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NEW QUESTION: 1

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

Answer: (SHOW ANSWER)

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.

NEW QUESTION: 2

Task 2 has a 5-day duration, is tied to Task 1 with a predecessor, and is expected to begin once Task 1 is completed. Due to a resource availability conflict, Task 1 was rescheduled to start 1 week later. Once Task 1 was rescheduled, the planned start date on Task 2 did not dynamically shift by 5 days as expected but instead remained the same planned start date that existed before the change to Task 1.

What may have caused the planned start date of Task 2 to remain the same?

- A. The primary assignee had already submitted a Commit Date for the previous planned start date on Task 2, even though the project owner did not accept this Commit Date, the project plan made this date a Must Start On Constraint on Task 2.
- B. The project owner has at some point made a manual change to the planned start date of Task 2, which has in turn changed the Task Constraint of Task 2 to Must Start On.
- C. The primary assignee had scheduled time off during the new planned start date that Task 2 should have shifted toward. Due to this time off scheduled the date remained the same.
- D. The project owner has at some point made a manual change to the Task Constraint of Task 2 to As Soon As Possible, which has forced the date of Task 2 to be static.

Answer: (SHOW ANSWER)

In this scenario, the fact that Task 2's start date did not shift automatically despite its dependency on Task 1 suggests that a manual override was applied, resulting in a Task Constraint of "Must Start On." This type of constraint locks a task to a specific date, preventing it from dynamically adjusting based on changes to its predecessor. The other options either do not explain why the start date remained static or involve user-specific scheduling conflicts, which would not affect the system-driven date adjustment.

NEW QUESTION: 3

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.

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 4

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: ([SHOW ANSWER](#))

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.

NEW QUESTION: 5

The art director is reviewing and approving a proof and has requested that they only get email notifications for a new proof or version. What Email alert option should be assigned to them on the workflow?

- A. Decisions and Notify recipients about this proof is selected
- B. Disabled and Notify recipients about this proof is selected
- C. Decisions and Notify recipients about this proof is not selected
- D. Disabled and Notify recipients about this proof is not selected

Answer: ([SHOW ANSWER](#))

For the art director to only receive email notifications about new proofs or versions, the option "Disabled and Notify recipients about this proof is selected" is the correct choice. This ensures that they are not inundated with notifications about every comment or decision made but are alerted when a new proof or version is uploaded for review.

This approach optimizes the notification settings based on the user's request, providing a more focused and less overwhelming email experience, which is often crucial for roles such as creative directors who manage multiple proofs and versions.

NEW QUESTION: 6

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

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 7

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.

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 8

A project manager wants to see all of the assignees for each task in a project.

Which field should the manager reference to view all task assignees?

- A. Assigned To
- B. Assignments
- C. Assigned

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, the "Assignments" field allows a project manager to see all the users assigned to a task. This field is useful for viewing multiple assignees on a single task, as tasks can have more than one person responsible. The "Assigned To" and "Assigned" fields are often used for single-user assignments and are not as comprehensive for viewing all task assignees.

NEW QUESTION: 9

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.

Answer: C ([LEAVE A REPLY](#))

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.

NEW QUESTION: 10

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.

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 11

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: ([SHOW ANSWER](#))

In Adobe Workfront, the later system-calculated dates described in the question are Projected Dates. Adobe documentation explains that when a task is first created, Planned, Projected, and Estimated Dates often match. However, Projected Dates can change as work progresses or when schedule conditions change. Adobe specifically states that predecessor delays can cause projected dates for dependent tasks to move, and that a task assignee's Commit Date can also affect the projected completion date. This matches the scenario where predecessors slipped and the assignee changed a completion commitment. Planned Dates represent the schedule established in the project plan, such as planned start and planned completion, and they do not automatically become the later forecast just because delays occur. Milestone Path Dates relate to milestone tracking, not the general forecasted start and finish of a task. Therefore, the dates that reflect Workfront's current schedule forecast are Projected Dates, making the correct answer B.

NEW QUESTION: 12

A project manager is looking to create a task that must take place from September 10th through September 17th of this year.

Which action must be taken?

- A.** Set the Task Constraint to Fixed Dates.
- B.** Set a Predecessor for the task.
- C.** Set the Duration of One week.

