Adobe Workfront Project Manager Certified Professional

Adobe AD0-E911

Version Demo

Total Demo Questions: 11

Total Premium Questions: 119

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Topic Break Down

Topic	No. of Questions
Topic 1, Project Initiation	15
Topic 2, Project Planning	33
Topic 3, Project Execution	16
Topic 4, Project Monitoring and Control	53
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Total	119

QUESTION NO: 1

A user wants to notify a team of a new work request for them to work on.

Where would the user set the team so they are notified of the new work request?

A. Request > Request Details

B. Request > Updates

C. Request > Assignments

ANSWER: C

Explanation:

Request > Assignments is the correct location because Workfront treats a submitted request as an issue, and assignments establish who is responsible for acting on that work. In the Assignments area, the user can assign the issue to an active team when the work should be made available to that team rather than directed immediately to one named individual. This assignment places the request in the team's work queue, where team members can see and take ownership of it according to the team's workflow and access settings. It also provides the assignment basis for Workfront's team-related work-request notifications, including notifications that a team has received new work. This approach is especially useful when any qualified member of the team can complete the request or when the requester does not yet know the specific person who should perform it. Adobe documents that issues can be assigned to users, job roles, and teams, and that teams can be selected in the issue assignment workflow. See Adobe's guidance on assigning issues and its overview of issues in Workfront.

QUESTION NO: 2

A project manager would like to assign tasks across projects to a team without having to navigate to each project.

How can the project manager do this?

A. Assign work using the Resource Planner.

B. Assign work by drag-and-drop.

C. Assign work in bulk.

ANSWER: C

Explanation:

Assign work in bulk. is the appropriate method because Adobe Workfront's Workload Balancer includes Bulk Assignments functionality specifically for efficiently assigning multiple work items without opening every project separately. From the Resourcing area or a team's Workload Balancer, a project manager can filter for the relevant projects, identify the tasks needing assignment, and apply assignment rules or select the team members who should receive the work. This provides a centralized way to distribute assignments across project boundaries while considering the work represented in the team's workload.

Bulk assignment supports the project manager's need to act on many tasks at once and avoids the repetitive process of entering each project individually. It is particularly useful when a team must be assigned responsibility for a set of tasks spanning several active projects, because the manager can locate and select the applicable work in one workflow. Adobe documents assigning work through the Workload Balancer, including use of its Bulk Assignments panel, in the Assign work in the Workload Balancer guide. Further context on using the Workload Balancer to manage resource assignments is available in Adobe's Workload Balancer overview.

QUESTION NO: 3

A project manager needs to evaluate how the current schedule differs from the schedule approved at project launch.

Which two statements are true about project baselines? (Choose two.)

A. A baseline preserves a snapshot of project information at a point in time.

B. A baseline automatically updates whenever the live project schedule is recalculated.

C. A baseline can be used to compare current project information with the earlier plan.

D. Changing a task's current planned dates also changes the dates stored in every baseline.

ANSWER: A C

Explanation:

A baseline preserves a snapshot of project information at a point in time and **a baseline can be used to compare current project information with the earlier plan** are correct. A project manager can create a baseline at approval or another key point in the project lifecycle, then use baseline information to assess schedule variance as planned dates change during execution.

A baseline does not update automatically when the live project plan changes. It remains a historical snapshot. Changing a task's current planned dates therefore does not revise the dates stored in an existing baseline.

QUESTION NO: 4

Due to a time sensitive shift in priorities, the timeline of a project needs to be adjusted. What step should the Project Owner take before adjusting the task timeline to avoid sending notifications to the project team?

A. Update the project status.

B. Recalculate the project timeline.

C. Update the project baseline.

ANSWER: A

Explanation:

Update the project status. Before changing planned task dates, the Project Owner should change the project's status to *Planning*. In Workfront, the Planning status is designed for work that is still being prepared or revised. It allows a project manager or owner to make timeline and task-date changes without generating the normal task-change notifications for assigned users. This is particularly useful when a priority shift requires broad schedule adjustments and the team should not act on interim dates while the revised plan is being finalized.

After the timeline, dependencies, and planned dates have been updated and reviewed, the Project Owner can return the project to its appropriate active status. At that point, the team can be informed of the finalized schedule through the intended project communications and Workfront notifications. Recalculating a timeline updates dates based on the project schedule and dependencies, but it is not the notification-suppression step. Adobe documents project-status management and the Planning status as part of project administration: Edit projects and Project status overview.

QUESTION NO: 5

An organization wants every project created from a campaign template to include the same executive review requirement and the same set of key delivery checkpoints.

Which two actions should the project manager take when configuring the template? (Choose two.)

A. Attach the executive approval process to the project template.

B. Associate the required milestone path with the project template.

C. Set all task assignments on the template to the Project Sponsor.

D. Set a fixed project schedule on the template for every future project.

ANSWER: A B

Explanation:

Attaching the required approval process to the project template ensures that projects created from the template inherit the standard executive review workflow. This avoids requiring each project manager to build the approval process separately.

Associating the appropriate milestone path with the template provides the reusable set of milestone steps that can be applied to the project's key tasks. A project schedule and individual task assignments can vary by project, so they do not provide the requested standardized governance and checkpoint framework.

QUESTION NO: 6

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.

ANSWER: C

Explanation:

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, provides the marketing team with an actionable intake-management dashboard. Priority lets the team quickly identify the work that needs attention first, while entry date establishes how long each request has been waiting and supports fair, timely triage. Separating the reports by New, In Progress, and recently completed statuses gives the team an immediate operational view of the request lifecycle: unreviewed work requiring assignment or prioritization, work currently being fulfilled, and recently closed work that may need confirmation or follow-up. This structure is especially useful for a shared request queue because it makes the volume and age of incoming work visible without relying on individual email notifications. Adobe Workfront reports can be built using filters, views, groupings, and sorting to surface the specific request data a team needs, then placed on a dashboard for centralized monitoring. Request queues are designed to capture incoming work and route it for management. See Adobe's guidance on creating custom reports and creating request queues.

