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Exam Code: AD0-E908

Exam Name: Adobe Workfront Core Developer Professional

Exam A

QUESTION 1
A designer notices that no tasks associated with a specific project appear on their timesheet. The project owner verified that the designer is assigned to several tasks and that the tasks occur during the week of the current timesheet
Which setting can cause this experience?

A. Task assignees must be given contribute access to a project in order for the tasks to automatically appear
B. A projects status must equate to Current in order for its tasks and issues to automatically appear on timesheets.
C. All predecessors for a tasks must be complete before they will appear on a timesheet

Correct Answer: B
Section:
Explanation:
Project status and timesheets:
For tasks to appear on a timesheet, the project status must be set to 'Current.' If the project status is anything other than Current (e.g., Planning, Complete, or On Hold), tasks from that project will not automatically populate the timesheet.

QUESTION 2
An administrator has assigned custom project status names to the Finance group. The administrator creates a sub-group under the Finance group, called 'AP\
Which project status names will apply to the AP sub-group?

A. The default names assigned to the Workfront instance
B. The same names as the Finance group
C. The default Workfront status names

Correct Answer: B
Section:
Explanation:
Inherited status names:
Sub-groups inherit the project status names from their parent group unless explicitly overridden. Therefore, the AP sub-group under the Finance group will use the same custom project status names assigned to the Finance group.

QUESTION 3
The creative services team often completes continuing education courses or specific certifications to expand their skillset. These hours are not linked to a specific project. They have asked the system administrator to create an hour type that will appear on their timesheet.
What are two steps the system administrator would take to create a new hour type named Training and Certifications? (Choose two.)

A. Set the hour type as 'General*
B. Associate the hour type with the creative services team
C. Create a non-billable project to capture logged time
D. Uncheck the box 'Count as Revenue'

Correct Answer: A, D
Section:

Explanation:
To create a new hour type named 'Training and Certifications' for the creative services team, the system administrator would need to take the following steps:
Navigate to Hour Types:
Log into Adobe Workfront as an administrator.
Go to the Setup area by clicking on the Setup link in the upper-right corner.
Under the 'Timesheets & Hours' section, click on 'Hour Types'.
Create a New Hour Type:
Click the 'New Hour Type' button to create a new hour type.
In the Name field, enter 'Training and Certifications'.
Set the Hour Type as General:
In the Hour Type settings, ensure that the 'General' option is selected. This ensures that the hour type is general and not tied to specific billing or project-related activities.
Select ''General'' from the available options. This categorizes the hours as non-specific to a particular project or client work.
Uncheck the 'Count as Revenue' Box:
There is an option labeled 'Count as Revenue' which, if checked, considers the hours logged under this type as billable revenue. Since training and certifications are not revenue-generating activities, this box should be unchecked.
Ensure that the 'Count as Revenue' box is unchecked to prevent these hours from being considered billable.
Save the New Hour Type:
After configuring these settings, click 'Save' to create the new hour type.
Ensure all necessary details are correct and then save the new hour type.
These steps will create a new hour type named 'Training and Certifications' that appears on timesheets, allowing the creative services team to log hours for their training and certification activities.
The steps for creating and configuring hour types can be found in the 'System Admin Essentials' section of Workfront documentation and training materials, which cover detailed administrative tasks (Webinar - Admin Essentials - User Experience - Apr 27, 2022).

QUESTION 4
A customer wants to connect Adobe Workfront with their Jira environment. What does the Adobe Workfront for Jira native integration allow?

A. Creation of Jira issues when Workfront items are created
B. Assignment of Workfront teams to Jira issues
C. Syncing of custom data between Jira and Workfront projects

Correct Answer: A
Section:
Explanation:
The Adobe Workfront for Jira native integration allows users to automate and streamline workflows between Workfront and Jira. Specifically, the integration supports the following key feature:
Creation of Jira Issues:
When items are created in Workfront, corresponding issues can be automatically created in Jira. This ensures that tasks and projects managed in Workfront are reflected in Jira, enabling teams to collaborate more effectively across both platforms.
Detailed information on the capabilities of the Workfront for Jira integration is found in the official Workfront documentation and integration guides provided during webinars and training sessions (2.28.23 - The Case for FT Sys Admins).

QUESTION 5
A Chart report was created, but the client wants to display the Details when someone opens the report. How is this feature enabled?

A. Select 'Details Tab' from the Show Results As Option in Charts.
B. Add 'Details' to Groupings
C. Select 'Show the Details Tab* in Report Settings.

Correct Answer: C
Section:

Explanation:
To enable the feature where the details are displayed when someone opens a chart report, the following steps should be taken:
Open the Report Settings:
Navigate to the report you want to modify.
Click on the 'Report Actions' menu and select 'Edit'.
Enable the Details Tab:
In the report settings, locate the option labeled 'Show the Details Tab'.
Check the box next to 'Show the Details Tab'. This will ensure that the details are displayed by default when the report is opened.
Save the Report:
After making the necessary changes, save the report to apply the new settings.
These steps are consistent with the options available in the report settings as outlined in the Advanced Reporting guides and the Admin Essentials webinar materials (Workfront Training Deck - Worker 2.15.23).

QUESTION 6
Which reporting element has an option of conditional formatting?

A. Grouping
B. View
C. Filter

Correct Answer: B
Section:
Explanation:
Conditional formatting in Workfront reports is an option available primarily in Views. This feature allows users to apply formatting rules to report data based on certain conditions.
Navigate to Report Builder:
Go to the Reports area and open or create a report.
Click on the 'View' tab in the report builder.
Apply Conditional Formatting:
In the View tab, you can add columns and set up conditional formatting rules.
Use the 'Add a Rule' option to specify conditions under which the formatting should be applied.
Set Conditions:
Define the conditions (e.g., if the value in a column is greater than a certain number, apply a specific color or style).
Save the View:
Save the view with the applied conditional formatting.
Detailed instructions on applying conditional formatting in views can be found in the Workfront documentation and advanced reporting presentations (Advanced Reporting - Monique Evans - Code Snippet - June 2, 2020).

QUESTION 7
Where in the standard report builder can a person use a Wildcard?

A. Filter
B. Chart
C. Grouping

Correct Answer: A
Section:
Explanation:
In the standard report builder in Workfront, wildcards can be used within filters to create dynamic and flexible report criteria.
Open Report Builder:
Navigate to the Reports area and create or edit a report.
Go to the 'Filter' tab to set up or modify the report filters.

Use Wildcards:
In the filter criteria, you can use wildcards to match patterns or include variables.
For example, you might use * to represent any number of characters or use dynamic variables like {user.ID} to filter based on the current user's ID.
Save the Report:
After setting up the filters with wildcards, save the report to apply the changes.
The usage of wildcards in filters is documented in the Workfront reporting guides and can be confirmed in the advanced reporting training materials (Advanced Reporting - Monique Evans - Code Snippet - June 2, 2020).

