stored in the cloud

○ A document that is updated from project to project

⦿ A document that evolves as the project progresses

✓ **Correct**