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Exam Code: AD0-E903

Exam Name: Adobe Workfront Project Manager Professional

Exam A

QUESTION 1
The last 5 tasks in a project need to happen within 10 days of the end of the project.
Which Task Constraint should the project manager use to configure this timeline without setting specific dates?

A. Start No Later Than
B. Must Start On
C. As Late As Possible

Correct Answer: C
Section:
Explanation:
In Workfront, the 'As Late As Possible' task constraint ensures that tasks are scheduled as close to the project's end date as possible. This is useful when specific start dates are not necessary, but tasks need to happen near the end of the project timeline. This constraint allows for flexibility while still ensuring that the tasks are completed within the required time frame.

QUESTION 2
A project manager has been asked to work on a cross-departmental company-wide initiative. There will be many individuals assigned to each task.
What should the project manager ask users to do when it comes to completing tasks?

A. Users do not need to complete tasks when multiple users are assigned.
B. Mark the task as 'Done with my part.'
C. Make an update and tag the project manager.

Correct Answer: B
Section:
Explanation:
In scenarios where multiple individuals are assigned to a task, Workfront allows each user to mark the task as 'Done with my part' to signify their portion of the task is complete. This ensures that progress is tracked for each user, and the task is only marked as complete when all assigned users have finished their work.

QUESTION 3
What is unique to a Scrum iteration?

A. Backlog of stories and issues
B. Workload Balancer for assigning users to tasks
C. Burndown Chart

Correct Answer: C
Section:
Explanation:
A Burndown Chart is a visual representation of work remaining versus time in a Scrum iteration. It is unique to agile methodologies like Scrum and is used to track the team's progress during a sprint. The chart helps teams visualize how much work is left to complete the sprint goal, making it a critical tool in Scrum.

QUESTION 4
A company has decided that all projects for the year need to be created from templates and staffed in the following quarter. The projects will need to remain in a backlog until the team has capacity to work on them. There

has been confusion previously because the team used Planning status for all work not started.
What should the project manager do to help the team see the difference between work in the backlog versus work that is now being planned?

A. Load the project template once the team has bandwidth to start on the project.
B. Create projects but leave the roles in place without assigning users.
C. Create a custom status for Backlog to use prior to using the Planning status.

Correct Answer: C
Section:
Explanation:
In Workfront, creating a custom status specifically for 'Backlog' allows the team to differentiate between work that is pending capacity and work that is actively being planned. This prevents confusion and allows for better project tracking, ensuring that tasks move smoothly from backlog to the planning phase when appropriate.

QUESTION 5
What occurs when an individual enters a new commit date that is after the original planned date of a task?

A. The assignee of any task that has the original task set as a predecessor is notified.
B. The Project Owner is notified whether this change will impact the Project Timeline.
C. The Planned Completion Date of the task automatically changes to match the new Commit Date.

Correct Answer: C
Section:
Explanation:
When a user updates the Commit Date to a date later than the original planned date in Adobe Workfront, the Planned Completion Date of the task is automatically updated to reflect the new commit date. This feature ensures that the timeline is adjusted based on the most current commitment by the task assignee, which can then impact downstream tasks and the overall project schedule.
This change streamlines project planning and helps keep task dependencies aligned with realistic completion expectations.

QUESTION 6
A project manager would like to see the Budgeted Variances between the hours for the current week. Where is that information found at the project level?

A. Utilization section
B. Hours tab
C. Finance section

Correct Answer: C
Section:
Explanation:
To view the Budgeted Variances between the planned and actual hours for the current week, the project manager should navigate to the Finance section of the project. This section provides detailed financial information, including cost and hour variances, which help track how actual project performance compares to the initial budget and plan. The Hours tab typically displays the logged hours, while the Utilization section is more focused on resource usage and allocation.

QUESTION 7
Which date type on tasks can a project manager manually modify?

