

## Adobe.AD0-E911.v2026-09-12.q35

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### NEW QUESTION: 1

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: 2

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 (LEAVE A REPLY)**

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: 3**

A project manager has been asked to create a report showing the planned completion date for all the project manager's projects. The report must show results in a calendar view and all entries should be purple. What steps should the project manager take to create this view?

- A.** Visit the Calendars page and create a new calendar. In the filter, update the date field to Planned Dates and update the Project Owner ID field with the project manager's name. Set the color to purple.
- B.** Visit the Reports page and create a new calendar. In the filter, update the Project Owner ID field with the project manager's name and set the Color ID field to purple. Add a column for Planned Completion Date.
- C.** Visit the Reports page and create a new report. In the filter, update the project Owner ID field with the project manager's name and set the Color ID field to purple. Add a column for Planned Completion Date and set the default view to "Calendar View."

**Answer: C (LEAVE A REPLY)**

### **NEW QUESTION: 4**

A project manager needs to know the date that a task is likely to be finished based on the current progress of the task and its predecessors, regardless of any task constraints applied.

Which date type would the project manager utilize?

- A.** Estimated Date
- B.** Projected Date
- C.** Planned Date

**Answer: B (LEAVE A REPLY)**

The "Projected Date" in Workfront reflects the most likely completion date of a task based on the task's progress and any predecessors. Unlike the "Planned Date," which is set manually, the Projected Date automatically updates as task progress changes, giving a real-time estimate of task completion.

#### **NEW QUESTION: 5**

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

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

**Answer: C (LEAVE A REPLY)**

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: 6**

A team member has five days to complete a critical path task, and the task requires only one hour. Today is the fourth day in the timeframe, and the team member has not yet worked on it.

What impact does this have on the project progress status?

- A.** The next team member cannot start his task.
- B.** No impact as the task is not overdue.
- C.** The project shows an At Risk automatic condition.

**Answer: C (LEAVE A REPLY)**

In Workfront, if a task that is part of the critical path is delayed, it affects the overall project schedule. Even though the task is not overdue yet, Workfront's automated system flags the project as "At Risk" if there is a delay in progress that could impact the project's timeline. This "At Risk" condition acts as a warning to project managers and stakeholders that immediate attention is needed.

#### **NEW QUESTION: 7**

A project sponsor has asked to see a summary of all projects that they are the sponsor of which were completed in the past year. The project sponsor wants to see the information grouped by the month the project was completed. What steps should the project manager take to create this view?

- A.** Visit the Reports page and create a Project report. In the filter, update the actual completion date value to "past year" and update the Project Sponsor ID field to the project sponsor's name. In the grouping tab, add a grouping for the actual completion date. In the Group Dates by field, select "month."

**B.** Visit the Reports page and create a Project Sponsor report. In the filter, update the actual completion date value with custom dates for the past year and update the Project Sponsor ID field to the project sponsor's name. In the grouping tab, add a grouping for the planned completion date. In the Group Dates by field, select "month of year."

**C.** Visit the Dashboards page and create a Project report. In the filter, update the actual completion date value to "past year" and update the Project Sponsor ID field to the project sponsor's name. In the grouping tab, add a grouping for the actual completion date. In the Group Dates by field, select "month of year."

**Answer:** ([SHOW ANSWER](#))

The best approach is to generate a Project Report in Workfront, where the report filters the Actual Completion Date for the past year and groups projects by the Sponsor and the month of completion. This allows the sponsor to see exactly which projects they sponsored and when they were completed within the selected timeframe. Grouping by month provides a clear visual of the completion timeline.

#### **NEW QUESTION: 8**

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: 9**

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:** B,C ([LEAVE A REPLY](#))

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: 10**

Which project status will default the automatic Project Condition to "On Time"?

- A.** Idea
- B.** Planning
- C.** On Hold

**Answer: A (LEAVE A REPLY)**

In Adobe Workfront, the automatic project Condition is controlled by the project's Condition Type when it is set to Progress Status. Adobe documentation explains that Project Condition is a visual indicator of how a project is progressing and is automatically calculated from the project's Progress Status, which is based on task progress and project dates. The documentation also states that projects in certain statuses are always marked On Target, regardless of task dates or progress. These statuses include Idea, Requested, Approved, and Rejected. In Workfront terminology, the Progress Status On Time maps to the project Condition On Target. Among the answer choices, only Idea is listed by Adobe as a status that always defaults the automatic project Condition to On Target/On Time behavior. Planning and On Hold do not have this same default rule; On Hold projects can still show as At Risk or In Trouble. Therefore, the correct answer is A. Idea.