QUESTION 8
Which two objects can an issue be converted to? (Choose two.)

A. Task
B. Update
C. Project
D. Request

Correct Answer: A, C
Section:
Explanation:
Converting an issue to a task:
Issues can be converted into tasks within a project. This allows for better tracking and management of the work required to resolve the issue.
Converting an issue to a project:
Issues can also be converted into standalone projects. This is useful when an issue requires a series of tasks and resources that warrant its own project structure.

QUESTION 9
What is the hierarchical relationship between a Queue Topic and Topic Group?

A. Topic Group is the parent; Queue Topic is the child.
B. Queue Topics and Topic Groups have no parent-child relationship
C. Queue Topic is the parent; Topic Group is the child.

Correct Answer: A
Section:
Explanation:
In Adobe Workfront, the hierarchical relationship between Queue Topics and Topic Groups is that Topic Group is the parent, and Queue Topic is the child. This means that a Topic Group can contain multiple Queue Topics, but a Queue Topic is always part of a Topic Group. This structure helps organize and categorize different types of requests or issues within Workfront, making it easier to manage and track them.
Reference
The hierarchy between Queue Topics and Topic Groups is frequently highlighted in Workfront documentation and training materials, reinforcing that Topic Groups serve as the broader category under which specific Queue Topics fall.

QUESTION 10
A project manager needs to share a Custom Form that was created to support their portfolio. What should the project manager understand about this requirement?

A. Sharing is not an editable function with Custom Forms. When a new form is created, it is permanently visible to everyone in the system
B. Sharing is possible for a Custom Form author to limit who can view, share, and edit by person, role, group, team, and company.
C. Sharing is possible, but only at the user object level and only within the same team. These restrictions exist for data security purposes

Correct Answer: B
Section:

Explanation:
In Adobe Workfront, Custom Forms can be shared by their authors with specific permissions. The author of a Custom Form has the ability to control who can view, share, and edit the form. These permissions can be set for individuals, roles, groups, teams, and even across the entire company. This functionality is critical for maintaining control over who can access and modify the forms, ensuring that only authorized users have the appropriate level of access.
Reference
This information is consistent with the permissions settings outlined in the Workfront documentation and in various training resources provided by Adobe.

QUESTION 11
A Workfront developer is tasked with building a new custom form to collect project requests. The form will display different sets of options based on different selections, which requires the use of display logic and skip logic in the form.
What are two considerations the developer should take into account when building the conditional logic in the form? (Choose two.)

A. When copying an old form with display logic or skip logic, the logic is not copied to the new custom form.
B. When editing objects in bulk, the custom fields display in the Edit objects box. excluding the fields that are skipped or hidden
C. Custom fields not included in a display logic statement show on a custom form by default.
D. Skip logic does not work with a widget or section break in the form

Correct Answer: A, D
Section:
Explanation:
When building a custom form in Adobe Workfront that uses display logic and skip logic, developers need to consider the following:
When copying an old form: If you copy an existing custom form that includes display logic or skip logic, these logic settings will not be transferred to the new form. The logic needs to be manually recreated in the new form to ensure it functions as intended.
Skip logic limitations: Skip logic does not operate effectively with certain elements like widgets or section breaks within the form. This limitation means that skip logic cannot be applied to control the visibility or behavior of these elements, potentially impacting how the form is structured and functions.
Reference
These considerations are detailed in advanced reporting and form customization documentation and have been highlighted in various Workfront admin training sessions.

QUESTION 12
In which scenario would an administrator use a request queue to resolve a business need?

A. Reviewers need a way to accept changes to work in progress.
B. A larger team needs a way to approve timesheet requests.
C. A team needs to control the flow of work requests into the department.

Correct Answer: C
Section:
Explanation:
Request queues in Adobe Workfront are particularly useful for managing the intake of work requests into a department. By setting up a request queue, a team can standardize the process for receiving, evaluating, and assigning incoming requests. This helps in ensuring that all requests are handled consistently and efficiently, prioritizing and delegating work based on the team's capacity and current workload.
Reference
The usage of request queues for managing work intake is a common practice outlined in Workfront training materials and is emphasized in several case studies and user guides provided by Adobe.

QUESTION 13
A Workfront Admin has a request to set up an Automated Workflow Template. How can they ensure the design team can view the new templates?

A. Do nothing, the new Automated Workflow template is shared by default
B. Share the new Automated Workflow template with the Group

C. Share the new Automated Workflow template with the Design Team

Correct Answer: C
Section:
Explanation:
Identify the Requirement: The admin needs to set up an Automated Workflow Template and ensure that the design team can view the new templates.
Understanding Sharing Mechanisms in Workfront: Workfront allows administrators to share templates, projects, and reports with specific users or groups to ensure visibility and collaboration.
Creating the Automated Workflow Template:
Navigate to Templates: In Workfront, go to the Templates section.
Create New Template: Select the option to create a new workflow template.
Define Workflow: Set up the workflow steps, including tasks, approvals, and dependencies, as required for the design team's processes.
Save the Template: Ensure the workflow template is saved correctly in the system.
Sharing the Workflow Template:
Select the Template: Go to the created workflow template in the Templates section.
Share with Design Team: Use the sharing options to specifically share the template with the Design Team group. This ensures that only the design team has access to the new workflow template.
Set Permissions: Define the level of access the design team will have, such as view, edit, or manage permissions.
Communication and Training:
Notify the Design Team: Inform the design team about the new workflow template and how they can access and use it.
Provide Training: Offer training sessions or materials to help the design team understand how to use the new automated workflow template effectively.

QUESTION 14
What are two differences between an issue and a task? (Choose two.)

A. Tasks can only be created on projects; issues can be created on projects and tasks.
B. Tasks can be created by anyone assigned to the project; issues can only be created by the Project Owner
C. Tasks represent planned work; issues represent unplanned work.
D. Tasks can have associated constraints; issues can have associated predecessors.

Correct Answer: A, C
Section:
Explanation:
Identify the Requirement: The differences between tasks and issues need to be clarified.
Understanding Tasks and Issues in Workfront:
Tasks: Represent planned work and are created within projects. They have specific start and end dates, assigned resources, and dependencies.
Issues: Represent unplanned work that arises and needs to be addressed. Issues can be created within projects or as standalone items and often require immediate attention.
Key Differences:
Creation:
Tasks: Can only be created within the context of a project. They are part of the project's planned workflow and structure.
Issues: Can be created within projects or attached to tasks. They provide a way to log unplanned work or problems that need resolution.
Nature of Work:
Tasks: Represent planned, scheduled work that follows the project timeline and milestones.
Issues: Represent unplanned, often urgent work that needs to be addressed outside of the planned workflow.

