

Congratulations! You passed!
Grade received 100%
To pass 75% or higher
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1. How does tracking and measuring progress benefit a project? Select all that apply. 1 / 1 point

- ☒ Builds confidence that the project will finish on time, in scope, and within budget
- ☒ Correct
Tracking and measuring progress gives an up-to-date picture of the project’s status, which helps to motivate and focus the team. It also helps team members stay on top of deadlines, makes project information more transparent, and helps identify risks and issues.
- ☒ Helps team members and stakeholders stay on top of deadlines and goals
- ☒ Correct
Tracking and measuring progress helps the project team stay on top of project milestones and complete tasks on time. It also makes project information transparent, helps identify risks and issues, and builds confidence that the project will finish on time, in scope, and within budget.
- ☒ Makes project information transparent
- ☒ Correct
Tracking and measuring progress makes information more transparent, which is essential for accurate decision-making. It also helps team members stay on top of deadlines, helps identify risks and issues, and builds confidence that the project will finish on time, in scope, and within budget.
- ☐ Disregards new risks so the team can focus on current tasks

2. Which items should you track throughout the project execution phase? Select all that apply. 1 / 1 point

- ☒ Key decisions and changes to the project
- ☒ Correct
Keeping track of big decisions, like scope changes, will help keep stakeholders aligned so the project can succeed. You should also track the project schedule, progress towards milestones, and project costs.
- ☒ Project costs
- ☒ Correct
Keeping track of costs ensures that you don’t overspend or underspend on project tasks. You should also track the project schedule, progress towards milestones, and key decisions and changes.
- ☐ Individual team members’ schedules
- ☒ Progress toward milestones
- ☒ Correct
In order to avoid missing deadlines, it’s important to track tasks as the team approaches key milestones. You should also track the project schedule, project costs, and key decisions and changes.

3. Which of the following are tools for tracking project progress? Select all that apply. 1 / 1 point

- ☐ RACI charts
- ☒ Burndown charts
- ☒ Correct
Burndown charts give a detailed breakdown of tasks for projects where finishing on time is the top priority. Roadmaps and Gantt charts can also help you track project progress.
- ☒ Roadmaps
- ☒ Correct
Roadmaps illustrate how projects should evolve over time and help track big milestones. Burndown charts and Gantt charts are also useful for tracking project progress.
- ☒ Gantt charts
- ☒ Correct
Gantt charts measure tasks against time and include information like the owner and order of each task. Roadmaps and burndown charts are also helpful tools for tracking project progress.

4. Which of the following are common components of a project status report? Select all that apply. 1 / 1 point

☒ Issues

☒ Correct
The issues section includes your project’s current roadblocks and potential risks. Other common components of a project status report include the project name, date, summary, status, and milestones and tasks.

☐ Roles and responsibilities

☐ Costs

☒ Summary

☒ Correct
The summary condenses the project’s goals, schedule, highlights, and lowlights in one central place for easy stakeholder visibility. A project status report also generally contains the project name, date, status, milestones and tasks, and any issues.

☒ Milestones and tasks

☒ Correct
A description of the project’s major milestones thus far and current tasks helps the team and stakeholders easily visualize the progress of those elements. The project status report also generally includes the project name, date, summary, status, and any issues.

☒ Status

☒ Correct
The status of the project illustrates your actual progress versus your planned progress. Other common components of a project status report include the project name, date, summary, milestones and tasks, and any issues.