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QUESTIONS & ANSWERS

**DEMO VERSION**

*(LIMITED CONTENT)*

# Question 1

Question Type: MultipleChoice

All of the tasks on a project show as 100% complete, but when the Project Owner tries to update the status of the project to Complete, the Owner receives an error that reads "Project cannot be marked Complete if there are open issues and tasks that are not complete." How can the Project Owner determine which tasks are incomplete?

## Options:

A- There are incomplete approval workflows on one or more tasks. The Project Owner could filter the project task list for incomplete tasks and check the task status to determine which tasks are not complete.
B- There are incomplete issue predecessors that need to be resolved. The Project Owner can navigate to the project issues section in the left navigation pane to see the incomplete items.
C- The task status needs to be updated to Done even though the percent complete is at 100%. The Project Owner could filter the project task list for incomplete tasks and check the task status to determine which tasks are not complete.

## Answer:

C

## Explanation:

Even if the task shows 100% complete, the Status of the task may still be listed as something other than 'Done.' Workfront requires that both the Status and the Percent Complete indicate the task is fully completed before the project can be marked as complete. The Project Owner can filter for tasks that are not marked as 'Done' and update their statuses accordingly.

# Question 2

Question Type: MultipleChoice

Which wildcard should be used in a task report when using an Assigned To filter to show the logged-in user all tasks to which she is assigned as the primary task owner?

## Options:

A- USER.NAME

B- USER.ID

C- USER.roleID

## Answer:

B

## Explanation:

To create a task report that shows the logged-in user all tasks they are assigned to as the primary task owner, USER.ID is the correct wildcard. USER.ID dynamically filters tasks based on the unique identification of the logged-in user, ensuring that only tasks assigned to them are displayed. USER.NAME would not uniquely identify the logged-in user, and USER.roleID is related to roles rather than task assignments.

# Question 3

Question Type: MultipleChoice

A team lead wants to see all hours that have been logged this month by members of the team lead's home team, organized by project. How should the team lead create this view?

## Options:

A- Navigate to a specific project and open the Hours tab. Filter the view by Owner > Home Team ID > Equal > [Name of Home Team] and Hour > Entry Date > This Month. Repeat on all projects in which team members are assigned.

B- Visit the Reports area and create a new Hour report. Add the filters for Owner > Home Team ID > Equal > [Name of Home Team] and Hour > Entry Date > This Month. Group the results by Project > Name.

C- Visit the Reports area and create a new Hour report. Add the filters for Hour > Entry Date > This Month and Project Status > Equal > Complete. Group the results by Project > Name.

D- Visit the Teams landing page and on the Workload Balancer select the users' home team. Add the user filters for Task > Actual Start Date > This Month, click Apply. Update view settings and toggle on the Show remaining time setting.

## Answer:

B

### Explanation:

The team lead should create a report in the Reports area to see all hours logged by the home team during the current month. By using filters for Home Team ID and Entry Date, and grouping the results by Project Name, the team lead can view hours logged in a project-based format for the entire home team during the selected time period.

## Question 4

Question Type: MultipleChoice

A project manager has been asked to create a report showing the planned completion date for all the project manager's projects. The report must show results in a calendar view and all entries should be purple. What steps should the project manager take to create this view?

### Options:

A- Visit the Reports page and create a new report. In the filter, update the project Owner ID field with the project manager's name and set the Color ID field to purple. Add a column for Planned Completion Date and set the default view to ''Calendar View.''

B- Visit the Calendars page and create a new calendar. In the filter, update the date field to Planned Dates and update the Project Owner ID field with the project manager's name. Set the color to purple.

C- Visit the Reports page and create a new calendar. In the filter, update the Project Owner ID field with the project manager's name and set the Color ID field to purple. Add a column for Planned Completion Date.

### Answer:

A

### Explanation:

To create a report that meets the specifications, the project manager should create a new report from the Reports page, filter by Project Owner ID, and add a column for Planned Completion Date. Setting the default view to Calendar View and using the Color ID field to assign the color purple ensures that all the manager's projects are visible in the desired format and color.

## Question 5

Question Type: MultipleChoice

Which wildcard should be used on a project report when filtering for projects that have a planned completion date greater than 1 month from the current date?

### Options:

A- TODAY + 1bm

B- TODAY + 1m

C- CURRENTDATE + 4w

### Answer:

C

### Explanation:

In Adobe Workfront, the correct wildcard to filter for a project completion date greater than 1 month from the current date is CURRENTDATE + 4w. This wildcard ensures that the filter captures projects scheduled to be completed more than four weeks (or one month) from the current day. Workfront uses such wildcards for dynamic date filtering in reports.

## Question 6

Question Type: MultipleChoice

Which group of project elements can be used to monitor an active project's progress?

### Options:

A- Gantt chart, project Condition, and Metrics

B- Risks, planned hours, and resource utilization

C- Project status, Updates, and Sharing

### Answer:

A

## Explanation:

The best combination of elements to monitor an active project's progress in Adobe Workfront is Gantt chart, project Condition, and Metrics. The Gantt chart provides a visual timeline of task dependencies and durations, the Condition field shows the project's current health (On Target, At Risk, etc.), and Metrics offer quantitative data to measure progress. Together, these provide a comprehensive view of a project's performance.

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