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, the correct action is to set the task constraint to Fixed Dates. Adobe's documentation explains that task constraints control when tasks can start or finish in a project plan. Depending on the constraint selected, a project manager may need to specify a planned start date, a planned completion date, or both dates. The Fixed Dates constraint is specifically used when a task must occur between exact dates, because Workfront requires both the Planned Start Date and Planned Completion Date when this constraint is selected. Adobe also states that when Fixed Dates is used, the task duration is calculated from the difference between those two planned dates. A predecessor only controls dependency order and does not guarantee September 10 through September 17. Setting the duration to one week defines only length, not the exact calendar dates. Therefore, to force the task to take place from September 10 through September 17, the correct answer is A. Set the Task Constraint to Fixed Dates.

NEW QUESTION: 13

What parent object can have child objects?

- A.** Issue
- B.** Project
- C.** Portfolio

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 14

Which project Condition is set when the Progress Status of the project is Behind or At Risk?

- A. Late
- B. At Risk
- C. In Trouble

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, when a project's progress status is marked as Behind or At Risk, the project condition is set to At Risk. This indicates that the project may not meet its deadline or performance metrics, signaling to the project team and stakeholders that corrective action may be necessary. The "In Trouble" status is reserved for more severe cases, and "Late" is generally used for tasks or projects that have passed their planned completion dates without being finished.

The At Risk status allows proactive intervention to address potential issues before they escalate into bigger problems.

NEW QUESTION: 15

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]

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 16

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

Answer: ([SHOW ANSWER](#))

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.

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NEW QUESTION: 17

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.

Answer: B (LEAVE A REPLY)

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.

NEW QUESTION: 18

Which initial project setting would a project owner use to identify and report on key tasks on a project?

- A. Milestone Path
- B. Schedule
- C. Resource Leveling Mode

Answer: (SHOW ANSWER)

In Adobe Workfront, the initial project setting used to identify and report on key tasks is the Milestone Path. Adobe documentation explains that milestones can be associated with tasks to indicate important steps in the life of a project, and that the collection of predefined milestones is called a milestone path. Workfront also states that milestone paths allow key tasks in a project to be associated with predefined milestones, giving managers and stakeholders a high-level view of project progress. In practice, the project owner applies a milestone path to the project first, then associates individual key tasks with milestones from that path. This supports milestone reporting and milestone views across projects. Schedule controls working and non-working time for date calculations, while Resource Leveling Mode relates to resolving resource allocation conflicts. Neither setting is designed to mark key tasks for milestone reporting. Therefore, the correct answer is A. Milestone Path.

NEW QUESTION: 19

In the approval path shown below, which Project Status will the Project be if rejected?

- A. Rejected
- B. Current
- C. Requested

Answer: (SHOW ANSWER)

In Adobe Workfront, an approval process can define what happens when an object is approved or rejected. The screenshot shows that the approval process starts when the project status is set to Requested, and the approval path includes an If rejected setting. In that setting, the displayed rejection status is Rejected. Adobe Workfront documentation explains that when an approval path has a rejection status configured, the rejected object moves to the selected rejection status. Adobe's approval-process documentation also notes that if the rejection status itself is associated with another approval process, the object can move into that status as pending approval; however, in this case, the visible selected rejection status is simply Rejected. The Requested status is the status that triggers the approval process, not the status after rejection. Current is a normal active project status and is not shown as the configured rejection result. Therefore, based on the approval path shown, the project status will be Rejected if the approval is rejected.

NEW QUESTION: 20

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?