QUESTION NO: 7

A team member needs to review all records showing charges, payments, and invoicing details for a specific project.

Which section in Workfront should they access to locate this information?

A. Project Details

B. Billing Records

C. Expenses

ANSWER: B

Explanation:

Billing Records is the appropriate project area for reviewing the financial records used to support client billing and invoicing. In Adobe Workfront, billing records are associated with an individual project and consolidate billable financial information from that project, including eligible task hours, expenses, revenues, and fixed-revenue amounts. A project manager or authorized team member can use these records to identify what should be included in a billing cycle, review the financial totals, set a billing date and status, and retain the record as part of the project's financial history.

This makes Billing Records the dedicated location when the request concerns project-level charges and invoicing-related information rather than a single category of financial data. Billing records also provide the structure for grouping billable items into a record that can be reviewed before information is transferred to an external accounting or invoicing process. Access depends on the organization's Workfront licensing configuration and the user's financial-data permissions, but the records remain attached to the relevant project. Adobe's guidance on creating and managing these records is available in the Workfront Billing Records documentation. For related financial configuration concepts, see Set up finance areas in Workfront.

QUESTION NO: 8

A request must be approved by Legal before Marketing can provide final approval. The project manager wants the decision history to be recorded in Workfront and the second review to begin only after Legal approves.

Which two actions should the project manager take? (Choose two.)

A. Configure a multi-stage approval process.

B. Assign Legal to the first approval stage and Marketing to a subsequent stage.

C. Create a task predecessor between the Legal and Marketing teams.

D. Use an Update to notify both teams that approval is required.

ANSWER: A B

Explanation:

A multi-stage approval process supports a sequential approval path. The Legal stage can be completed before the Marketing stage becomes active, preserving the required order of review.

Assigning Legal as the approver in the first stage and Marketing as the approver in a subsequent stage routes the approval decisions to the correct accountable teams. Email updates or task predecessors can communicate activity, but they do not provide the approval controls and recorded decisions required for the request.

QUESTION NO: 9

A task won't close when trying to select "Complete."

Which two reasons block someone from being able to close a task? (Choose two.)

A. A predecessor task is "In Progress."

B. The subtasks are not "Complete."

C. The task is a predecessor to another task.

D. The task is assigned to a job role and not an individual user.

E. The project is "Active."

ANSWER: A B

Explanation:

“A predecessor task is ‘In Progress.’” can prevent completion when the predecessor relationship is enforced in the project. Enforced predecessors control the order in which dependent tasks may progress: Workfront prevents a successor from being moved to In Progress or Complete until its required predecessor has been completed. Consequently, a user attempting to complete the dependent task must first ensure that the preceding task is complete, where predecessor enforcement applies.

“The subtasks are not ‘Complete.’” can also block completion when the task being closed is a parent task and the project uses Automatic summary completion. With automatic summary completion, Workfront derives the parent task’s completion state from its child tasks. The parent cannot be completed while its required subtasks remain unfinished; completing the subtasks allows Workfront to roll their status up to the parent. These controls preserve valid task sequencing and ensure that summary-task status accurately represents the work beneath it. Adobe documents predecessor behavior in its task dependency overview and describes parent and child task completion behavior in Complete tasks.

QUESTION NO: 10

A project manager compares the original schedule for a task to another set of dates that moved later after predecessors slipped and the assignee changed a completion commitment.

What do these later, system-calculated dates represent?

A. They are Planned Dates that show the originally scheduled task dates.

B. They are Projected Dates that show the current forecast for task start and finish.

C. They are Milestone Path Dates that show when milestone tasks are expected to occur.

ANSWER: B

Explanation:

They are Projected Dates that show the current forecast for task start and finish. In Adobe Workfront, projected dates represent the system’s best current prediction of when work will begin and end, based on the task’s present scheduling conditions rather than solely on the dates initially established in the project plan. They can move as Workfront recalculates the schedule in response to changes affecting the task.

In this scenario, delayed predecessor work changes when the dependent task can realistically start. That revised availability is reflected in the task’s projected timing. In addition, an assignee’s Commit Date is an explicit indication of when that person expects to complete the work; Workfront can use that commitment when calculating the projected completion date. Together, those factors make the later dates a current forecast of delivery, which is precisely the purpose of Projected Dates.

Projected Dates are therefore especially useful for a project manager who needs to monitor the likely impact of schedule movement and team commitments while retaining visibility into the original plan. Adobe describes how planned and projected task dates are calculated and how commitments can affect projected completion in its task planned and projected dates documentation. For related scheduling behavior, see Adobe’s task predecessor documentation.

QUESTION NO: 11

A project manager is configuring a report that must return only the relevant records and then organize the results for review.

Which two statements are true about report filters and groupings? (Choose two.)

A. A filter determines which records are returned by a report.

B. A grouping organizes returned records into sections without determining which records are returned.

C. A view determines which records are returned by a report.

D. A Task report automatically includes Issue records when both objects have the same project.

ANSWER: A B

Explanation:

A filter determines which records are returned and **a grouping organizes returned records into sections** are correct. For example, a task report can filter for incomplete tasks and then group the returned tasks by project name or assigned user.

A view controls how returned data is displayed but does not determine the report’s result set. Also, a Task report returns task records; issues require an Issue report or an appropriate report type designed to include multiple work-item types.