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1. Which four of the following should project managers identify before creating a communication plan?

1 / 1 point

☐ Project risks

☒ Communication barriers

✔ Correct

☐ Anonymous survey questions

☒ Communication goals

✔ Correct

☒ Project stakeholders

✔ Correct

☒ Communication methods

✔ Correct

2. Fill in the blank: To be effective, your team _____ need to be clear, honest, relevant, and frequent.

1 / 1 point

☒ communications

☐ debates

☐ expectations

☐ documents

✔ Correct

3. What details does a communication plan include? Select all that apply.

1 / 1 point

☒ When communication happens

✔ Correct

☒ Who should communicate

✔ Correct

☒ Where the information communicated is stored

✔ Correct

☐ How communications should sound

☒ Why and how to communicate

✔ Correct

☒ What to communicate

✔ Correct

☐ How long communications should be

☐ How long communications should be

4. As a project manager, you have a weekly video conference with stakeholders as part of your communication plan. What two additional details should the communication plan include?

1 / 1 point

☒ Goal

✓ Correct

☐ Location

☐ Duration

☒ Key dates

✓ Correct

5. Fill in the blank: Scheduling routine _____ will help you understand what is and is not working in your communication plan.

1 / 1 point

☐ milestones

☐ presentations

☒ check-ins

☐ department reviews

✓ Correct

6. An effective project management communication plan can help with which of the following processes? Select all that apply.

1 / 1 point

☐ Culture development

☒ Change management

✓ Correct

☐ Team selection

☒ Project continuity

✓ Correct

7. Fill in the blank: Daily meetings and quick virtual check-ins are good ways for project managers to communicate with _____.

1 / 1 point

☐ project customers

☐ senior management

☐ key stakeholders

☒ core team members

✓ Correct

8. Which two tools can help determine the best type of communication for those involved with the project?

1 / 1 point

☐ Risk register

☐ Project charter

☒ RACI chart

✓ Correct

☒ Stakeholder map

✓ Correct

9. How can project managers ensure plan visibility for stakeholders? Select all that apply.

1 / 1 point

☒ Keep documents in a centralized location

✓ Correct

☒ Manage document permissions to give access to relevant information

✓ Correct

☐ Create a risk register

☐ Assign tasks to specific team members

10. What document acts as a quick reference guide to help team members find files they frequently access in one place?

1 / 1 point

☐ A risk management plan

☐ A project proposal

☐ A project charter

☒ A centralized planning document

✓ Correct