A. Planned
B. Estimated
C. Projected

Correct Answer: A
Section:
Explanation:
In Adobe Workfront, Planned Dates are the dates that project managers can manually modify. These dates represent the schedule that the project is expected to follow and can be adjusted based on project needs. Estimated and Projected Dates are automatically calculated by the system based on task progress and dependencies, and these cannot be manually modified directly by a project manager. The Projected date is influenced by changes in the actual completion rate of tasks, whereas the Planned Date is the baseline schedule.

QUESTION 8
Which element is defined as a reportable variable determined by the relationship between the planned, projected, and estimated dates of the project?

A. Status
B. Condition
C. Progress Status

Correct Answer: B
Section:
Explanation:
In Adobe Workfront, Condition is the reportable variable that is determined by the relationship between the Planned, Projected, and Estimated Dates. The Condition field reflects whether a project is On Target, At Risk, or In Trouble based on how its actual progress aligns with the planned schedule and dates. It allows project managers and stakeholders to quickly assess the health of the project.

QUESTION 9
Which date type should an assignee update to change the completion date of a task?

A. Actual Completion Date
B. Commit Date
C. Planned Completion Date
D. Projected Start Date

Correct Answer: C
Section:
Explanation:
In Workfront, to update the planned completion of a task, the assignee should modify the 'Planned Completion Date.' This date is used for scheduling and planning purposes to track when the task is expected to be finished. Changing the 'Planned Completion Date' adjusts the task's projected timeline and allows for a recalculation of project dependencies.

QUESTION 10
A company expects managers to complete a Workfront Business Case and submit it to the Project Sponsor for approval before a project enters Planning status.
What Workfront process will effectively facilitate the Project Sponsor review?

A. Request Approval Process
B. Request Submission Process
C. Project Submission Process
D. Project Approval Process

Correct Answer: B
Section:
Explanation:
In Workfront, the 'Request Submission Process' is used when a formal submission is required for review before the project proceeds to the planning phase. This process ensures that all necessary documentation, such as the business case, is completed and submitted to the sponsor for approval, streamlining the review process.

QUESTION 11
An IT department needs to see the Group and Portfolio of each of its projects for reporting purposes.
In which project area does this information reside?

A. Queue Details
B. Project Details
C. Metrics

Correct Answer: B
Section:
Explanation:
Adobe Workfront, information about the Group and Portfolio assigned to a project is stored in the 'Project Details' section. This section contains the overall information regarding a project, such as the Portfolio it belongs to and the Group responsible for it. The 'Queue Details' section pertains to request queues, while 'Metrics' generally involves the measurement and tracking of key performance indicators but not specific data like Group and Portfolio.

QUESTION 12
The second task in a project should be completed within 48 hours and needs to begin 5 business days after the first task is completed.
Which task settings should be configured to meet these requirements?

A. The task Duration should be set to 2 days. A predecessor with a Finish-Start Dependency Type should be added to the second task with a lag of 5 days.
B. Planned Hours should be set to 48 hours. A predecessor with a Finish-Start Dependency Type should be added to the first task with a lag of 5 days.
C. The task Duration should be set to 48 hours. A predecessor with a Start-Finish Dependency Type should be added to the second task with a lag of 5 days.

Correct Answer: A
Section:
Explanation:
In Adobe Workfront, to configure tasks according to the requirement of the second task beginning 5 business days after the first task, you need to set the appropriate 'Duration' and use 'Finish-Start' dependencies. The task's duration is key to determining the time allowed for its completion. The 'Finish-Start' dependency ensures that the second task begins only after the first is finished, and a lag can be set to introduce a delay, such as 5 business days. Setting a 'Finish-Start' dependency with a lag allows for proper scheduling of tasks in sequence without overlapping.

QUESTION 13
What item, when shared with a user, can never give that user inherited permission to a project?

A. Portfolio
B. Task
C. Report

Correct Answer: C
Section:
Explanation:
Adobe Workfront, permissions can be inherited through various objects like projects, portfolios, or tasks when shared with users. However, when sharing a report, the permissions do not cascade to related items like projects or tasks within that report. This is because reports are generated views and do not directly control object-level permissions. A report can be shared to allow a user to see data within the report, but it will not grant them inherited permissions to the underlying projects or tasks displayed in that report.

