

Instructions

1. Use in Assessment

Your answers will be evaluated based on how well they demonstrate an understanding of the topic.

2. How to Respond to Key Terms

List/Identify	Provide a <u>list</u> of terms or phrases with no description or explanation of what each means. Candidates are not required to use a complete sentence when providing a list. <i>If you are asked for a list, number the items and put them at the top of the answer sheet. Write descriptions and explanations below the list.</i>
Describe	Provide a <u>description</u> of what is understood by a term or phrase. The response to “describe a Gantt chart” should detail what is on the horizontal axis, what is on the vertical axis, and what is displayed inside the chart. A correctly labeled diagram is often acceptable as a “description.”
Explain	Provide an <u>explanation</u> of why or how an idea or concept is applied. Examples or diagrams are often useful. For full credit, the response to “explain how a Gantt chart is used,” would include mention of the following: <ul style="list-style-type: none"> • Identifying the project's activities • Determining when each activity begins and ends • Understanding how long each activity is scheduled to last • Establishing where activities overlap with other activities, and by how much • Visualizing schedule progress by comparing planned durations to actual durations
Qualifying Project	A <i>qualifying project</i> is one that scores at or above the minimum management complexity required for Level C. Use a project name that is similar enough to the one you used in your Experience Summary for your Assessors to identify which project was involved.

3. Reminders

- All questions are designed to be answered in **10–15 minutes**.
- Don't waste time providing information that wasn't asked for. If the question is, “explain how a Gantt chart is used,” you will not get extra credit for providing a history of the development of Gantt charts.

Short-Answer Questions

1.	<u>Explain</u> how you ensure that your project starts out aligned with the mission and vision of your employer.
2.	<u>Identify</u> two (2) critical success factors from a qualifying project. <u>Explain</u> how they were initially developed and how they were used during the project.
3.	<u>List</u> and <u>describe</u> two (2) situations on a qualifying project when you delegated work to someone on your team. Cover at least what, why, and how.
4.	<u>Describe</u> how you handled the <u>aftermath</u> of a conflict between two or more stakeholders on a qualifying project.
5.	Choose one of your qualifying projects. Would you describe it as <i>complex</i> or <i>noncomplex</i> ? Why?
6.	<u>Describe</u> how one of your qualifying projects was organized, and why it was organized that way.
7.	<u>Describe</u> how estimates of resource requirements were developed on a qualifying project.
8.	<u>Describe</u> what you did on a qualifying project to enhance the sustainability of the product of the project.