

# Congratulations! You passed!

Grade received 100%

To pass 80% or higher

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item

1. Impact reports serve which two of the following purposes?

1 / 1 point

- ☒ Impact reports are created for senior stakeholders or project sponsors who weren't involved in the daily details of the project.



Correct

Impact reports are created for senior stakeholders or project sponsors who weren't involved in the day-to-day operations of the project. They are designed to show the value that the project added and often take the form of a slideshow.

- ☐ Impact reports provide a *why* that guides the team while they work on the project.

- ☐ Impact reports are extremely detailed and include all of the various tasks completed in the project.

- ☒ Impact reports are designed to show others the value that the project added.



Correct

Impact reports show others the project's value and often take the form of a slideshow. Typically, the audience for an impact report includes senior stakeholders or project sponsors that were not involved in daily project operations.

2. What are the objectives of an executive summary? Select all that apply.

1 / 1 point

☐ To communicate the daily ins and outs of the project to other project managers

☒ To describe the project's purpose and outcome

✓ **Correct**

The executive summary describes the project's purpose and outcome. It also reviews the main points of the larger report and shares key takeaways with stakeholders.

☒ To share key takeaways with senior stakeholders who may not have time to review an entire report

✓ **Correct**

The executive summary shares findings with stakeholders who may not have the time to review an entire report. It also describes the project's purpose and outcome and reviews the report's main points.

☒ To provide an overview of the main points of a larger report

✓ **Correct**

The executive summary provides an overview of the main points of a larger report. It also describes the project's purpose and outcome and shares key takeaways with stakeholders.

3. What topics are typically included in an impact report? Select all that apply.

1 / 1 point

☐ Activity descriptions

☒ What worked

✓ **Correct**

One of the critical pieces of the impact report is what worked. The report should also include an executive summary, project results, and next steps.

☒ Results

☒ **Correct**

One of the critical pieces of the impact report is the results. The report should also include an executive summary, what worked, and next steps.

☒ Next steps

☒ **Correct**

One of the critical pieces of the impact report is the next steps. The report should also include an executive summary, project results, and what worked.

☒ Executive summary

☒ **Correct**

One of the critical pieces of the impact report is the executive summary. The report should also include project results, what worked, and next steps.

4. What three elements are you likely to find in an executive summary of an impact report?

1 / 1 point

☒ Key accomplishments

☒ **Correct**

Key accomplishments are a critical part of the executive summary. You will also include the project vision and lessons learned in this section of the report.

☐ Methodology and approach

☒ Lessons learned

☒ **Correct**

Lessons learned are a critical part of the executive summary. You will also include the project vision and key accomplishments in this section of the report.

☒ Project vision

✓ **Correct**

The project vision is a critical part of the executive summary. You will also include key accomplishments and lessons learned in this section of the report.

5. What should you describe in the key accomplishments section of a project impact report?

1 / 1 point

- ☐ The time estimates for your main project tasks.
- ☒ The activities, tasks, and milestones that helped you find success.
- ☐ The questions that you included in your user surveys.
- ☐ The potential improvements you may apply in the future.

✓ **Correct**

The key accomplishments section should include what the project accomplished, including activities, tasks, and milestones. You can also include financial highlights, such as net revenue.