✓ **Congratulations! You passed!**

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[**Go to next item**]

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1. Generally, how long should the kick-off meeting last?

    1 / 1 point

    ○ One full work day

    ● About one hour

    ○ Less than 20 minutes

    ○ Two-hours, and extend if attendees have questions

    ✓ **Correct**

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2. Fill in the blank: During the planning phase of a project, you take steps that help you _____ to achieve your project goals.

    1 / 1 point

    ○ depart from the current timeline

    ○ avoid stakeholder input

    ○ analyze customer feedback

    ● understand the work you need to do

    ✓ **Correct**

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3. Fill in the blank: After the stakeholders assign the project manager, the goals of the project have to be approved, as well as the scope of the project and its _____.

    1 / 1 point

    ● deliverables

    ○ manager

    ○ vendors

    ○ tools

    ✓ **Correct**

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4. Suppose as a project manager, you notice that a new government regulation may add additional tasks to the project. You bring your concern about this new regulation to the stakeholders for a discussion on how to mitigate its impacts. What component of the planning phase does this situation represent?

    1 / 1 point

    ○ Task management

    ● Risk management

    ○ Budget

    ○ Schedule

    ✓ **Correct**

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5. Suppose that as a project manager, you're running a kick-off meeting. During the meeting, you give examples of tasks that you consider part of the project, and tasks you consider not part of the project. What agenda section does this represent?

    1 / 1 point

    ○ Background

    ○ Roles

    ● Goals and scope

    ○ Questions

    ✓ **Correct**

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6. Suppose as a project manager, you're running a kick-off meeting. During the meeting, you present the shared project tools and documents. You also tell the team they will communicate through a team chatroom and will receive daily email updates. What agenda item does this represent?

    1 / 1 point

    ○ Project purpose

○ Scope

● Collaboration

○ Intended outcome

✓ **Correct**

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7. As a project manager, you're explaining to your team the difference between a milestone and a task. How would you explain a task to the team?

1 / 1 point

○ Tasks are milestones with a flexible finish date.

● Tasks are activities to finish in a set period of time that help reach a milestone.

○ Tasks are milestones that are shorter to complete.

○ Tasks are activities that have a flexible finish date because milestones often change.

✓ **Correct**

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8. What are the benefits of setting milestones? Select all that apply.

1 / 1 point

☐ Setting milestones encourages you to take time away from the project for new ideas.

☑ Breaking down information into milestones gives you a better idea of the amount of work that needs to be done.

✓ **Correct**

☑ Setting milestones helps you keep your project on track with clear deadlines for when to complete deliverables.

✓ **Correct**

☑ Setting milestones helps you to figure out if you need to adjust your scope, timelines, or resources to meet your goals.

✓ **Correct**

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9. Project managers should follow which three best practices when assigning tasks to complete milestones?

1 / 1 point

☐ Assign deadlines to tasks, but not milestones.

☑ Balance the workload of tasks between teammates.

✓ **Correct**

☑ Add an assignee and due date to each task.

✓ **Correct**

☑ Consider teammates' familiarity with the tasks.

✓ **Correct**

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10. What are two benefits of making a work breakdown structure (WBS)?

1 / 1 point

☐ You can get a sense of each stakeholder's workload.

☑ You have a visualization tool that assists in assigning tasks.

✓ **Correct**

☐ You can assign tasks to two or more team members.

☑ You and your teammates can easily identify the tasks you assigned to each milestone.

✓ **Correct**