

## ✓ Congratulations! You passed!

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1. Fill in the blank: During your project, you monitor the timelines and efficiency of your team. You collect data on how many tasks they complete, their quality of work, and the time it takes to complete the tasks. All of these are examples of using data to \_\_\_\_.

1 / 1 point

- ☒ understand performance
- ☐ reduce budget
- ☐ understand your users
- ☐ solve problems

✓ Correct

2. Which of the following are examples of productivity metrics? Select all that apply.

1 / 1 point

☒ Projections

✓ Correct

☒ Milestones

✓ Correct

☒ Durations

✓ Correct

☐ Issues

3. Fill in the blank: Using a(n) \_\_\_\_ keeps a record of any inconsistencies from the initial requirements of a project.

1 / 1 point

- ☐ issue log
- ☐ communication plan
- ☒ change log
- ☐ shared drive

✓ Correct

4. Fill in the blank: A(n) \_\_\_\_ is an observable change that can help project managers determine the overall health of a project.

1 / 1 point

- ☒ signal
- ☐ milestone
- ☐ risk
- ☐ issue

✓ Correct

5. Fill in the blank: \_\_\_\_\_ data are statistical and numerical facts about a project.

1 / 1 point

- ☐ Qualitative
- ☐ Mathematical
- ☐ Subjective
- ☒ Quantitative

✓ Correct

6. Which of the following include visual representations of data? Select all that apply.

1 / 1 point

☒ infographics

✓ Correct

☒ mappings

✓ Correct

☒ charts

✓ Correct

☒ dashboards

✓ Correct

☐ statistics

7. Why should project managers use visual representations of data? Select all that apply.

1 / 1 point

- ☐ To manipulate the data so the audience only reviews positive information
- ☒ To filter information by directing the audience to the most important data points and insights

✓ Correct

☒ To help the viewer make sense of and remember the information the project manager presents

✓ Correct

☒ To summarize information and condense long ideas and facts into a single image or representation

✓ Correct

8. Which of the following are ways you can be flexible during a presentation? Select all that apply.

1 / 1 point

☒ Consider the approach you'd take if an unforeseen event shortens your presentation

✓ Correct

☐ Limit practicing so you can improvise based upon audience body language

☒ Imagine and prepare for possible objections

✓ Correct

☒ Practice to avoid mistakes that could distract from your message

✓ Correct

☒ Identify and come up with answers to potential audience questions

 Correct

9. As a project manager processing data, you *avoid* selecting and interpreting data in a way that supports your pre-existing beliefs. This tactic helps avoid which data bias?

1 / 1 point

- ☐ Observer bias
- ☒ Confirmation bias
- ☐ Sampling bias
- ☐ Interpretation bias

 Correct

10. As a project manager analyzing data, you enter your data into a spreadsheet, ensure the data is accurate by removing duplicate responses and inconsistencies, and confirm the data contains no typos or errors. Which data analysis best practice does this represent?

1 / 1 point

- ☐ Analyze
- ☒ Process
- ☐ Ask
- ☐ Share
- ☐ Prepare

 Correct

11. As a project manager creating a story, you ask yourself questions like: "Who are you presenting to?", "What are their problems?", and "What do they care about?". In what storytelling step should you ask these questions?

1 / 1 point

- ☐ Gather the feedback
- ☐ Filter and analyze the data
- ☐ Find the data
- ☐ Shape the story
- ☒ Define the audience

 Correct

12. Imagine you're preparing a data presentation. To explain your data, you need to compare trends and display changes in the data over a set period of time. Which data visualization tool can help?

1 / 1 point

- ☐ Pie chart
- ☐ Scatter plot
- ☐ Bar graph
- ☒ Line graph

 Correct