QUESTION 14
What parent object can have child objects?

A. Issue

B. Project
C. Portfolio

Correct Answer: C
Section:
Explanation:
In Workfront, a 'Portfolio' is a parent object that can contain multiple programs and projects. Each Portfolio can have a hierarchy of child objects such as programs, which further break down into projects. A project, while it contains tasks and issues, is considered a child within the larger hierarchy of a portfolio. Issues, on the other hand, are typically linked to tasks or projects but are not used as parent objects. This hierarchy enables Workfront users to organize and manage their work across various levels.

QUESTION 15
Two team members are assigned to a task that is expected to start this Tuesday based on the predecessor and the task constraint, but the Planned Start Date is showing as this Friday.
Why may this be the case?

A. The primary task owner has time off logged in Workfront.
B. The team needs to review the task before confirming the start date.
C. The task duration and planned hours are set to begin on Friday.

Correct Answer: C
Section:
Explanation:
In Workfront, tasks are governed by several factors such as task duration, planned hours, and predecessors. In this case, the most likely reason for the task starting later than expected is due to the task's duration and planned hours being configured to start on Friday. Even though the predecessor may suggest an earlier start, task settings such as constraints and assigned hours can override the default scheduling. Additionally, task constraints, like 'Fixed Start' or 'Fixed Finish,' can influence when tasks appear on the schedule.

QUESTION 16
A project manager has set up and launched a new project for an annual marketing campaign.
Where can the project team locate their work requests?

A. Email, Workfront Home, Project tasks list
B. Email, Automatic Reminders, Workfront Home
C. Event Notifications, Approval processes, Email

Correct Answer: A
Section:
Explanation:
Workfront provides multiple ways for team members to track and locate their assigned work. The primary tools include the Workfront Home area, which centralizes all work items assigned to a user, and email notifications that can alert users to new assignments or updates. Additionally, users can view specific tasks in the Project tasks list. Workfront Home is a key component for workers as it consolidates all active assignments and updates in a single view.

QUESTION 17
A project manager is assigned to a new Workfront request. The requestor has asked that three team members receive notifications when any updates are posted to the request.
How should the project manager keep these team members apprised of updates?

A. Subscribe the team members to the request.
B. Ask the team members to add the request to their favorites.
C. Make the team members all primary contacts on the request.

Correct Answer: A
Section:
Explanation:
In Adobe Workfront, team members can be subscribed to a request so that they receive updates whenever changes or comments are made. This ensures they stay informed of any progress or issues. Adding a request to favorites only bookmarks it for easy access, but does not trigger automatic notifications. Making multiple primary contacts is not an efficient way to handle notifications.

QUESTION 18
A system administrator has created a Marketing Request Queue that routes to the marketing team. This team needs to manage various incoming requests from the organization through emails, instant messaging, and conversations. Team members receive request notifications in their emails but are still having difficulties monitoring and prioritizing incoming requests.
Which reports would be helpful to have on a dashboard for the marketing team to manage incoming work requests?

A. Four reports showing the entry date of each request, i.e., one that shows requests in a New status, one that shows requests in an In Progress status, a third report that shows recently completed requests, and a fourth report that shows the schedule assigned to each team member.
B. Two reports showing the priority and actual completion date of each request, i.e., one that shows active requests and another that shows recently completed requests.
C. Three reports showing the priority and entry date of each request, i.e., one that shows requests in a New status, one that shows requests in an In Progress status, and one that shows recently completed requests.

Correct Answer: C
Section:
Explanation:
To help the marketing team manage incoming work requests, the most effective reports would focus on the priority and entry date of requests. These reports would allow the team to quickly view what requests are new, in progress, or completed, enabling them to prioritize work accordingly. A report that tracks the 'entry date' helps in monitoring how long a request has been waiting, while status-based reports help in identifying the current stage of each request.

QUESTION 19
How is the primary assignee of a task determined?

A. By the user on a task that has a primary job role.
B. By the Home Team assigned to a task.
C. By the user that is assigned first to a task.