QUESTION 15
A customer wants to use custom statuses to move a project's tasks through different process stages. Not every user in the system needs to use these custom statuses.
What must an admin-level user do to support this customer requirement?

A. Create custom statuses associated with the users' Status Settings in their profile.
B. Create custom statuses in the Setup area for the Group associated with the projects.

C. Create a Group utilizing Agile functionality and custom statuses on the Storyboard

Correct Answer: B
Section:
Explanation:
Identify the Requirement: The customer wants to use custom statuses for project tasks, but not all users need to use these statuses.
Creating Custom Statuses:
Navigate to Setup: Go to the Setup area in Workfront.
Custom Statuses: Within the Setup area, select 'Statuses'.
Create New Status: Add new custom statuses that are relevant to the project's workflow stages.
Associating Custom Statuses with Groups:
Select Group: Identify the group associated with the projects that need these custom statuses.
Assign Statuses to Group: In the Group settings, assign the newly created custom statuses. This ensures that only users within this group will have access to and can use these statuses.
Implementation and Training:
Communicate with Users: Inform the relevant users about the new custom statuses and how they will be used within their projects.
Provide Training: Offer training to ensure users understand how and when to use the custom statuses appropriately.

QUESTION 16
An admin-level user has created a group status for tasks in projects. The admin notices in testing that the custom task status is only available in some of the projects with assigned Marketing team members.
Why is the group status missing in some projects?

A. Projects with the missing group statuses have team members assigned that are not associated with the Marketing group
B. Settings in the project details have not been toggled on to allow the use of custom statuses on tasks within the project.
C. Group statuses are only available in projects associated with that group in the project details.

Correct Answer: C
Section:
Explanation:
Identify the Requirement: The admin notices that the custom task status is only available in some projects with assigned Marketing team members.
Understanding Group Statuses: Group statuses in Workfront are linked to specific groups and are only available in projects that are associated with those groups.
Review Project Details:
Check Project Association: Ensure that the projects where the status is missing are correctly associated with the Marketing group.
Update Project Details: If necessary, update the project details to associate them with the Marketing group. This will ensure that the custom group statuses are available.
Implementation:
Verify Group Settings: Confirm that the custom statuses are correctly set up for the Marketing group in the group settings.
Communicate with Users: Inform project managers and team members about the association requirements for using custom group statuses.

QUESTION 17
A project team has configured a Kanban board with columns for backlog, in progress, on hold, and completed statuses. The project manager wishes to automatically archive cards that have been closed for longer than two weeks.
What should the project manager change in order to make this happen?

A. Select Configure > select Cards and enable a two week Card Falloff for the Closed column.
B. Select the Closed column > select Edit and set Archive Limit to two weeks
C. Select the three ellipses next to the board name > select Archive and set for two weeks.

Correct Answer: A
Section:
Explanation:

Identify the Requirement: The project manager wishes to automatically archive cards that have been closed for longer than two weeks on a Kanban board.
Understanding Card Falloff in Workfront: Workfront allows for the configuration of automatic archiving (card falloff) based on the time a card has been in a specific column. This is useful for maintaining a clean and organized Kanban board.
Steps to Configure Card Falloff:
Navigate to the Board: Go to the Kanban board where the columns for backlog, in progress, on hold, and completed statuses are set up.
Access Configuration: Click on 'Configure' to access the board settings.
Select Cards: In the configuration settings, go to the 'Cards' section.
Enable Card Falloff: Enable the option for card falloff and set it specifically for the 'Closed' column. Set the falloff duration to two weeks.
Implementation:
Apply Settings: Save the configuration changes to ensure that cards in the Closed column will automatically archive after two weeks.
Monitor: Regularly check to ensure that the card falloff is functioning as expected and that closed cards are being archived after the specified time.

QUESTION 18
A project manager wants to track specific types of issues on a project along with additional custom fields for each type. What is one way to accomplish this requirement?

A. Create a custom Issue Type field and add display logic to the Issue View
B. Enable default issue types for Bug Reports. Change Requests. Issues, and Requests and add display logic for each type
C. Create a queue on the project and use queue topics to define the issue types and assign custom forms.

Correct Answer: C
Section:
Explanation:
Identify the Requirement: The project manager wants to track specific types of issues with additional custom fields for each type within a project.
Understanding Queues and Custom Forms in Workfront: Workfront allows the creation of queues to manage different types of requests or issues. Queue topics can be used to categorize these issues, and custom forms can be applied to capture additional information specific to each issue type.
Steps to Create a Queue with Custom Forms:
Navigate to the Project: Go to the project where you want to track specific issues.
Create a Queue: In the project settings, create a queue.
Define Queue Topics: Set up queue topics to represent the different types of issues (e.g., Bug Reports, Change Requests, etc.).
Assign Custom Forms: Create custom forms with the necessary fields for each issue type and assign them to the corresponding queue topics.
Implementation:
Setup Custom Fields: Ensure the custom fields on the forms are configured correctly to capture all required information.
Test the Queue: Test the queue by creating sample issues to ensure that the custom forms are working as expected for each issue type.

QUESTION 19
What does the Cost Performance Index (CPI) of a project in Workfront track?

A. Relationship between the planned and actual cost
B. Difference between the planned benefit and budgeted cost
C. Total expected value after calculating its benefit and removing the costs

Correct Answer: A
Section:
Explanation:
The CPI measures the cost efficiency of budgeted resources on a project. It is calculated by dividing the earned value (EV) by the actual cost (AC). A CPI value greater than 1 indicates that the project is under budget.

QUESTION 20
An organization wants to ensure that everyone can fill out the general project custom form associated with the general project template. What is the correct sharing setting for the custom form?

A. Update the template sharing to 'Make this visible system-wide so that everyone in Workfront can see it'
B. Update the form sharing to 'Make this visible system-wide so that everyone in Workfront can see it'
C. Update the project sharing to 'Make this visible system-wide so that everyone in Workfront can see it'

Correct Answer: B
Section:
Explanation:
Objective: Ensure that everyone in the organization can fill out the general project custom form associated with the general project template.
Form Sharing Settings:
Correct Setting: Update the form sharing to 'Make this visible system-wide so that everyone in Workfront can see it'.

QUESTION 21
A client wants to keep track of project metrics based on the request that was submitted, but they do not want the requestor to fill this information out. How would a system administrator configure this request?