### **NEW QUESTION: 11**

A project manager is managing a project and realizes a task is delayed. They want to see how downstream tasks are impacted.

Which feature of the Gantt chart will help them understand this?

- A.** Actual Dates
- B.** % Complete
- C.** Critical Path

**Answer: C (LEAVE A REPLY)**

In Adobe Workfront, the Critical Path feature in the Gantt chart helps a project manager understand which tasks can affect the project timeline when delays occur. Adobe documentation explains that Workfront automatically identifies a sequence of tasks that have the potential to impact the project's timeline and flags those tasks as Critical Path tasks. It also states that any delay in a task on the Critical Path directly impacts the

project's projected completion date because there is no float on the critical path. In the Gantt chart, Critical Path tasks are visually marked, making it easier for the project manager to see which delayed work can affect successor or downstream tasks and the overall schedule. Actual Dates show when work actually started or completed, and % Complete shows progress on a task, but neither is specifically designed to show schedule impact across dependent tasks. Therefore, the correct answer is C. Critical Path.

#### **NEW QUESTION: 12**

What occurs when an individual enters a new commit date that is after the original planned date of a task?

- A.** The assignee of any task that has the original task set as a predecessor is notified.
- B.** The Project Owner is notified whether this change will impact the Project Timeline.
- C.** The Planned Completion Date of the task automatically changes to match the new Commit Date.

**Answer: C (LEAVE A REPLY)**

When a user updates the Commit Date to a date later than the original planned date in Adobe Workfront, the Planned Completion Date of the task is automatically updated to reflect the new commit date. This feature ensures that the timeline is adjusted based on the most current commitment by the task assignee, which can then impact downstream tasks and the overall project schedule.

This change streamlines project planning and helps keep task dependencies aligned with realistic completion expectations.

#### **NEW QUESTION: 13**

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: A (LEAVE A REPLY)**

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: 14**

A stakeholder has identified a potential scheduling conflict on a current project. This conflict may affect the completion date by pushing it out two weeks. The stakeholder wants to document this timeline risk.

Which action should the stakeholder take to log the risk?

- A.** Log a risk as part of the project business case and identify it as a "schedule" risk.
- B.** Log an issue on the project and explain that the completion date is at risk.
- C.** Create a task in the project and set the Planned Completion Date for 2 weeks.

**Answer:** ([SHOW ANSWER](#))

In Adobe Workfront, risks associated with a project should be logged as part of the project business case. The "Risk" section within the business case allows stakeholders to document any potential threats to the project timeline, scope, or resources. Identifying this risk as a "schedule" risk helps communicate the potential delay to the project stakeholders and allows it to be tracked and mitigated effectively.

#### **NEW QUESTION: 15**

A team wants to combine structured project planning with the flexibility to manage tasks in sprints.

Which Workfront methodology allows for this hybrid approach?

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

**Answer:** ([SHOW ANSWER](#))

In Adobe Workfront, Scrum supports this hybrid approach because teams can keep structured project planning in Workfront while managing selected tasks as agile stories within iterations, commonly called sprints. Adobe documentation explains that Scrum teams use a backlog and then plan an iteration by selecting tasks or issues from that backlog. Adobe also notes that many organizations use the words sprint and iteration interchangeably, and that iteration planning occurs after the backlog has been groomed and prioritized. This allows planned project tasks to remain part of a Workfront project while the team manages execution through sprint-based agile practices. Waterfall is structured and sequential, but it does not provide sprint-based task management. Kanban provides flexible visual flow through a board, but it is not centered on fixed sprint or iteration planning. Therefore, the Workfront methodology that combines structured planning with sprint flexibility is A. Scrum.

#### **NEW QUESTION: 16**

The last 5 tasks in a project need to happen within 10 days of the end of the project.

Which Task Constraint should the project manager use to configure this timeline without setting specific dates?

- A. Start No Later Than
- B. Must Start On
- C. As Late As Possible

**Answer: C (LEAVE A REPLY)**

In Workfront, the "As Late As Possible" task constraint ensures that tasks are scheduled as close to the project's end date as possible. This is useful when specific start dates are not necessary, but tasks need to happen near the end of the project timeline. This constraint allows for flexibility while still ensuring that the tasks are completed within the required time frame.