Correct Answer: C
Section:
Explanation:
In Adobe Workfront, when multiple users are assigned to a task, the system designates the user who was assigned first as the primary assignee. This is the user responsible for driving the task to completion, and their name will appear in the primary assignee field. This approach ensures clear accountability within teams.

QUESTION 20
A project manager is assigned to a new Workfront request. The request specifies that the management team's sign-off is needed before the project can begin.
What is the appropriate action for the project manager to take?

A. Convert the issue into a project using a project template.
B. Email the management team and request their approval.
C. Use a customized approval process to route the issue for approval.

Correct Answer: C
Section:
Explanation:
In Workfront, approval processes are designed to handle scenarios where certain team members must give formal approval before work can proceed. In this case, the project manager should set up a customized approval

process that routes the request through the necessary stakeholders (management team) for their sign-off. This ensures proper governance and tracking.

QUESTION 21
A stakeholder has identified a potential scheduling conflict on a current project. This conflict may affect the completion date by pushing it out two weeks. The stakeholder wants to document this timeline risk.
Which action should the stakeholder take to log the risk?

A. Log a risk as part of the project business case and identify it as a 'schedule' risk.
B. Log an issue on the project and explain that the completion date is at risk.
C. Create a task in the project and set the Planned Completion Date for 2 weeks.

Correct Answer: A
Section:
Explanation:
In Adobe Workfront, risks associated with a project should be logged as part of the project business case. The 'Risk' section within the business case allows stakeholders to document any potential threats to the project timeline, scope, or resources. Identifying this risk as a 'schedule' risk helps communicate the potential delay to the project stakeholders and allows it to be tracked and mitigated effectively.

QUESTION 22
A team member has five days to complete a critical path task, and the task requires only one hour. Today is the fourth day in the timeframe, and the team member has not yet worked on it.
What impact does this have on the project progress status?

A. The next team member cannot start his task.
B. No impact as the task is not overdue.
C. The project shows an At Risk automatic condition.

Correct Answer: C
Section:
Explanation:
In Workfront, if a task that is part of the critical path is delayed, it affects the overall project schedule. Even though the task is not overdue yet, Workfront's automated system flags the project as 'At Risk' if there is a delay in progress that could impact the project's timeline. This 'At Risk' condition acts as a warning to project managers and stakeholders that immediate attention is needed.

QUESTION 23
A copywriter wants to see his incomplete tasks for projects to which he is assigned.
Which steps should the project manager take to create a custom Workfront report with this information?

A. Visit the Reports page, create a new Project report, add filters for Project Status > Equal > Current and Project Owner ID > Equal > [User Name]
B. Visit the Reports page, create a new Task report, and add the filter Task > Assigned To Role ID > Equal > Copywriter and Task Status > Not Equal > Complete
C. Visit the Reports page, create a new Task report, add filters for Task Status > Not Equal > Complete and Assignment Users Name > Equal > [User Name]

Correct Answer: C
Section:
Explanation:
To filter tasks that are incomplete and assigned to a specific user, the correct approach is to create a Task report, then filter by Task Status that is 'Not Equal' to Complete. Additionally, the Assignment filter should include the user's name to ensure only tasks assigned to the specified copywriter are shown.

QUESTION 24
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?

A. TODAY + 1bm

B. TODAY + 1m
C. CURRENTDATE + 4w

Correct Answer: C
Section:
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 25
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?

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.

Correct Answer: A
Section:
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 26
A team lead needs to regularly report on the adherence of budget and timeline of a group of projects.
What should the team lead use to organize these projects to allow them to be tracked together?

A. Layout template
B. Program
C. Group

Correct Answer: B
Section:
Explanation:
In Workfront, a 'Program' is used to group related projects that share a common objective or need to be tracked together, such as adherence to budget and timeline. Programs allow for collective reporting on these projects, making it easier for team leads to monitor progress, manage resources, and report on key performance indicators (KPIs) across multiple projects.

QUESTION 27
A portfolio manager has inadvertently given too much access to all the projects in their portfolio to Program Manager A.
How does the portfolio manager rectify the situation to ensure that Program Manager A has Manage access only on their own program?

