Congratulations! You passed!

Grade received 100%
To pass 75% or higher

[Go to next item]

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1. Fill in the blank: _____ is how a project manager makes use of productivity tools and creates processes. The project manager may need to use certain tools and processes to do tasks like create a schedule and share information.

   1 / 1 point

   ○ Budgeting and controlling costs

   ⦿ Planning and organizing

   ○ Managing tasks

   ○ Removing unforeseen barriers

   ✓ **Correct**
   As a project manager, you will be in charge of how your team shares information and communicates progress.

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2. Fill in the blank: _____ is how a project manager keeps track of the team's workload, ensures that things are getting done within a set period of time, and demonstrates progress to people outside the immediate team, like stakeholders.

   1 / 1 point

   ⦿ Managing tasks

   ○ Removing unforeseen barriers

   ○ Planning and organizing

   ○ Budgeting and controlling costs

   ✓ **Correct**
   By managing tasks, project managers will ensure the activities to complete the project are getting done by team members.

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3. Fill in the blank: _____ is how a project manager oversees the financial components of a project and mitigates project issues and risks as they come up.

   1 / 1 point

   ○ Removing unforeseen barriers

   ○ Planning and organizing

   ⦿ Budgeting and controlling costs

   ○ Managing tasks

   ✓ **Correct**
   Project managers are in charge of overseeing the resources a team needs to complete a project and how much it will cost.

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4. Fill in the blank: A cross-functional project team is a team that has _____.

   1 / 1 point

   ○ diverse skill sets and works toward individual goals

   ○ similar skill sets and works toward a common goal

◉ diverse skill sets and works toward a common goal

◯ similar skill sets and works toward individual goals

⊘ **Correct**

It's helpful if your team has members with different skills and experiences. This diversity will make your team more likely to overcome multiple challenges.

◉ diverse skill sets and works toward a common goal

◯ similar skill sets and works toward individual goals

⊘ **Correct**

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