A. Create a section break to the request Custom Form containing the metric fields, and change the permissions so it is not visible to the requestor
B. Restrict access to the metric fields by removing request queue access from the requester and change their access level to 'view'
C. Do not make the additional fields in the Custom Form available to the requester, but add them to the project details section

Correct Answer: C
Section:
Explanation:
Objective: Track project metrics based on the submitted request without allowing the requester to fill in this information.
Configuration Steps:
Step 1: Create a Custom Form with the necessary metric fields.
Step 2: Do not include these metric fields in the part of the form visible to the requester.
Step 3: Add these metric fields to the project details section instead.

QUESTION 22
Which two actions are necessary for a request queue to be visible in the system? (Choose two.)

A. Check the box to publish as a help request queue
B. Add a routing rule to the queue details
C. Indicate the default fields to be shown on all requests
D. Ensure that the queue project is within a status that equates to Current

Correct Answer: A, D
Section:
Explanation:
Objective: Make a request queue visible in the system.
Necessary Actions:
Action 1: Check the box to publish as a help request queue. This action makes the queue available for users to submit help requests.
Action 2: Ensure that the queue project is within a status that equates to Current. This ensures the project is active and visible to users.

QUESTION 23
When someone who is named as the Default Assignee in a routing rule has their account deactivated, how does Adobe Workfront route requests?

A. Requests will be routed to the default assignee's manager.
B. Requests will continue to be routed to the deactivated account.

C. Requests will be routed to another user with the same role.

Correct Answer: B
Section:
Explanation:
Objective: Understand how requests are routed when the default assignee in a routing rule is deactivated.
Routing Behavior:

QUESTION 24
A manager needs to create a Request queue that tracks requests for Creative assets and Website changes, and assigns the requests to different teams for follow-up.
Which steps must be completed to meet this need?

A. Create two Routing Rules Create two Topic Groups Assign Routing Rules to respective Topic Groups
B. Create two Routing Rules m Create two Queue Topics Assign Routing Rules to respective Queue Topics
C. Create two Topic Groups Create two Queue Topics Assign Queue Topics to respective Topic Groups

Correct Answer: B
Section:
Explanation:
Objective: Track requests for creative assets and website changes and assign them to different teams.
Steps:
Step 1: Create two separate routing rules, one for creative assets and one for website changes.
Step 2: Create two queue topics corresponding to the types of requests.
Step 3: Assign each routing rule to the respective queue topic.

QUESTION 25
An organization captures project requests in a request queue. Once the request has been triaged, it is converted into a project and the information captured in the request custom form should be carried over to the project.
How would a developer achieve this?

A. Create a multi-object custom form with both the project and issue object types selected
B. Create a project template and attach an issue custom form
C. Check the box in the queue details to transfer the issue custom form to a project

Correct Answer: C
Section:
Explanation:
In Adobe Workfront, when an organization captures project requests in a request queue and wants the information from the request custom form to be transferred to the project upon conversion, the developer should use the feature in the queue setup. Specifically, there is an option within the queue details where a checkbox can be selected to ensure that the custom form associated with the issue is transferred to the project. This allows all the information captured in the request custom form to be carried over seamlessly to the new project.

QUESTION 26
A portfolio manager has deleted a portfolio that is no longer relevant to the business strategy. Which is a result of this action in Workfront?

A. Programs and projects associated with the portfolio are deleted
B. Programs associated with the portfolio are deleted.
C. Projects associated with the portfolio are deleted.

Correct Answer: B

Section:
Explanation:
In Adobe Workfront, if a portfolio manager deletes a portfolio, the immediate effect is that all programs associated with that portfolio are also deleted. However, the projects associated with those programs remain intact but will no longer be associated with any portfolio or program unless they are reassigned. This hierarchical deletion ensures that while the structural organization (programs) under the portfolio is removed, the actual project data remains unaffected and can be reassigned or restructured as needed.

QUESTION 27
A project manager is using information in the Portfolio Optimizer to analyze which projects to prioritize. Where is this information coming from?

A. The project's Alignment Score
B. The project's Baseline
C. The project's Business Case

Correct Answer: A
Section:
Explanation:
The Portfolio Optimizer in Adobe Workfront is a tool used by project managers and portfolio managers to analyze and prioritize projects. The information used in the Portfolio Optimizer primarily comes from the project's Alignment Score. This score is a calculated metric that reflects how well a project aligns with the strategic goals and priorities of the organization. The Alignment Score helps in objectively comparing and prioritizing projects based on their strategic value.

QUESTION 28
What are the constraints among Programs, Portfolios. Tasks, and Projects?

A. All Projects must be associated with a Program and a Portfolio.
B. A Project and its tasks can only belong to one Portfolio and Program at a time.
C. Projects cannot be associated with a Program until at least one task is entered into the project plan

Correct Answer: B
Section:
Explanation:
In Adobe Workfront, there are specific constraints regarding the association of projects, programs, portfolios, and tasks. A project and its tasks can only belong to one portfolio and one program at a time. This means that a single project cannot be simultaneously associated with multiple portfolios or programs. This constraint ensures clear and unambiguous project management and reporting within the organizational structure.

QUESTION 29
A project manager wants to use Portfolios and Programs to organize projects. What two considerations would apply when using these objects? (Choose two.)

A. Projects can be associated with a multiple Programs and Portfolios
B. Programs are containers for Portfolios
C. Portfolios are containers for Programs
D. Projects must be assigned to a Program before they can be associated with a Portfolio
E. Projects can be associated with only one Program or Portfolio

Correct Answer: C, E
Section:
Explanation:
When organizing projects using Portfolios and Programs in Adobe Workfront, two key considerations apply:
Portfolios are containers for Programs: This means that programs are organized within portfolios, and a portfolio can contain multiple programs. This hierarchical structure helps in managing and aligning various programs under broader strategic initiatives represented by portfolios.

Projects can be associated with only one Program or Portfolio: A project can be linked to a single program and, by extension, to the portfolio containing that program. This ensures clarity in project alignment and reporting within the organizational structure.
Reference
These considerations are discussed in the Workfront training materials and documentation, which explain the hierarchical relationships and constraints for using portfolios and programs to organize projects.

QUESTION 30
A customer has a set of users who need to review and approve proof assets associated with projects. The approvals always need to route to the users' team for feedback before being sent to their manager.
What needs to be set up in the system to support this consistent review and approval process?

A. Create an automated workflow template with two stages for the team and manager to be used with uploaded assets
B. Create a global two-stage approval process with the team and manager added in separate stages
C. Create a proof approval associated to a task in the project template assigned to the team and manager

Correct Answer: A
Section:
Explanation:
Objective: Set up a consistent review and approval process where the approvals are first routed to the users' team and then to their manager.
Workflow Setup:
Step 1: Create an automated workflow template within Workfront.
Step 2: Define two stages in the workflow template:
Stage 1: Approval by the team members.
Stage 2: Approval by the manager.
Step 3: Apply this workflow template to the uploaded proof assets.