A. Share the program with Program Manager A with Manage access and ensure the system administrator adjusts Program Manager A's access level.
B. Share the program with Program Manager A with Manage access and ensure Program Manager A understands they cannot manage the rest of the portfolio.
C. Share the program with Program Manager A with Manage access and remove Program Manager A's Manage access on the portfolio.

Correct Answer: C
Section:

Explanation:
In Workfront, when adjusting user access, it's important to ensure that Program Manager A only has the necessary level of access to their own program. To rectify the over-access issue, the portfolio manager must share the relevant program with Program Manager A with the correct Manage access and remove their broader Manage access to the portfolio. This restricts their control to only their specific program.

QUESTION 28
The marketing team should begin working on a task on September 23, complete it within 2 weeks and take approximately 10 hours over that time span to execute the deliverable.
Which task settings need to be configured to meet these requirements?

A. The Task Constraint should be set to Must Start On with Planned Time set to 2 weeks and Duration set to 10 hours.
B. The Task Constraint should be set to Must Start On with Planned Hours set to 10 hours and Duration set to 2 weeks.
C. The Task Constraint should be set to Start Date of September 23 with Planned Hours set to 10 hours and Issue Duration set to 2 weeks.

Correct Answer: B
Section:
Explanation:
In Workfront, setting the correct task constraint and planned hours ensures that the task starts on the intended date (September 23) and allows the team to track the time allocated (10 hours) over a 2-week duration. 'Must Start On' ensures the task begins exactly on the planned start date.

QUESTION 29
A task was originally planned with a 10-day duration and 40 planned hours. The client needs it done in 3 days.
What task setting needs to change to allow 4 users to complete this in less than 3 days?

A. Change the Task Duration Type to Effort Driven
B. Change the Task Duration Type to Calculated Work
C. Change the Task Constraint to Fixed Dates
D. Change the Task Constraint to As Soon As Possible

Correct Answer: B
Section:
Explanation:
When reducing the task duration and distributing the work among multiple users, changing the Task Duration Type to 'Calculated Work' allows Workfront to automatically adjust the duration based on the number of assignees (in this case, 4 users). This will enable the task to be completed within the new shorter timeframe without adjusting the total planned hours.

QUESTION 30
A task owner has Time Off logged in Workfront for all of next week. The owner has a task that is planned to start and is due while she is out.
What action should the task owner take?

A. Set the task condition to At Risk.
B. Update the Commit Date on the task.
C. Work on the task and complete it in the given duration.

Correct Answer: B
Section:
Explanation:
In Workfront, when a task owner is unavailable due to time off, they can update the Commit Date to reflect when they are available to work on the task. This prevents delays and ensures the task is completed within a revised timeline. The Commit Date feature is designed to accommodate personal schedules and ensure tasks are accurately tracked without putting the task 'At Risk' unnecessarily.

QUESTION 31

How would a project manager create a custom Workfront report to show information about issues logged to the projects they own?

A. Visit the Dashboard page, create a new Issue report, and update the Issue Owner ID filter with their name, and group by project name.
B. Visit the Reports page, create a new Project report, update the Project Owner ID filter with their name, and add a column for issues.
C. Visit the Reports page, create a new Issue report, update the Project Owner ID filter with their name, and group by project name.

Correct Answer: C
Section:
Explanation:
To create a custom report in Workfront that focuses on issues logged to projects, the project manager needs to create a new Issue report from the Reports page. By applying a filter based on the Project Owner ID and grouping the report by project name, they can track all the issues associated with the projects they own. This approach provides clear visibility into project-related issues.

QUESTION 32
A client has negotiated a discounted billing rate for video editing in a specific initiative.
How can the project manager override the default billing rate for the Video Editor within a project?

A. Temporarily change the billing rate for the Video Editor in the Workfront system, and then reset it once the client has been billed.
B. Add a new billing rate to all tasks that involve video editing.
C. Add a new billing rate within the project.