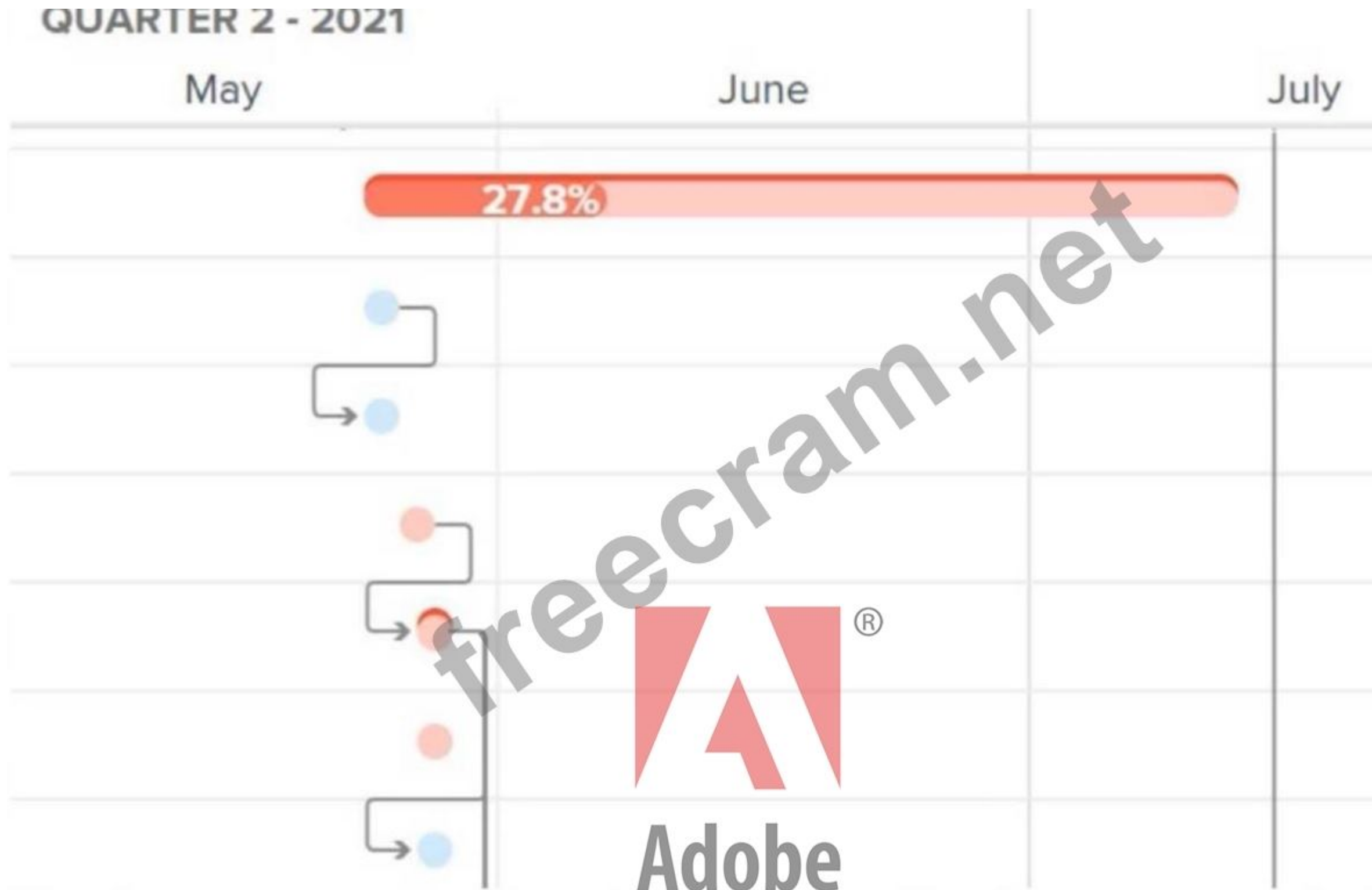
- A. Actual Completion Date
- B. Progress Status
- C. Status

Answer: (SHOW ANSWER)

Even though tasks may be marked as 100% complete, their Status may still be listed as incomplete in reports if the task's status has not been updated to "Completed." The Status column provides insight into the current state of the task, which helps identify if the task is still listed as "In Progress" or another incomplete status despite being marked as fully complete. Adding this column clarifies why the task appears in the Incomplete Tasks Report.

NEW QUESTION: 21

Refer to the exhibit.



Identified in red on a Gantt chart, what are the tasks called whose changes may affect the overall timeline of a project?

- A. Critical Path
- B. Baselines
- C. Milestones

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, and in general project management, the Critical Path refers to the sequence of tasks that directly impacts the project's overall timeline. Tasks on the critical path are marked in red on a Gantt chart to indicate that any delay or change to these tasks will affect the entire project's completion date. These tasks are essential for maintaining the project schedule and ensuring timely delivery. Baselines are used for comparison against the current progress, and Milestones mark significant checkpoints but do not necessarily affect the project timeline if they are delayed.