QUESTION 31
A task includes an approval requiring a lead designers approval decision before it can be completed. What action will trigger the approval by the lead designer?

A. Request a document approval from the lead designer
B. Change the task status
C. Assign a lead designer to the task

Correct Answer: A
Section:
Explanation:
Objective: Trigger the approval by the lead designer for a task to be completed.
Approval Trigger:
Action: Request a document approval from the lead designer.

QUESTION 32
Aside from predecessors, resource manager assignments, and system administrator settings, what are three prerequisites for using the Resource Planner and Workload Balancer? (Choose three.)

A. Job Roles assigned to Tasks
B. Task Planned Hours greater than zero
C. Task Durations greater than zero
D. Schedules added to templates
E. Time off logged in User Schedules

Correct Answer: A, B, C

Section:
Explanation:
Objective: Identify prerequisites for using the Resource Planner and Workload Balancer.
Prerequisites:
Prerequisite 1: Job Roles assigned to Tasks
Prerequisite 2: Task Planned Hours greater than zero
Prerequisite 3: Task Durations greater than zero

QUESTION 33
A team has just created a new project template. Before making the template active, the team needs to ensure that users have access to use the template and the projects created from the template.
Which two items must be configured to achieve this requirement? (Choose two.)

A. Project Sharing
B. Template Sharing
C. Template Group
D. Team Sharing

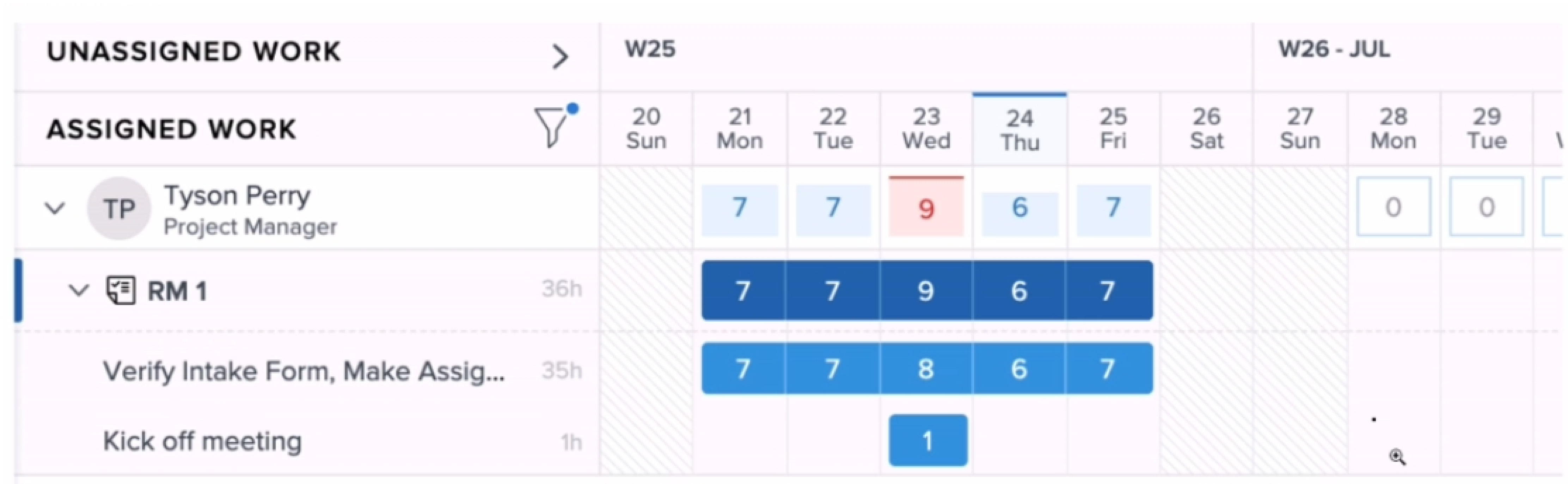
Correct Answer: A, B
Section:
Explanation:
Objective: Ensure users have access to use a new project template and the projects created from it.
Configuration Steps:
Step 1: Configure Project Sharing
Step 2: Configure Template Sharing

QUESTION 34
A marketing team has identified a new workflow for a digital deliverable process.
What are the three main benefits of utilizing a project template for their new Workflow? (Choose three.)

A. Adherence to an accurate, repeatable process
B. Tasks defined by Custom Forms
C. Sharing settings completed by default
D. Pre-created issues
E. Efficiency in creating new projects

Correct Answer: A, C, E
Section:
Explanation:
Objective: Identify benefits of utilizing a project template for a new digital deliverable process workflow.
Benefits:
Benefit 1: Adherence to an accurate, repeatable process
Benefit 2: Sharing settings completed by default
Benefit 3: Efficiency in creating new projects
Top of Form
Bottom of Form

QUESTION 35
Refer to the exhibit.



Tyson has a capacity of 7 hours per day.
What two changes can the system administrator make to this user's workload from within the Workload Balancer to ensure that they are not overallocated? (Choose two.)

A. Edit the allocation of the 'Verify Intake Form' task to migrate hours from Wednesday to another day
B. Change the planned completion date of the 'Kickoff Meeting' task to another day of the week
C. Reassign the 'Kickoff Meeting' task to another user who is not over-allocated
D. Change the status of the 'Kickoff Meeting' task to cancelled to remove the hours from the user's allocation

Correct Answer: A, C
Section:
Explanation:
To ensure Tyson is not over-allocated in the Workload Balancer, a system administrator can take the following actions:
Edit Task Allocation: The administrator can adjust the allocation of hours for the 'Verify Intake Form' task. Specifically, they can redistribute the hours from Wednesday (where Tyson is over-allocated with 9 hours) to other days where Tyson has available capacity.
Reassign Task: The administrator can reassign the 'Kickoff Meeting' task to another user who has available capacity. This will immediately reduce Tyson's workload and ensure the task is still completed without overburdening Tyson.
Reference
Workfront documentation on using the Workload Balancer highlights these options for managing user allocations and ensuring workloads are balanced across team members.

