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1. When creating a project plan, you include important points within the schedule that indicate progress. Which project plan component does this represent?

1 / 1 point

- ☐ Time
- ☐ Relevant documentation
- ☐ Tasks
- ☒ Milestones

✓ Correct

2. What tools can a project manager use to account for issues that may cause a project delay? Select all that apply.

1 / 1 point

☒ Task buffer

✓ Correct

☒ Project buffer

✓ Correct

☐ Sub-tasks

☐ Gantt chart

3. What is capacity in project management?

1 / 1 point

- ☐ The estimated length of time it'll take for the project team to complete project milestones
- ☐ The prediction of the amount of budget to be allocated to complete the project tasks.
- ☒ The amount of work that people assigned to the project can reasonably complete in a set period of time
- ☐ The total number of people involved in the project

✓ Correct

4. As a project manager, the project is your number one priority. However, you have team members with competing priorities from other projects. You want to influence them to make your project their priority. To do this, you bridge the high-level goals of the project and the day-to-day perspective of the team. You collaborate to find an outcome that works for everyone. What interpersonal skill did you mainly use in this scenario?

1 / 1 point

- ☐ Build trust
- ☒ Negotiate effectively
- ☐ Ask the right questions
- ☐ Practice patience

✓ Correct

5. Which of the following should you include in a project plan that are essential for project success? Select all that apply.

1 / 1 point

☐ Links to tasks in previously successful projects

☒ A timeline of when the team will complete the tasks

✓ Correct

☒ All project tasks

✓ Correct

☒ Specifically who are completing what tasks

✓ Correct

6. Imagine you're a project manager helping a car company with a new vehicle launch. Your project goal is to ensure vehicle delivery to dealerships. To achieve this, you speak with stakeholders and subject matter experts to understand the granular details of the project. This information helps you know what steps to take to best achieve the project goal. This example includes which project plan best practice?

1 / 1 point

☐ Give yourself time to plan.

☐ Communicate with stakeholders and subject matter experts.

- ☒ Carefully understand project deliverables, milestones, and tasks.
- ☐ Recognize and plan for the inevitable.
- ☐ Achieve buy-in from your team members for your plan.

✓ Correct

7. Which of the following is a best practice when estimating the project timeline? Select all that apply.

1 / 1 point

- ☐ Work quickly through the planning process to get the project started.
- ☒ Escalate any timeline concerns to stakeholders.

✓ Correct

- ☒ Be thorough during the planning process.

✓ Correct

- ☐ Prove competency by trying to resolve timeline concerns without input.

8. Fill in the blank: The _____ is the tendency to underestimate the amount of time it will take to complete a task.

1 / 1 point

- ☐ anchoring bias
- ☐ confirmation bias
- ☐ feedback fallacy
- ☒ planning fallacy

✓ Correct

9. Imagine you're a project manager creating a critical path. Your stakeholders request the earliest and latest start dates for each task. What is a strategy to make this time estimate?

1 / 1 point

- ☒ Use the forward pass or backward pass method.
- ☐ Develop a RACI chart.
- ☐ Create a list of dependencies.
- ☐ Review the project goals.

✓ Correct

10. Which of the following is a visual tool a project manager can use to manage tasks and workflows?

1 / 1 point

- ☐ Project charter
- ☒ Kanban board
- ☐ RACI chart
- ☐ Stakeholder power grid

✓ Correct