Top of Form
Bottom of Form

NEW QUESTION: 22

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.

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 23

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.

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 24

A portfolio owner has asked to see milestone statuses for all projects in their portfolio. The report must filter out any complete projects. What steps should the project manager take to create this view?

- A.** Visit the Dashboards page and create a Milestone Path report. In the filter, update the Portfolio Owner ID to the Portfolio Owner's name and update the Project Status to exclude complete projects.
- B.** Visit the Projects page and create a Milestone Path report. In the filter, update the Portfolio Owner ID to the Portfolio Owner's name and update the Project Status to exclude complete projects. In Report Options, select "Show the Milestone view on the Details tab."
- C.** Visit the Reports page and create a Project report. In the filter, update the Portfolio Owner ID to the Portfolio Owner's name and update the Project Status to exclude complete projects. In Report Options, select "Show the Milestone view on the Details tab."

Answer: ([SHOW ANSWER](#))

The best way to display milestone statuses for projects in a portfolio, while excluding completed projects, is to create a Project Report. By setting filters to exclude completed projects and selecting the appropriate Portfolio Owner ID, the report will display the relevant data. Additionally, enabling the Milestone view in the report ensures that the portfolio owner can easily track project progress and statuses.

NEW QUESTION: 25

Which aspect of a project determines the Progress Status?

- A. Timeline
- B. Critical Path
- C. Milestone Tasks

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, the Progress Status of a project is determined by the project's progression across its timeline. Adobe documentation states that Workfront determines project Progress Status by evaluating how the project is progressing against its timeline, including comparisons between planned, projected, and estimated completion dates. This is why project Progress Status can appear as values such as On Time, At Risk, Behind, or Late depending on how the current forecast relates to the planned completion date. Critical Path is important because it identifies the sequence of tasks that can affect the project timeline, but it is not the direct field or aspect that determines Progress Status. Milestone Tasks are used to mark important points or phases in a project and can help with milestone reporting, but they also do not determine the overall Progress Status by themselves. Therefore, the correct answer is A. Timeline.

NEW QUESTION: 26

A project manager has assigned a task to a team. One of the members of the team wants to volunteer to complete the task.

Where would the volunteer navigate to do this?

- A. Team Settings > Select Assign to
- B. Team Settings > Work on it
- C. Team Requests > Work on it
- D. Team Requests > Select Assign to

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, when a task or issue is assigned to a team, it appears as a team request rather than immediately becoming the responsibility of one individual team member. Adobe documentation explains that tasks assigned to a team remain on the Team Requests tab until a user on that team volunteers to work on the request. This is specifically designed for situations where the project manager does not know which individual should complete the work or when any member of the team can take ownership. The team member should navigate to the team's Team Requests area and click Work On It. Adobe also notes that clicking Work On It on an item assigned to your team assigns the item to you, meaning the volunteer becomes the owner/assignee for that work item. Team Settings is not the correct location because it is used for team configuration, not claiming work. Therefore, the correct navigation is Team Requests > Work on it.

NEW QUESTION: 27

Which field is used to create a milestone step on a milestone path in the Setup area?

- A. Status
- B. Description
- C. Key

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, when creating a Milestone Step within the Setup area, the Key field is essential as it serves as a unique identifier for each milestone step. It is used to define the specific step within a milestone path that can be associated with tasks in a project. The Status and Description fields are not used for creating the milestone step itself but are more relevant for defining attributes or metadata.

NEW QUESTION: 28

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

- A. Planned
- B. Estimated

C. Projected

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 29

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.

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 30

A marketing team wants to manage their projects using a traditional, sequential approach where each phase must be completed before the next begins.

Which project management methodology in Workfront supports this approach?

- A. Scrum
- B. Kanban
- C. Waterfall

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, the methodology that matches a traditional, sequential project approach is Waterfall. Adobe Workfront learning content describes traditional or waterfall methodology as a linear process where teams plan the final product and then move through the steps or phases required to deliver it. This is different from Scrum, where teams work from a backlog, plan iterations or sprints, and deliver work in smaller increments. It is also different from Kanban, which uses a board-based flow of work items through statuses rather than strict sequential project phases. Adobe Workfront documentation also distinguishes team types as Scrum Team, Kanban Team, and Waterfall Team, showing that Waterfall is recognized as a Workfront team/work management approach. Because the question describes each phase being completed before the next begins, that aligns directly with the Waterfall model's structured, sequential planning style. Therefore, the correct answer is C. Waterfall.

