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1. Suppose that as a project manager, you assign tasks to the team members who can best complete them. What project management value does this represent?

1 / 1 point

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

✓ **Correct**

2. When budgeting a project, what is the responsibility of a project manager?

1 / 1 point

- ☐ Using a productivity tool to share information across the team
- ☒ Controlling costs to ensure more money isn't spent than what key stakeholders approved
- ☐ Setting a period of time for a team member to complete an activity
- ☐ Creating a schedule so team members know when their task should be complete

✓ **Correct**

3. As a project manager, you choose the best project management methodology for your team and ensure they adhere to it throughout the project. What project management responsibility does this represent?

1 / 1 point

- ☐ Ensure that issues and risks are tracked and visible.
- ☐ Hold all team members accountable for their assigned tasks.
- ☐ Collaborate with other teams at the organization.
- ☒ Help teammates adopt the right workflows and project management styles.

✓ **Correct**

4. What can a project manager do to recognize individuals' efforts on a team?

1 / 1 point

- ☐ Set up effective tools so the team can easily work together.
- ☒ Learn what makes team members feel supported and provide positive feedback.
- ☐ Ensure team members have the correct skill sets for each project function.
- ☐ Define key items and encourage team members to ask questions.

✓ **Correct**

5. You're a project manager on a team that is improving a product. How can you enable your teammates to make decisions?

1 / 1 point

- ☐ Limit communication with stakeholders to avoid their input until product launch.
- ☒ Provide data and feedback about how customers interact with the product.
- ☐ Keep the task schedule vague and allow flexibility on deadlines.
- ☐ Require teammates to include stakeholders during brainstorming sessions.

✓ **Correct**

6. As a project manager, you learn that a teammate will be out sick for at least a week. They will be unable to

1 / 1 point

complete their tasks, potentially causing the project to go past its deadline. Which work reallocation strategy can keep the project on schedule?

- ☐ Have teammates work longer hours to get their tasks done and then do the out-sick teammate's tasks.
- ☐ Get leadership to approve overtime so the teammate can catch up on work when they return.
- ☐ Distribute all of the out-sick teammate's tasks evenly among team members.
- ☒ Review the out-sick teammate's tasks to determine which tasks have "float" and figure out where the order of tasks can be changed or resources can be juggled.

✓ Correct

7. Suppose you have two teammates who disagree on the best way to complete a task. Which interpersonal skill can you use to help them resolve their disagreement?

1 / 1 point

- ☐ Positive attitude
- ☐ Understanding motivations
- ☐ Negotiation
- ☒ Conflict mediation

✓ Correct

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

1 / 1 point

- ☐ Check in with the team as little as possible to increase productivity.
- ☒ Understand the impact of each process within the project.

✓ Correct

- ☐ Change the project end goal to meet the needs of project tasks.
- ☒ Frequently communicate the larger project goal to the team.

✓ Correct

9. Fill in the blank: In project management, a _____ is a person or an organization that defines the project requirements. They also may set important guidelines, such as the budget and deadlines.

1 / 1 point

- ☐ teammate
- ☐ competitor
- ☐ vendor
- ☒ customer

✓ Correct

10. Which of the following are examples of how a project manager empowers their team? Select all that apply.

1 / 1 point

- ☒ Allows team members to make some decisions for the project

✓ Correct

- ☒ Delegates project responsibilities

✓ Correct

- ☒ Uses team members' input in project planning and execution

✓ Correct

- ☐ Asks team members to get approval before communicating directly with stakeholders

11. Which of the following is necessary to be an effective project manager?

1 / 1 point

- ☒ You must trust team members on the technical aspects of a project.
- ☐ You must have been in the project's industry for at least two years.
- ☐ You must know all of the technical details of a project before starting.

⌋ You must have a college degree in management.

✓ Correct