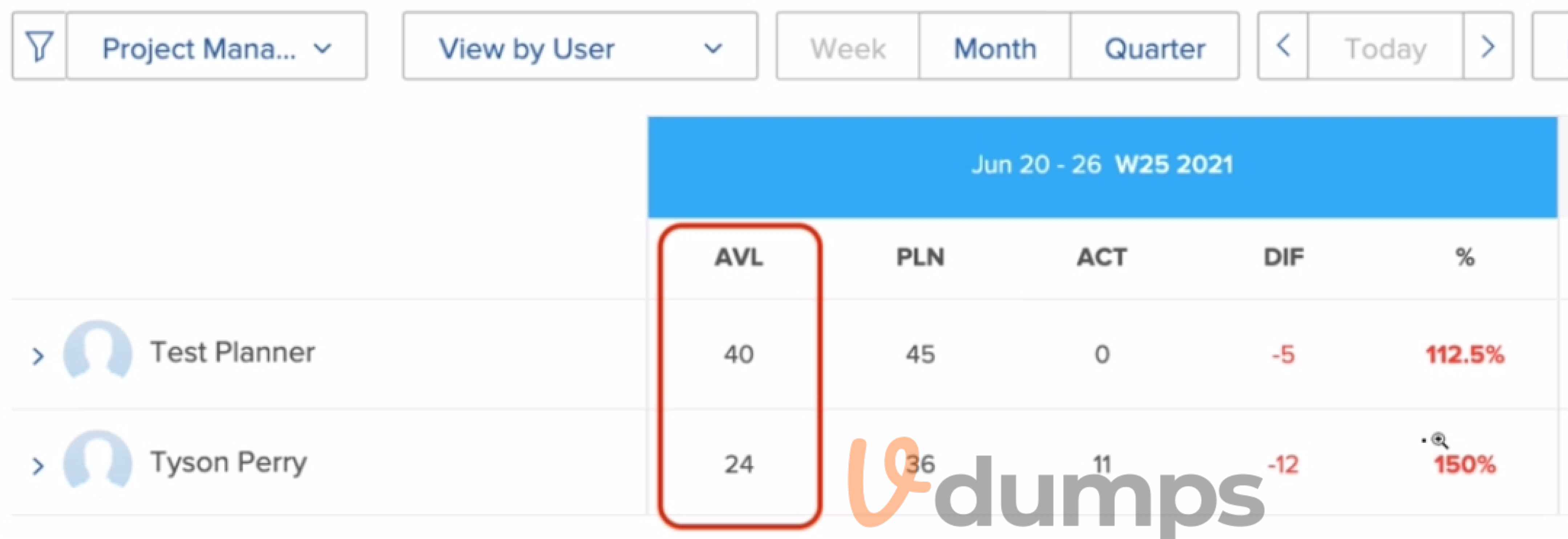
QUESTION 36
A marketing team is trying to create a new project template for a repeatable workflow. They need to capture phases within each project and ensure tasks support critical-path timelines.
Which two items need to be completed for the efficient use of a project template? (Choose two.)

A. Predecessors
B. Job Roles
C. Task Planned Hours
D. Milestone Tasks

Correct Answer: A, D
Section:
Explanation:

For efficient use of a project template that captures phases within each project and supports critical-path timelines, the following elements are essential:
Predecessors: These define the relationships between tasks, ensuring that the sequence of tasks reflects their dependencies. This is crucial for maintaining the integrity of the critical path.
Milestone Tasks: These are key tasks that mark significant points or stages in the project timeline. Including milestone tasks helps in tracking progress and ensuring that critical deadlines are met.
Reference
The importance of predecessors and milestone tasks in project templates is emphasized in Workfront's project management guidelines and best practices for creating reusable workflows.

QUESTION 37
Refer to the exhibit.



Which two settings can affect a user's total number of hours shown in the available hours (AVL) column? (Choose two.)

A. Less than 40 hours worth of planned hours being assigned to a specific user
B. Days being entered in the Time Off menu within a user's settings
C. FTE (Full Time Equivalent) within the User's setting being less than 1
D. Specified users being marked as deactivated

Correct Answer: B, C
Section:
Explanation:
The total number of available hours (AVL) for a user in Workfront can be affected by the following settings:
Time Off: If days are entered in the Time Off menu within a user's settings, these days will be excluded from the total available hours, reducing the AVL value.
FTE (Full Time Equivalent): If a user's FTE setting is less than 1, this indicates that the user is working part-time. This setting will proportionally reduce the number of available hours shown in the AVL column.
Reference
These settings are documented in Workfront's user management and scheduling documentation, where the impact of time off and FTE adjustments on user availability is detailed.

QUESTION 38
A marketing team has created a new project template for a Print Deliverable workflow. They need to ensure that new projects that use the new template are shared with marketing team only upon project creation.
How would they meet these requirements?

A. Add the marketing team to the project sharing menu
B. Add the members of the marketing team in the people tab

C. Add the marketing team to the template sharing menu

Correct Answer: C
Section:
Explanation:
To ensure that new projects created using the new template are shared with the marketing team upon project creation, the marketing team should be added to the template sharing menu. By doing this, every project created from this template will inherit the sharing settings, making it automatically shared with the marketing team.
Reference
Workfront documentation on managing template sharing settings explains how to configure templates to automatically share projects with specific teams or users.

QUESTION 39
A project manager would like to have consistent project data fields to be used in the project reports they create. Which two options would address that need9 (Choose two.)

A. Custom fields within the Custom Form can be pre-populated with data.
B. Custom fields can dictate consistent project dashboards.
C. Custom Forms can identify the best available resource for a specific role within a project.
D. The Custom Form is attached to the template used for the project creation.

Correct Answer: A, D
Section:
Explanation:
Objective: Ensure consistent project data fields for use in project reports.
Options:
Option A: Custom fields within the Custom Form can be pre-populated with data.
Option D: The Custom Form is attached to the template used for the project creation.

QUESTION 40
A system administrator has been asked to onboard several external agencies into Workfront. Each agency should have the ability to interact and collaborate with users from the core organization and their own, however they should not be able to view or interact with users from other agencies.
What configuration should be applied to meet this requirement?
External Agencies should be set up under their own Groups and Teams.

A. Objects within Workfront should be shared with the relevant agency Group or Team only when required.
B. External Agencies should be set up under their own Companies and Groups O A new access level should be created with additional restrictions set to view only Companies they belong to and never inherit document access from projects, tasks, requests, etc.
C. External Agencies should be set up under their own Companies and Groups. 9 A new access level should be created with additional restrictions set to only view users from the primary Company, their Company and view only Companies and Groups they belong to.

Correct Answer: C
Section:
Explanation:
Objective: Configure Workfront to allow external agencies to collaborate with the core organization while restricting interaction between different external agencies.
Configuration Steps:
Step 1: Set up each external agency under their own Companies and Groups.
Step 2: Create a new access level with additional restrictions:
Restrict view: Configure the access level so users can only view other users from their primary Company and Group.
No inherited document access: Ensure they do not inherit document access from projects, tasks, or requests they are not directly involved in.