NEW QUESTION: 31

Which project elements can be used to measure a project's adherence to its original schedule?

- A. Number of tasks, actual completion dates, and project status
- B. Project baselines, planned completion dates, and actual completion dates
- C. Workload balancer data, planned completion dates, and expenses

Answer: B ([LEAVE A REPLY](#))

To measure a project's adherence to its original schedule, the most critical elements are Project Baselines, Planned Completion Dates, and Actual Completion Dates. The baseline captures the original planned schedule, while the planned and actual completion dates provide the data to compare the project's progress against the initial schedule. This comparison helps project managers identify any deviations from the original plan and assess the project's performance.

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NEW QUESTION: 32

What is unique to a Scrum iteration?

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

Answer: (SHOW ANSWER)

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.

NEW QUESTION: 33

The vice president of operations asks one of their project managers to create a Workfront report that automatically sums columns so that it is similar to a Microsoft Excel file. The project manager decides to use a matrix grouping to show the data, but one of the columns isn't showing in the report.

What did the project manager forget to do?

- A. Summarize the columns.
- B. Update the grouping using text mode.
- C. Update the conditional formatting of the column.

Answer: (SHOW ANSWER)

In Adobe Workfront, a matrix report displays report data in a table format based on matrix groupings. When a report uses a matrix grouping, the values that appear in the matrix depend on whether the relevant columns are configured to be summarized. Adobe's documentation for creating a matrix report states that, in the Columns (View) tab, the user must select the column and use the Summarize this column by setting to choose an available summary option. Adobe specifically notes that if this option is not selected, the information from that column is not displayed correctly in the matrix report. This directly matches the scenario where one of the columns is not showing after the project manager created a matrix grouping. Text mode is not required just to make a standard matrix column appear, and conditional formatting only changes how values are visually styled. Therefore, the project manager forgot to summarize the columns, making the correct answer A.

NEW 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

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 35

Which group of project elements can be used to monitor an active project's progress?

- A. Gantt chart, project Condition, and Metrics
- B. Risks, planned hours, and resource utilization
- C. Project status, Updates, and Sharing

Answer: ([SHOW ANSWER](#))

The best combination of elements to monitor an active project's progress in Adobe Workfront is Gantt chart, project Condition, and Metrics. The Gantt chart provides a visual timeline of task dependencies and durations, the Condition field shows the project's current health (On Target, At Risk, etc.), and Metrics offer quantitative data to measure progress. Together, these provide a comprehensive view of a project's performance.

NEW QUESTION: 36

The executive team at Company A has asked the Workfront System Administrator how they can get visibility into the health, importance, and strategic alignment of active projects across the organization so that they can quickly make data-driven business decisions.

Which report grants the executive team this visibility?

- A. A project report showing active projects grouped by portfolio showing project condition, project priority, and custom data aligning the project initiative to business goals.
- B. A portfolio report showing all projects grouped by team showing project condition, the alignment score, and custom data aligning the project initiative to business goals.
- C. A program report showing active projects grouped by department showing program health, project urgency, and custom data aligning the project initiative to business goals.

Answer: ([SHOW ANSWER](#))

For executive-level reporting, a program report grouped by department provides a holistic view of ongoing initiatives. This includes the health of programs, urgency, and alignment with business goals. This type of report is essential for leadership teams to assess overall performance and make informed decisions that align with the company's strategic objectives.

NEW QUESTION: 37

A user wants to know if a task is pending approval.

Which task field would the user review?

- A. Status
- B. Critical Path
- C. Priority

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, the field a user should review to determine whether a task is pending approval is Status. Adobe documentation explains that approval processes for work items, including tasks, can be triggered when an item is moved to a specific status. When a project, task, or issue is pending approval, the approval information appears on the object, and the Status represents the current status of the item that is waiting for approval. Adobe also provides reporting guidance for listing objects with a pending approval process by using the object's pending status, including task pending status. This confirms that pending approval is communicated through status-related information, not through scheduling or prioritization fields. Critical Path

identifies tasks that affect the project timeline and completion date, while Priority indicates relative importance or urgency. Neither field confirms whether an approval process is pending. Therefore, the correct task field to review is A. Status.

