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Adobe Workfront Project Manager Professional

Adobe AD0-E903

Version Demo

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Topic Break Down

Topic	No. of Questions
Topic 1, Project Initiation	16
Topic 2, Project Planning	28
Topic 3, Project Execution	45
Topic 4, Project Closure	3
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QUESTION NO: 1

What are two characteristics of a Group in Workfront? (Choose two.)

- A. A Group can be tagged in an Update thread communication.
- B. A Group assignment is not required for a user.
- C. A Group can be associated with a Company or a Project.
- D. A user can be assigned as Group Administrator of a Group.

ANSWER: C D

Explanation:

“A Group can be associated with a Company or a Project.” is correct because groups are a core organizational structure in Adobe Workfront. A group can be designated for a company and can also be associated with projects. This helps align work, people, and administration with a department, business unit, client organization, or other operational team. Group association is particularly useful for applying group-level administration and maintaining clear ownership of work.

“A user can be assigned as Group Administrator of a Group.” is also correct. Workfront administrators can designate users as group administrators. A group administrator manages the group within the scope delegated to them, including administering users and selected group-level settings and objects. This distributed-administration model lets an organization delegate routine management to the people who understand the group’s work, while retaining overall governance at the system-administrator level. Adobe documents group creation, group administration, and group associations as features of Workfront’s Groups area. See [Adobe’s guidance on creating and managing groups](#) and [Adobe’s documentation on group administrators](#).

QUESTION NO: 2

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.

ANSWER: C

Explanation:

Use a customized approval process to route the issue for approval. In Adobe Workfront, an incoming request is stored as an issue until it is converted or otherwise acted on. An issue approval process provides a structured, trackable method for obtaining the required management decision before work proceeds. The project manager or system administrator can configure the approval path with the appropriate management-team users, teams, or job roles as approvers, and can define the status applied while approval is pending. Workfront then notifies the designated approvers and records their approval decision directly on the request, creating visibility and an auditable history of the required sign-off. Once the approval is granted, the issue can move to the approved status and be converted into a project using the appropriate template, ensuring that the project begins only after authorization has been documented. This approach keeps the request, its approval, and the subsequent project workflow connected in Workfront rather than relying on an untracked external communication. Adobe documents that approval processes can be associated with issues and that approvals can control status changes and workflow progression. See Adobe’s [approval-process creation guidance](#) and its documentation on [converting an issue to a project](#).

QUESTION NO: 3

A project manager must give a client reviewer visibility to one design task and its updates. The client must not be able to view the other tasks or documents in the project.

What should the project manager do?

- A. Share the individual task with the client reviewer with View access.
- B. Share the project with the client reviewer with View access.
- C. Add the client reviewer as a project subscriber.

ANSWER: A

Explanation:

Share the individual task with the client reviewer with View access is correct. Task-level sharing provides access to the specific task without granting the reviewer access to the entire project. The reviewer must also have an access level that allows them to view tasks.

Sharing the project would expose the broader project content, including other tasks. Adding the client as a project subscriber is not an appropriate substitute for granting the limited object access required to view the task.

QUESTION NO: 4

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.

ANSWER: C

Explanation:

The project shows an At Risk automatic condition. In Workfront, automatic project conditions are driven by schedule performance and the effect that task progress has on the project's planned completion. A task on the critical path has no available schedule flexibility: a delay to its expected progress can delay the project's finish forecast. By the fourth day of a five-day task timeframe, having no recorded work or completion indicates that the task is behind its expected progress. Because it is on the critical path, Workfront identifies the resulting schedule exposure at the project level and applies the At Risk condition while the project can still be recovered.

The one-hour effort estimate does not remove the scheduling concern. Planned task dates, progress, dependencies, and critical-path logic are used to evaluate whether the project remains on track. The At Risk condition is therefore an early warning that enables the project manager to address the task before the planned completion date is missed. Adobe describes how project conditions communicate schedule health and how critical-path tasks affect project timing in its [overview of project conditions and condition types](#) and its [critical path overview](#).

QUESTION NO: 5

A task has a required five-day work window. The project manager expects to add or remove assignees as resource availability changes, but the task must retain its five-day duration. Planned Hours should adjust to reflect the assignment changes.

