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Continuing Education Course #618
Lessons Learned in Project Management

1. Which should a PM spend the most time on?
 - a. Planning
 - b. Executing
 - c. Checking
 - d. Documenting
2. Which columns are normally on a risk register?
 - a. Risk Description, Severity, Response, Deadline
 - b. Risk Description, Probability, Evidence, Status
 - c. Risk Description, Probability, Severity, Status
3. What does WBS stand for?
 - a. Work Basic Summary
 - b. Work Breakdown Structure
 - c. Work Basic Scope
4. What is the best order for organizing a WBS?
 - a. Deliverables > Work Packages > Subtasks
 - b. Deliverables > Subtasks > Work Packages
 - c. Work Packages > Deliverables > Subtasks
5. Why is gaining commitments effective?
 - a. Staff want to keep their word
 - b. Staff take ownership of their budget and schedule
 - c. Staff feel their input is important
 - d. All of the above
6. What can help define the responsibilities of each organization?
 - a. Permit Matrix
 - b. Periodic Matrix
 - c. Stakeholder Organization Chart
 - d. Staff chart
7. When is the PM usually busiest?
 - a. Beginning of project
 - b. Middle of project
 - c. End of project
8. What is the critical path?

- a. Tasks taking the longest
 - b. Tasks leading to completion with the least float
 - c. Tasks with most budget
9. What is the name of the initial project schedule?
- a. Baseline schedule
 - b. Progress schedule
 - c. Kick-off schedule
10. What does earned value indicate?
- a. Invoice amount
 - b. Budget status
 - c. Float remaining
11. What does it mean if spending is less than earned value?
- a. Project underbudget
 - b. Project on-budget
 - c. Project overbudget
12. Which three lines are plotted to create an S-Curve?
- a. Planned value, earned value, labor hours
 - b. Planned value, earned value, actual cost
 - c. Income, earned value, actual cost
13. What term describes motivating and empowering a team?
- a. Laissez faire leader
 - b. Transactional leader
 - c. Transformational leader
 - d. Experienced leader
14. Which is a way to prepare for a meeting?
- a. Understand the purpose of the meeting
 - b. Make sure you have no conflicts for the meeting time
 - c. Review pre-meeting documents
 - d. All of the above
15. Which are most important to include in meeting notes?
- a. Decisions and action items
 - b. Attendees and time of meeting
 - c. Next meeting time

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