Correct Answer: C
Section:
Explanation:
In Workfront, billing rates can be customized for individual projects. To apply a negotiated rate for the Video Editor role within a specific initiative, the project manager can add a new billing rate at the project level. This ensures that the rate is applied only to tasks within the project and does not affect the default system-wide rate for other projects.

QUESTION 33
Executive stakeholders require both current metric reports and a weekly recap on a project.
How can both needs be met?

A. Create a program-specific dashboard for the metrics and set up a weekly automated report to send.
B. Create a program-specific dashboard for the metrics, then download a dashboard weekly to email to the stakeholder team.
C. Create a program-specific dashboard for the metrics and add a calendar reminder for the team to review the report.

Correct Answer: A
Section:
Explanation:
In Workfront, creating a program-specific dashboard allows for the presentation of real-time data to stakeholders. Additionally, automated reports can be set to send out weekly, meeting the requirement for a consistent recap. This automation reduces the manual effort of downloading and sending reports each week.

QUESTION 34
Given this information regarding a Task:
* Planned Start Date: May 14
* Actual Start Date: May 14
* Planned Completion Date: May 20
* Projected Completion Date: May 22
* Percent Complete: 50%
* Duration: 5 Days

* Planned Hours: 8 Hours
* Status: In Progress
If today's date were May 19, what would be the Task's progress status?

A. Behind
B. On Time
C. At Risk

Correct Answer: C
Section:
Explanation:
In Workfront, when the projected completion date exceeds the planned completion date and the task is only 50% complete by May 19, it is automatically flagged as 'At Risk.' This alerts the project manager that the task is not progressing according to the original plan, potentially causing delays in the project timeline.

QUESTION 35
Task 1 on Project 1 can only be started once the final milestone on Project 2 is completed.
How can the project manager configure this relationship?

A. Add a cross-project predecessor on the final milestone of Project 1.
B. Add a cross-project predecessor on Task 1 in Project 1.
C. Add a cross-project predecessor on the final milestone in Project 2.

Correct Answer: C
Section:
Explanation:

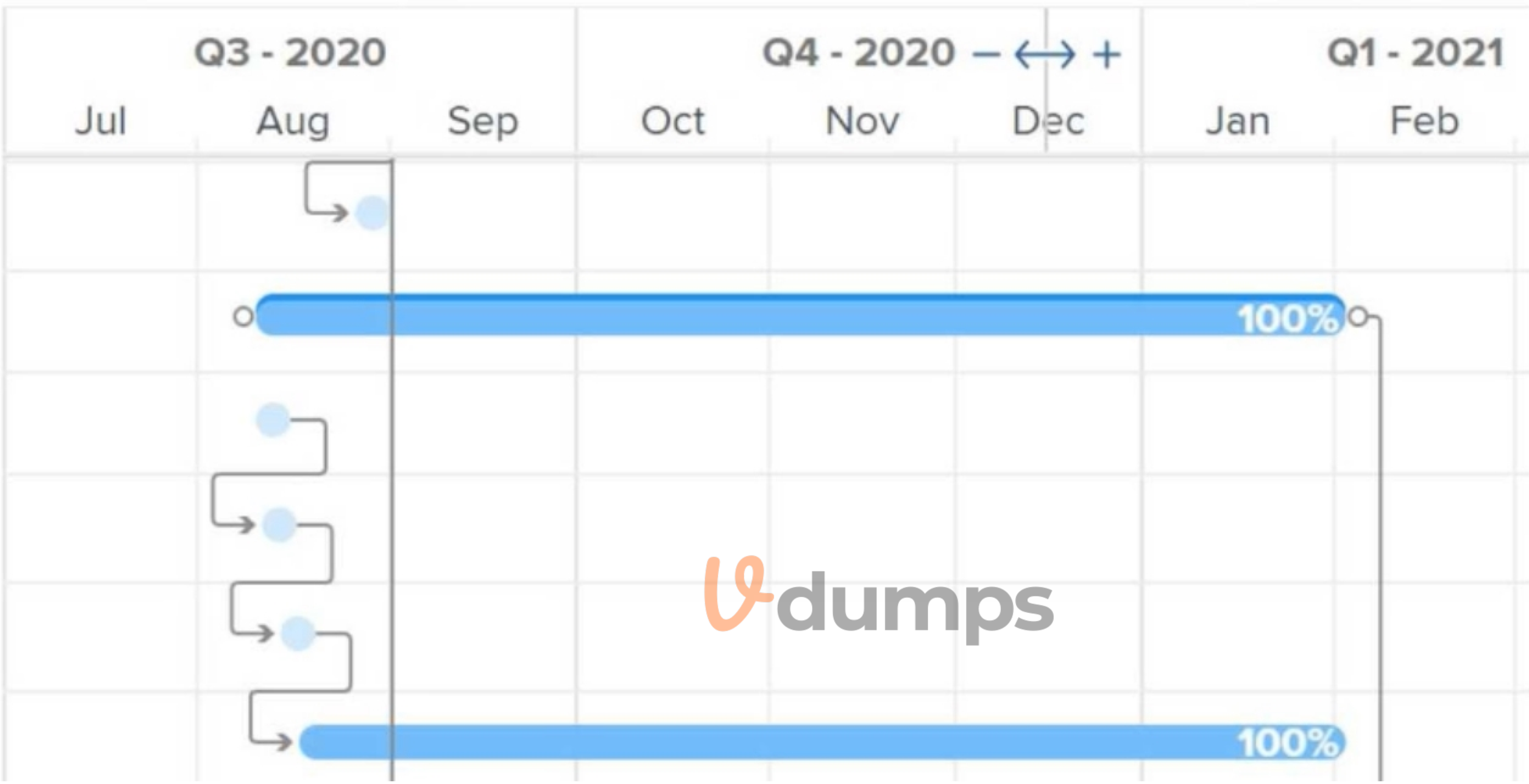
In Workfront, cross-project predecessors allow dependencies between tasks across different projects. To ensure that Task 1 in Project 1 starts only after the final milestone of Project 2, the project manager must configure a cross-project predecessor linking the final milestone in Project 2 to Task 1 in Project 1. This establishes a dependency and aligns the timelines of the two projects.