QUESTION 41

An engineering team works with an outside vendor who occasionally needs to review and approve documents in Workfront Proof. Which built-in access level would be assigned to the vendor9

A. External User
B. Contributor
C. Standard

Correct Answer: A
Section:
Explanation:
Objective: Assign the appropriate access level to an outside vendor who needs to review and approve documents in Workfront Proof.
Access Level:
External User: This access level is designed for external collaborators who need limited access to review and approve documents without full access to all internal resources.

QUESTION 42
The Adobe Workfront plugin for Creative Cloud allows creatives to collaborate with teams in Workfront without leaving their creative tool of choice. Creatives can find their tasks, view project information, mark work complete, upload documents and manage notifications.
What two other Workfront functions can creatives perform through the plugin? (Choose two.)

A. Delegate approvals
B. Convert tasks to projects
C. Log time on work
D. Upload basic and automated proofs
E. Log personal time off

Correct Answer: C, D
Section:
Explanation:
Objective: Identify additional Workfront functions available to creatives through the Adobe Workfront plugin for Creative Cloud.
Functions:
Option C: Log time on work
Option D: Upload basic and automated proofs

QUESTION 43
A client wants a Triage team to review requests as they are submitted to a request queue and convert the requests into projects using a template. Which would ensure a successful conversion of a Request to a Project creation?

A. Triage team is part of the routing rule on the request queue They have 'view' access on the applicable Templates
B. Triage team has 'view' access to the request queue and the Portfolio for the applicable Templates.
C. Triage team is part of the routing rule on the request queue They have 'view' access for project sharing on the applicable Templates.

Correct Answer: A
Section:
Explanation:
For the successful conversion of requests to projects using a template, it is essential that the Triage team is properly set up in Workfront. Specifically:
Part of the Routing Rule: The Triage team must be included in the routing rule on the request queue. This ensures that the requests are directed to them for review.
View Access on Templates: The Triage team needs to have 'view' access to the applicable templates. This access allows them to utilize the templates when converting requests into projects.
Reference
Workfront documentation on setting up request queues and routing rules highlights the importance of including the correct teams and assigning appropriate access rights.

QUESTION 44
Several team managers within an organization have complained to the system administrator that they have no visibility of what their team's are working on in Workfront. They regularly have to ask for projects to be shared with them to gain visibility of their teams workload which is creating a barrier to collaboration
What action would the administrator take to address this?

A. Team Managers should be given System Administrator access so that they can view all items in Workfront for their team.
B. The access level for project owners should be updated to automatically grant their team manager view access when a project is created
C. Team Managers across the organization should be given view access to all Project Templates in the system.

Correct Answer: B
Section:
Explanation:
To address the visibility issue for team managers:
Update Access Levels: The system administrator should configure the access level settings for project owners to automatically grant view access to their team managers upon project creation. This ensures that team managers have immediate visibility into all projects their teams are working on without the need for manual sharing.
Streamline Collaboration: By automating this process, it eliminates the need for team managers to request access manually, thereby improving collaboration and reducing administrative overhead.
Reference
Workfront's best practices on managing access levels and permissions provide guidelines for configuring automatic access to enhance collaboration.

QUESTION 45
One of the most requested connections for Adobe Workfront is to Outlook.
How does the Workfront for Outlook integration enhance the user experience? (Choose two.)

A. Users can log time via the Workfront add-in for Outlook via 0365.
B. Users can update existing project, task, or issues with information from an email.
C. Users can create a Workfront request based on an email within Outlook.
D. Users can export Workfront custom dashboards to Outlook recipients.

Correct Answer: B, C
Section:
Explanation:
The Workfront for Outlook integration enhances user experience in the following ways:
Updating Projects, Tasks, or Issues: Users can directly update existing Workfront items (projects, tasks, or issues) with information from an email. This seamless integration ensures that relevant email content is efficiently transferred into Workfront without needing to switch between applications.
Creating Workfront Requests: Users can create new Workfront requests based on emails received in Outlook. This functionality streamlines the request submission process, allowing users to quickly generate requests from their email content.
Reference
Workfront integration documentation with Outlook explains these features and how they improve user productivity by integrating email and project management workflows.

QUESTION 46
An Adobe Workfront System Administrator has been asked to configure timesheet profiles that generate automatically and are sent to managers for approval.
Which two elements of timesheet profiles need to be configured to accomplish this accurately? (Choose two.)

A. Specify time interval of automatic timesheet generation (i.e., weekly)
B. Set approver field to Their Manager'
C. Provide detailed description of the timesheet profile
D. Specify projects to appear on the timesheet

Correct Answer: A, B
Section:
Explanation:
To configure timesheet profiles that generate automatically and are sent to managers for approval, the system administrator needs to:
Specify Time Interval: Define the time interval for automatic timesheet generation, such as weekly. This setting ensures that timesheets are created at regular intervals without manual intervention.
Set Approver: Set the approver field to 'Their Manager.' This configuration ensures that the timesheets are automatically routed to the respective managers for approval.
Reference
Workfront's timesheet profile setup documentation provides detailed steps for configuring automatic timesheet generation and approval workflows.

QUESTION 47
A System Administrator would like to export all of the calculated custom fields and the associated custom expressions from their Workfront instance to an excel file so that they can create a data dictionary for better governance of their custom data.
How would a System Administrator achieve this?

A. Use Kick Starts to export Custom Data to Excel
B. Create a Parameter report filtered to Parameter Type = Calculated and export to Excel
C. Go to the Custom Forms area of Workfront in the setup panel and export all fields to Excel

Correct Answer: B
Section:
Explanation:
To export all calculated custom fields and associated custom expressions to an Excel file, the system administrator should:
Create a Parameter Report: Generate a parameter report within Workfront, filtering it to include only those parameters where the type is 'Calculated.'
Export to Excel: Once the report is generated, it can be exported to Excel. This method provides a comprehensive list of all calculated custom fields and their expressions, which can then be used to create a data dictionary.
Reference
Workfront documentation on creating and exporting parameter reports includes instructions on filtering by parameter type and exporting data to Excel.

QUESTION 48
A Workfront system administrator is creating a new layout template for a group of users. What two items can be customized here? (Choose two.)

A. Views, filters, and groupings used with reports
B. On-screen terminology
C. User attributes including schedule, group, and job role
D. What notifications the user can receive

Correct Answer: A, B
Section:
Explanation:
Objective: Customize a layout template for a group of users in Workfront.
Customizable Items:
Option A: Views, filters, and groupings used with reports
Option B: On-screen terminology

QUESTION 49
A system administrator is asked to share a financial report with internal users in the system. The system also has external vendors within it who should not see the financial report.
What should the system admin do?

