

Congratulations! You passed!  
Grade received 100%  
Latest Submission Grade 100%  
To pass 80% or higher  
Go to next item

1. What are the impacts of not formally closing a project? 1 / 1 point

- ☐ The project team will move on to the next project
- ☒ A strained relationship and lack of credibility with customers, users, and vendors
- ☐ Project stakeholders work with project managers to complete the project
- ☐ Not enough work for the team if the project isn't closed

☒ Correct

2. Stakeholders are adding tasks for a specific project which affects scope and the deadline. What is the next action a project manager can take to close out this project successfully? 1 / 1 point

- ☐ A project manager can meet with the team to try and motivate them to work overtime to get the work done.
- ☐ A project manager can promise everything will get done and assign more tasks to the team without changing the deadline.
- ☐ A project manager can avoid the stakeholders and address the issue when the deadline arrives.
- ☒ A project manager can review the new tasks with the client and propose a new follow-up project.

☒ Correct

3. Consider the following project closing scenario: 1 / 1 point

The project manager does a final review of tasks and deliverables to ensure they are complete. They make sure there is written proof from stakeholders documenting that they are happy with the outcome. The project manager leads a meeting with the team to document what went well, what could be improved, and overall lessons learned. Finally, the team is disbanded, and the project manager thanks them for their work.  
What step of the project closing phase is the project manager *missing*?

- ☐ Ensure the project has satisfied its deliverables, goals, and desired outcomes
- ☐ Conduct a formal retrospective with the project team
- ☒ Review all contracts and documentation
- ☐ Document acceptance of the project outcome

☒ Correct

4. What project closeout report section explains what went well and what went wrong during the project? 1 / 1 point

- ☐ Key accomplishments
- ☒ Lessons learned
- ☐ Next steps
- ☐ Resources and project archives

☒ Correct

5. What is the purpose of the impact report? 1 / 1 point

- ☐ Determine if the project needs a small closing process at the end of each milestone
- ☐ Protect the scope of the project by properly communicating project issues
- ☒ Demonstrate how the project went and discuss the impact of its product or service
- ☐ Review the project with team members to discuss the details of the project

☒ Correct

- ☒ The project manager hosts a retrospective meeting for the team.
- ☒ Correct
- ☐ The project manager invites the stakeholders to provide the notes from their independent retrospective.
- ☒ The project manager gives the stakeholders an impact reporting presentation.
- ☒ Correct
- ☒ The project manager confirms the work is done and the agreed-upon closing processes are executed.
- ☒ Correct

7. What meeting can you hold with your team to get feedback on the successes and failures of a project you are closing?

1 / 1 point

- ☐ A team celebration
- ☐ An an impact report meeting
- ☐ A performance review
- ☒ A retrospective meeting
- ☒ Correct

8. For what reasons is it important to close a project once it is complete? Select all that apply.

1 / 1 point

- ☒ It helps an organization avoid unfavorable scenarios, such as stakeholders that are unaware the project has ended.
- ☒ Correct
- ☒ It protects the credibility of the project manager and project team.
- ☒ Correct
- ☒ It helps project managers avoid incidents such as abandoned projects or never-ending projects.
- ☒ Correct
- ☐ It ensures an effective change management process.

9. Which document acts as a blueprint for what the team did, how they did it, and what they delivered?

1 / 1 point

- ☐ ROAM analysis
- ☐ Retrospective review
- ☒ Project closeout report
- ☐ Impact report
- ☒ Correct

10. Which of the following are benefits of hosting a retrospective at the closing of a project? Select all that apply.

1 / 1 point

- ☐ Decreases the following project’s budget
- ☒ Promotes positive changes
- ☒ Correct
- ☒ Encourages team building
- ☒ Correct
- ☒ Facilitates improved collaboration

 Correct