QUESTION 36
A video designer is spending an excessive number of hours on a project that involves editing a TV commercial. The tasks are keeping the designer from completing other assigned work. After discussing the matter with the designer, the project manager determines that the additional hours for this project are necessary and suspects that the number of hours budgeted for the video designer's time on this project was too low in comparison to the actual need. The project manager will need data to illustrate the problem and potentially request more resources for this project so that the designer can still meet commitments on other assigned work.
Which native Project tool is designed to illustrate data on how the Planned Hours for the video designer on this project vary from the Actual Hours spent on the project?

A. Utilization
B. Workload Balancer
C. Hours

Correct Answer: B
Section:
Explanation:
The Workload Balancer in Workfront is used to compare planned hours against actual hours worked, providing a clear view of resource allocation and over-utilization. In this case, the project manager can use the Workload Balancer to demonstrate how the video designer's planned hours for the project differ from the actual hours spent. This helps the project manager make data-driven decisions about resource adjustments.

QUESTION 37
Refer to the exhibit.



What do the connector lines between tasks in a Gantt chart represent?

A. Critical path
B. Multiple assignments
C. Predecessor relationship

Correct Answer: C
Section:
Explanation:
In Workfront, the connector lines in a Gantt chart represent the predecessor relationships between tasks. These lines show how one task depends on another, indicating the order in which tasks need to be completed. This helps project managers visualize task dependencies and how changes in one task can affect others in the timeline.

QUESTION 38
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?

A. USER.NAME

B. USER.ID
C. USER.roleID

Correct Answer: B
Section:
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 39
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?

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.

Correct Answer: C
Section:
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 40
Which two statements are true about Groups and Teams? (Choose two.)

A. A Team can be assigned to a task, but a Group cannot be assigned to a task.
B. Objects can be shared with either a Group or a Team.
C. A Group can be assigned to a task, but a Team cannot be assigned to a task.
D. Work requests can be routed to either a Group or a Team.