A. Check the 'Share System-wide' checkbox on the report with limitations to the primary company.

B. Give view access to the report to the people within the primary company in Adobe Workfront
C. Check the 'Share System-wide' checkbox on the report and remove the external users

Correct Answer: B
Section:
Explanation:
Objective: Share a financial report with internal users while preventing external vendors from viewing it.
Steps:
Step 1: Open the financial report settings in Workfront.
Step 2: Configure sharing settings to give view access only to users within the primary company.

QUESTION 50
A client has employees based in both India (1-10 1ST) and the United States (8-5 EST) who are working together on a project. Which two options help the Project calculate timelines and user availability correctly9 (Choose two.)

A. Set up a Timesheet Profile and assign employees to the same Timesheet Profile
B. Assign employees to the correct Org Chart
C. Assign a Schedule to the Project
D. Set up Schedules for the locations of their employees, and assign users to their respective Schedules

Correct Answer: C, D
Section:
Explanation:
Objective: Calculate timelines and user availability accurately for employees based in different time zones.
Options:
Option C: Assign a Schedule to the Project
Option D: Set up Schedules for the locations of their employees, and assign users to their respective Schedules

QUESTION 51
The system administrator uses a specially formatted Excel spreadsheet which imports new data or exports existing data from their Adobe Workfront instance.
What feature native to Adobe Workfront is the system administrator using?

A. Report
B. Kick-Start
C. An API call

Correct Answer: B
Section:
Explanation:
Objective: Import new data or export existing data using a specially formatted Excel spreadsheet in Workfront.
Feature:
Kick-Start: This feature allows system administrators to import and export large amounts of data using Excel spreadsheets formatted according to Workfront's requirements.

QUESTION 52
A system administrator is using Dashboards to streamline how teams see and complete their work. What are two best practices to accomplish this in Workfront? (Choose two.)

A. Add a dashboard as a widget in Home
B. Make a dashboard the landing page for users

C. Add dashboards to tasks and issues
D. Add dashboards to a layout template
E. Embed a dashboard into a request queue

Correct Answer: B, D
Section:
Explanation:
Make a dashboard the landing page for users:
This practice ensures that users are immediately presented with the most relevant information when they log in to Workfront. It enhances user engagement by providing quick access to important metrics and tasks.
Add dashboards to a layout template:
Including dashboards in layout templates customizes the user interface for different roles or teams, ensuring that users see the most relevant information. This approach helps in driving user adoption by simplifying navigation and focusing on key metrics.

QUESTION 53
A project manager has left the company.
What should the system administrator do to free up their license type while maintaining historical information in Workfront?

A. Delete the user and select option to retain their work
B. Deactivate the user to avoid loss of data
C. Reassign the license from their access level

Correct Answer: B
Section:
Explanation:
Deactivate the user to avoid loss of data:
Deactivating the user keeps all historical data intact while freeing up their license for reassignment. This method ensures that the user's contributions and project histories remain accessible for reporting and auditing purposes.

QUESTION 54
A client's organizational structure has employees moving on and off projects and switching their Workfront responsibilities often. Why would the system administrator recommend sharing objects with Groups rather than individual users?

A. Group access overrides an individual's access when assigned to an object
B. Objects cannot be shared with individual users if they are already shared with groups.
C. Group sharing permissions update automatically as users are added or removed.

Correct Answer: C
Section:
Explanation:
Group sharing permissions update automatically as users are added or removed:
Sharing objects with groups ensures that access permissions are dynamically updated as users join or leave groups. This approach simplifies the management of permissions and ensures consistent access control across the organization.

QUESTION 55
A system administrator is using layout templates to optimize the user experience in Workfront. What two best practices should be considered to help drive adoption? (Choose two.)

A. Include all possible menu options to promote additional functionality
B. Create a different layout template specific to each job role and schedule in Workfront

C. Create layout templates for sets of users, not individuals
D. Keep layout templates as simple as possible by managing menu options
E. Create as many layout templates as possible to set up for growth and expansion

Correct Answer: C, D
Section:
Explanation:
Create layout templates for sets of users, not individuals:
This practice helps in standardizing the user experience across similar roles or teams, making it easier to manage and update templates. It ensures consistency and reduces the administrative effort required to maintain individual templates.
Keep layout templates as simple as possible by managing menu options:
Simplifying layout templates by managing menu options reduces clutter and enhances user focus. This approach helps users quickly find the information they need, improving overall efficiency and user satisfaction.

QUESTION 56
An Adobe Workfront system administrator is asked to fix an external web page on a dashboard. The URL for the desired content no longer points to the correct page.
How can the system administrator update the link for the external page?

A. Navigate to the dashboard with the broken external page Click the gear icon in the title area of the external page to edit its properties. Enter the correct URL and save the change
B. Edit the dashboard with the broken external page. On the right side of the screen, locate the external page item and click its Edit icon. Enter the correct URL and save the change
C. Under Setup, expand the Interface section. Click the External Page link in the left navigation. Click the page to be updated, enter the correct URL, and save the change

Correct Answer: A
Section:
Explanation:
To update the link for an external page on a dashboard in Adobe Workfront, follow these steps:
Navigate to the Dashboard:
Go to the dashboard that contains the external page with the broken link.
Edit the External Page:
Locate the title area of the external page widget.
Click the gear icon (settings) in the title area to edit the properties of the external page.
Update the URL:
In the properties window, find the field for the URL.
Enter the correct URL that points to the desired content.
Save the Changes:
Save the changes to update the external page with the new URL.
Verify that the external page now correctly points to the updated content.
Detailed instructions for updating external page links can be found in the Workfront documentation and system administrator guides (2.28.23 - The Case for FT Sys Admins).

QUESTION 57
How can a project manager ensure that progress on the board is also tracked in a project?

A. Through ad hoc cards
B. Through enabling agile tracking
C. Through connected cards

Correct Answer: C
Section:
Explanation:
To ensure that progress on the board is also tracked in a project, a project manager can use connected cards. Connected cards link tasks or issues on an agile board directly to tasks or issues within a project, ensuring that

updates made on the board are reflected in the project and vice versa.
Enable Agile in the Project:
Navigate to the project settings.
Ensure that the project is set up for agile tracking by enabling the relevant agile settings.
Create Connected Cards:
Within the agile board, create connected cards by linking tasks or issues directly to the corresponding tasks or issues in the project.
This can typically be done by selecting the task or issue on the board and choosing the option to connect it to a project task or issue.
Update and Track Progress:
As team members update the connected cards on the agile board, the progress will automatically be tracked in the linked project tasks or issues.
This ensures that both the board and the project reflect the same status and progress.
The use of connected cards for ensuring synchronization between board progress and project tracking is covered in the agile and project management training materials provided by Workfront (webinaradminessentialsuxinterfacedesignmar1520231678820264387).