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1. Generally, how long should a kick-off meeting last? 1 / 1 point

- ☐ Two-hours, and extend if attendees have questions
- ☒ About one hour
- ☐ One full work day
- ☐ Less than 20 minutes

☒ Correct

2. In the project planning phase, you create a timeline that includes the start and end date, as well as dates for events in between. What is this timeline called? 1 / 1 point

- ☐ Staging document
- ☐ Calendar
- ☒ Schedule
- ☐ Time management assessment

☒ Correct

3. During the project planning phase, which of the following occur? 1 / 1 point

- ☐ The client selects which vendors work on the project.
- ☐ The client reviews the project plans for approval.
- ☐ The project manager completes a plan, then puts it away until the project closing phase.
- ☒ The project manager creates the schedule, budget, and risk management plan.

☒ Correct

4. What are the benefits of the project planning phase? Select all that apply. 1 / 1 point

- ☒ Understand the work the team needs to do to achieve their goals.

☒ Correct

- ☒ Coordinate efforts and timelines with other teams.

☒ Correct

- ☐ Keep teammates from communicating to avoid groupthink when brainstorming ideas.

- ☒ Identify and prepare for risks.

☒ Correct

5. Suppose that as a project manager, you're running a kick-off meeting. During the meeting, you discuss the project plan software the team will be using, which is Google Sheets. You also discuss how the team will communicate with each other, which includes a team chat and weekly check-in meetings. What agenda section does this represent? 1 / 1 point

- ☐ Goals and scope
- ☒ Collaboration
- ☐ Roles
- ☐ Background

☒ Correct

6.

What should a project manager do directly after completing a project kick-off?

1 / 1 point

- ☒ Send a follow-up email summarizing key points and action items.
- ☐ Start the project with all the details discussed in the meeting.
- ☐ Ensure the right people are invited to the next meeting.
- ☐ Schedule another meeting to follow up on questions.

☒ Correct

7.

Which of the following would be considered tasks for opening a new cafe? Select all that apply.

1 / 1 point

- ☐ Create a new staff team
- ☒ Research equipment

☒ Correct

- ☐ Host a grand opening
- ☒ Create marketing content

☒ Correct

- ☒ Research new locations

☒ Correct

8.

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

1 / 1 point

- ☒ 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 encourages you to take time away from the project for new ideas.
- ☒ Setting milestones helps you to figure out if you need to adjust your scope, timelines, or resources to meet your goals.

☒ Correct

9.

You create deadlines for each milestone on a project. You have met with team members to get an estimate of how long it will take to complete tasks. What is another important consideration when you are setting deadlines?

1 / 1 point

- ☐ Team members' interest
- ☐ The team's performance reviews
- ☐ Your teammates' skill sets
- ☒ The needs of your stakeholders

☒ Correct

10.

What are the benefits of making a work breakdown structure (WBS)? Select all that apply.

1 / 1 point

- ☐ You can get a sense of each stakeholder's workload.
- ☒ You and your teammates can easily identify the tasks you assigned to each milestone.

☒ Correct

- ☒ You have a visualization tool that assists in assigning tasks.

☒ Correct

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