Correct Answer: A, D
Section:
Explanation:
In Workfront, Teams are operational entities that can be assigned to tasks, while Groups are organizational entities that are not assignable to tasks. Additionally, work requests can be routed to both Groups and Teams, depending on how the organization is structured and how the routing is set up.

QUESTION 41
A project manager needs to know the date that a task is likely to be finished based on the current progress of the task and its predecessors, regardless of any task constraints applied.
Which date type would the project manager utilize?

A. Estimated Date
B. Projected Date
C. Planned Date

Correct Answer: B

Section:
Explanation:
The 'Projected Date' in Workfront reflects the most likely completion date of a task based on the task's progress and any predecessors. Unlike the 'Planned Date,' which is set manually, the Projected Date automatically updates as task progress changes, giving a real-time estimate of task completion.

QUESTION 42
Which project status defaults the project condition to On Target?

A. In Progress
B. Idea
C. New

Correct Answer: A
Section:
Explanation:
In Adobe Workfront, when a project is set to 'In Progress,' the default project condition is marked as 'On Target.' This reflects that the project is actively being worked on and progressing as expected without any significant issues or delays. The 'On Target' condition is designed to signal that the project is meeting the planned timelines and performance metrics.
The New and Idea statuses are preliminary stages where active progress or development has not started yet, and thus these statuses would not set the project condition to 'On Target.' Instead, they may represent an early phase of consideration or planning, where progress and targets have not been set in motion.
This is an essential feature within Workfront for project management, allowing teams to understand at a glance whether a project is moving as planned or if it requires attention based on predefined thresholds for performance or timing.
For further detailed information, please refer to the Adobe Workfront documentation on project statuses and conditions, which elaborates on how different statuses affect project tracking and reporting.

QUESTION 43
What are two ways to associate milestone steps to tasks? (Choose two.)

A. In-line editing a task list on a project
B. From the Milestone View in the Projects area
C. Through bulk-editing multiple tasks
D. In the settings area of a task

Correct Answer: A, B
Section:
Explanation:
Milestones in Adobe Workfront allow project managers to mark significant phases in a project. There are two primary methods for associating milestone steps to tasks:
1. In-line editing a task list on a project: This method allows you to quickly assign milestones while editing the task list. It's a convenient option when working directly within a project's task list, ensuring you can associate tasks with milestone steps in a streamlined way without navigating away from the list view.
2. From the Milestone View in the Projects area: The Milestone View is specifically designed to help manage milestones. It allows you to view and organize milestones and their associated tasks in one place, making it easy to connect tasks to milestones without manually editing individual tasks.
These methods are integral for tracking progress and ensuring that tasks align with the significant steps of a project.

QUESTION 44
A statement of work is uploaded to the document section of a project as reference material. How should the file be uploaded into Workfront?

A. Document
B. Proof
C. Approval

Correct Answer: A
Section:
Explanation:
When uploading reference materials, such as a statement of work, to a project in Adobe Workfront, it should be uploaded as a Document. The 'Document' option is appropriate for files intended to serve as reference or informational materials within the project. Documents in Workfront allow users to access, share, and manage files related to tasks, projects, and issues.
The 'Proof' option is used for files that need collaborative reviews and feedback, such as marketing materials or design files, where multiple stakeholders need to comment and approve. 'Approval' refers to a specific status for documents or tasks requiring formal acknowledgment or acceptance but is not directly tied to the method of uploading files.

QUESTION 45
A project manager needs to locate the fixed revenue and costs of a project. Where should the project manager look to find this information?

A. Business Case
B. Billing Records
C. Project Details

Correct Answer: C
Section:
Explanation:
In Adobe Workfront, the Project Details section is where you can find critical information about the financial aspects of a project, including the fixed revenue and costs. This section includes details such as budgets, financials, and other related data. The Business Case primarily contains the justification or rationale for the project, while Billing Records pertain to invoicing and payment tracking, not necessarily fixed project costs and revenue.
For accurate financial tracking and reporting, the Project Details page is the go-to source for project managers to monitor and update financial data.

QUESTION 46
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?

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.

Correct Answer: B
Section:
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.