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Question 1

Question Type: MultipleChoice

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

Options:

A- Through ad hoc cards

B- Through enabling agile tracking

C- Through connected cards

Answer:

C

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 (webinaradminessentialsuxinterfacedesignmar15202316788202643887).

Question 2

Question Type: MultipleChoice

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

Options:

A- Task

B- Update

C- Project

D- Request

Answer:

A, C

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 3

Question Type: MultipleChoice

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?

Options:

A- The default names assigned to the Workfront instance

B- The same names as the Finance group

C- The default Workfront status names

Answer:

B

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 4

Question Type: **MultipleChoice**

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?

Options:

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

Answer:

B

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 5

Question Type: MultipleChoice

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

Options:

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

Answer:

A

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 6

Question Type: MultipleChoice

An admin-level user recommends assigning the role Reviewer & Approver to someone who needs to review a proof. What are two reasons why the admin-level user would make this recommendation9 (Choose two.)

This allows the Reviewer to indicate they have completed their review, even if there is no feedback.

Options:

A- They are able to summarize their overall feedback into a decision, or choose Not Relevant

B- Reviewer & Approver is the only option that allows the Reviewer to make comments and markups

C- This ensures the Reviewer will be notified once an Approval has been made on the proof.

Answer:

A, C

Explanation:

The Reviewer & Approver role allows the user to provide a final decision on the proof, which includes options like Approve, Changes Needed, or Not Relevant. This role is ideal for those who need to summarize their overall feedback and make a conclusive decision.

Notification upon approval:

By assigning the Reviewer & Approver role, the user is notified when an approval decision is made on the proof. This ensures that they are kept in the loop and can follow up as necessary.

Question 7

Question Type: MultipleChoice

A project manager is reviewing an issue with a document attached The manager notices that the issue is connected to the wrong project What will happen to the document when the issue is moved to the correct project?

Options:

A- The document is copied to the new issue, leaving the original on the project.

B- The document and any approvals associated with the document will move along with the new issue.

C- The document will not move to the new issue.

Answer:

B

Explanation:

When an issue with a document attached is moved to a different project in Adobe Workfront, the document and any approvals associated with it will also move to the new project along with the issue. This ensures that all related information and approvals are retained and correctly associated with the issue in its new context.

Move the Issue:

Navigate to the issue that needs to be moved.

Select the option to move the issue to another project.

Verify Document Movement:

After moving the issue, check the new project to ensure the document is correctly associated with the issue.

Verify that any approvals linked to the document are also moved and remain intact.

This behavior is confirmed in the Workfront documentation and issue management training guides, which explain how documents and approvals are handled when moving issues (Workfront Training Deck - Worker 2.15.23).

Question 8

Question Type: MultipleChoice

On which types of objects can time be recorded in Workfront?

Options:

A- Tasks. Timesheets and Documents

B- Portfolios, Tasks and Issues

C- Projects. Tasks and Issues

Answer:

C

Explanation:

In Adobe Workfront, time can be recorded on Projects, Tasks, and Issues. This flexibility allows users to track time spent on various types of work items, providing comprehensive time management and reporting capabilities.

Record Time on Projects:

Navigate to a project.

Click on the 'Hours' tab.

Enter the time spent on the project.

Record Time on Tasks:

Navigate to a task within a project.

Click on the 'Hours' tab.

Enter the time spent on the task.

Record Time on Issues:

Navigate to an issue within a project.

Click on the 'Hours' tab.

Enter the time spent on the issue.

The processes for recording time on various objects are detailed in the Workfront time-tracking documentation and training materials (Advanced Reporting - Monique Evans - Code Snippet - June 2, 2020).

Question 9

Question Type: **MultipleChoice**

To which two objects in Workfront can a dashboard be added in the left navigation? (Choose two.)

Options:

A- Portfolio

B- Timesheet

C- Project

D- Calendar

Answer:

A, C

Explanation:

Dashboards in Adobe Workfront can be added to the left navigation of both Portfolio and Project objects. This allows users to have quick access to important reports and data relevant to these specific objects.

Add Dashboard to Portfolio:

Navigate to a Portfolio.

Go to the left navigation panel and click on 'Customize this Navigation'.

Select 'Add Dashboard' and choose the dashboard you want to add to the Portfolio.

Add Dashboard to Project:

Navigate to a Project.

Go to the left navigation panel and click on 'Customize this Navigation'.

Select 'Add Dashboard' and choose the dashboard you want to add to the Project.

The ability to add dashboards to the left navigation of Portfolios and Projects is documented in the Workfront customization and user experience guides (Workfront Training Deck - Worker 2.15.23).

Question 10

Question Type: MultipleChoice

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?

Options:

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

Answer:

A

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 11

Question Type: MultipleChoice

What is a requirement when creating a chart in a report?

Options:

A- At least one grouping must be defined.

B- The Advanced Options on a column must be set to aggregate

C- Charts can be created without any prerequisites.

Answer:

A

Explanation:

When creating a chart in an Adobe Workfront report, a key requirement is that at least one grouping must be defined. This is necessary because the chart needs a way to organize and display the data visually, and groupings provide the categories or series that the chart will use to aggregate and represent the data.

Open Report Builder:

Navigate to the Reports area and create a new report or edit an existing one.

Define Grouping:

Go to the 'Grouping' tab within the report builder.

Add at least one grouping to categorize the data. This could be based on any field relevant to the data you are reporting on, such as project status, task owner, etc.

Create Chart:

After defining the grouping, switch to the 'Chart' tab.

Select the type of chart you want to create (e.g., bar chart, pie chart).

Configure the chart settings, ensuring that the defined grouping is used for the chart's series or categories.

Save the Report:

Save the report to ensure that the chart is correctly configured and displayed based on the defined grouping.

This requirement is covered in the Workfront documentation and training materials that explain the prerequisites for creating charts in reports (Webinar - Admin Essentials - User Experience - Apr 27, 2022).