Which Duration Type should the project manager select?

- A. Effort Driven

- B. Calculated Assignment
- C. Simple
- D. Calculated Work

ANSWER: C

Explanation:

Simple is correct because a Simple task retains its duration when assignments are added or removed. The planned hours are recalculated based on the number of assignees and their assignment allocations, while the task's five-day work window remains fixed.

An Effort Driven task preserves planned hours and recalculates duration when assignments change, which is the opposite of the stated requirement. Calculated Assignment and Calculated Work use different calculation logic and are not intended when the manager must preserve a fixed duration while allowing planned hours to adjust.

QUESTION NO: 6

A request coordinator is reviewing incoming work that has been submitted through a request queue. Which two statements are true about requests and issues in Workfront? (Choose two.)

- A. A submitted request is managed as an issue.
- B. An issue can be converted to a task or a project.
- C. An issue must originate from a request queue.
- D. An issue is a child object of a portfolio.

ANSWER: A B

Explanation:

A submitted request is managed as an issue is correct. Requests submitted through a request queue become issues in Workfront, where they can be assigned, updated, prioritized, and tracked.

An issue can be converted to a task or a project is also correct. This allows a coordinator to turn an approved request into the appropriate type of planned work while maintaining a connection to the original issue through the resolving-object relationship.

Issues do not have to originate from request queues; users with appropriate access can create issues directly. A portfolio is an organizational container for programs and projects, not a parent object for issues.

QUESTION NO: 7

A marketing organization needs every project created for a recurring campaign to begin with consistent work structure and governance. Which three items can be configured in a project template to support this requirement? (Choose three.)

- A. Tasks and predecessor relationships
- B. Custom forms
- C. An approval process
- D. Automatic updates to projects previously created from the template

ANSWER: A B C

Explanation:

Tasks and predecessor relationships, custom forms, and an approval process can be configured in a project template. A template can provide the reusable task plan and dependency structure needed for consistent scheduling. It can also attach custom forms so required project information is collected consistently and associate an approval process to standardize governance.

Changes made to a template do not automatically update projects that were previously created from that template. A template establishes the configuration for projects created from it; it is not a live synchronization mechanism for existing projects.

QUESTION NO: 8

A project manager wants a repeatable approval control for future projects created from a project template. Which two statements are true about Workfront approval processes? (Choose two.)

- A. An approval process can be associated with a project template.
- B. An approval process can be configured to trigger when an object changes to a specified status.
- C. An approval process automatically converts an approved issue into a project.
- D. Receiving an approval request automatically grants the approver Manage permission on the object.

ANSWER: A B

Explanation:

An approval process can be associated with a project template is correct. Associating the process with the template helps ensure that projects created from that template inherit the required approval control.

An approval process can be configured to trigger when an object changes to a specified status is also correct. This allows the approval to occur at the appropriate workflow point, such as when a project is moved to a completion-related status.

An approval process does not automatically convert an issue into a project. Approval recipients receive an approval request, but that request does not automatically grant them Manage permission on the object.

QUESTION NO: 9

A project manager checks an Incomplete Tasks report and notices that several tasks are listed even though the items are marked as 100% complete. What column can the project manager add to the view to understand why those tasks are included in the report?

- A. Actual Completion Date
- B. Progress Status
- C. Status

ANSWER: A

Explanation:

Actual Completion Date is the appropriate column to add. An Incomplete Tasks report can use the absence of an actual completion date to identify tasks that Workfront still considers incomplete for reporting purposes. Therefore, a task can display 100% in its Percent Complete value while still appearing in the report when an actual completion date has not been recorded. Adding Actual Completion Date to the report view lets the project manager immediately see whether the field is blank for the unexpected tasks and confirms the data condition driving their inclusion.

In Workfront, the actual completion date is the date associated with completing a task, and it is an important completion-data field for task tracking and reporting. Reviewing it alongside the displayed percent complete helps distinguish visible progress values from the recorded completion information used by report criteria. The project manager can then investigate the task's completion update process and ensure the required completion data is present. Adobe's task-completion guidance is available in [Mark tasks complete](#), and Adobe's reporting documentation explains how report views and columns expose object data in [Create a report](#).