NEW QUESTION: 38

An assignee clicks Work On It for a task, and a new finish date appears on the task while the original planned finish stays the same.

What does this new date communicate to the project manager?

- A. It indicates that the assignee's finish date is wrong and should be ignored.
- B. It indicates that the assignee's finish date replaces the Planned Completion Date.
- C. It indicates the assignee's own estimate of when they expect to finish the task, which can differ from the Planned Completion Date.

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, when an assignee clicks Work On It, Workfront updates the assignment status and can also set or update the Commit Date for the task. The Commit Date is the date the assigned user commits to completing the task or issue. Adobe's documentation explains that this date is different from the Planned Completion Date because it represents a more realistic estimate given by the user responsible for completing the work. The Planned Completion Date remains part of the project plan and does not automatically change just because the assignee updates the Commit Date. Adobe also states that changes made to the Commit Date do not automatically change planned dates. Instead, the project manager can use the assignee's Commit Date as a signal and decide whether to manually adjust the planned schedule. Therefore, the new finish date communicates the assignee's own completion commitment or estimate, not a replacement for the planned finish date. The correct answer is C

NEW QUESTION: 39

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.

Answer: ([SHOW ANSWER](#))

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.

NEW QUESTION: 40

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: ([SHOW ANSWER](#))

Groups in Adobe Workfront serve as organizational entities that can be associated with specific Companies or Projects to manage workflows or permissions more effectively. Additionally, each Group can have a Group Administrator assigned, who is responsible for managing the group's settings, permissions, and workflows. These roles and associations help in structuring how work and permissions are allocated across different teams or departments.

NEW QUESTION: 41

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: ([SHOW ANSWER](#))

In Adobe Workfront, the best way to assign tasks across multiple projects without opening each project individually is to use Bulk Assignments in the Workload Balancer. Adobe documentation explains that work can be assigned in the Workload Balancer from the Resourcing area, project area, or team area. It also states that multiple items can be assigned at the same time through the Bulk Assignments option, where users can define rules to assign work to multiple users at once. When accessed from the Resourcing area or a team, the Bulk Assignments panel allows the project manager to filter and select one or more projects and then select tasks for assignment. Drag-and-drop assignment is useful for assigning or reassigning individual work items, but it is not the best method for assigning tasks across projects at scale. Resource Planner focuses more on resource planning and budgeting, not direct bulk task assignment. Therefore, the correct answer is C. Assign work in bulk.

NEW QUESTION: 42

Which two options are available with Workfront reports? (Choose two.)

- A. A chart report that references a multi-select custom field
- B. Planned date-based calendar reports
- C. Filters with a custom grouping
- D. An object name with more than 500 characters

Answer: ([SHOW ANSWER](#))

In Adobe Workfront, Planned date-based calendar reports are commonly used to visualize project timelines, milestones, and deadlines. They help teams plan and manage workloads based on dates and other time-related factors.

Filters with custom grouping allow users to customize their reports by organizing data in a meaningful way, tailored to specific project or team requirements. Custom groupings enhance the clarity of reports by categorizing data based on selected criteria.

The other options are not correct because Workfront does not support reports that reference multi-select custom fields in a chart format, nor does it allow object names longer than 500 characters.

NEW QUESTION: 43

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 ([LEAVE A REPLY](#))

In Adobe Workfront, a request is managed as an issue, and the team that should work on the request is set in the request or issue Assignments area. Adobe documentation explains that issues can be assigned to users, job roles, or teams, and the Assignments field supports assigning users, job roles, or active teams. Adobe also states that project managers and issue requestors can assign work to teams when they do not know which individual resource should complete the work or when any team member can handle it. Once a request is assigned to a team, it appears in that team's Team Requests area until a team member volunteers to work on it. Adobe notification documentation further confirms that team members can receive a "new work request" notification when their team receives a new work request. Request Details is for request information, and Updates is for comments or communication, not assigning responsibility. Therefore, the correct place is Request > Assignments.

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