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#### NEW QUESTION: 17

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: 18

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: 19**

A company expects managers to complete a Workfront Business Case and submit it to the Project Sponsor for approval before a project enters Planning status.

What Workfront process will effectively facilitate the Project Sponsor review?

- A. Request Approval Process
- B. Request Submission Process
- C. Project Submission Process
- D. Project Approval Process

**Answer:** ([SHOW ANSWER](#))

In Workfront, the "Request Submission Process" is used when a formal submission is required for review before the project proceeds to the planning phase. This process ensures that all necessary documentation, such as the business case, is completed and submitted to the sponsor for approval, streamlining the review process.

#### **NEW QUESTION: 20**

Taking into consideration any applied task constraints, a project manager needs to know the date that a task is likely to be finished based upon the current progress of the task and its predecessors. Which date type should the project manager utilize?

- A. Projected Date
- B. Planned Date
- C. Estimated Date

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

The Projected Date in Adobe Workfront is dynamically calculated based on the progress of the task, any task constraints, and its dependencies. This date provides a more accurate reflection of when a task is likely to be completed, considering the current progress and

any updates to predecessor tasks. On the other hand, the Planned Date refers to the originally scheduled completion date, and the Estimated Date is not manually entered but inferred from system calculations.

#### **NEW QUESTION: 21**

A marketing team determines that in the future, their projects must be reviewed by the Project Sponsor before the project is closed. What is the best practice to ensure that each project is properly reviewed and approved?

- A.** Create a new approval process in the global setup area that will ensure that an approval process is attached to all Marketing Projects.
- B.** Create a single-use approval process on each project that routes to the Project Sponsor for approval once the project status is set to Complete.
- C.** In the project template, add an approval process routing to the Project Sponsor for approval once the project status is set to Complete.

**Answer:** ([SHOW ANSWER](#))

The best practice is to incorporate an approval process into the project template so that it is automatically triggered when a project reaches the completion stage. This ensures consistency and saves time by removing the need to manually set up approval processes for each new project. This approach also guarantees that the Project Sponsor's review is systematically included before the project is officially closed.

#### **NEW QUESTION: 22**

Which aspect of a project determines the Progress Status?

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

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

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: 23**

An organization has created unique data fields relevant to their projects. Starting by navigating from a project's landing page, where is this data found?

- A. Project Details > Custom Forms
- B. Project Details > Overview
- C. Business Case > Project Info

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

In Workfront, custom data fields created for projects are typically found within the "Business Case" section, specifically under "Project Info." This area houses key project information and unique custom fields that are relevant to the project's setup. The "Project Details" section is more focused on task-related information and the overall summary of the project.

#### **NEW QUESTION: 24**

A client has negotiated a discounted billing rate for video editing in a specific initiative. How can the project manager override the default billing rate for the Video Editor within a project?

- A. Temporarily change the billing rate for the Video Editor in the Workfront system, and then reset it once the client has been billed.
- B. Add a new billing rate to all tasks that involve video editing.
- C. Add a new billing rate within the project.

**Answer: ([SHOW ANSWER](#))**

In Workfront, billing rates can be customized for individual projects. To apply a negotiated rate for the Video Editor role within a specific initiative, the project manager can add a new billing rate at the project level. This ensures that the rate is applied only to tasks within the project and does not affect the default system-wide rate for other projects.

#### **NEW QUESTION: 25**

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

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: 26**

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: 27**

A project manager has been asked to work on a cross-departmental company-wide initiative. There will be many individuals assigned to each task.

What should the project manager ask users to do when it comes to completing tasks?

- A. Users do not need to complete tasks when multiple users are assigned.
- B. Mark the task as "Done with my part."
- C. Make an update and tag the project manager.

**Answer:** ([SHOW ANSWER](#))

In scenarios where multiple individuals are assigned to a task, Workfront allows each user to mark the task as "Done with my part" to signify their portion of the task is complete. This ensures that progress is tracked for each user, and the task is only marked as complete when all assigned users have finished their work.

**NEW QUESTION: 28**

A resource manager wants to review how resources are utilized across multiple projects to make staffing decisions.

Which Workfront tool should the resource manager use?

- A. Scenario Planner
- B. Timesheets

### C. Workload Balancer

**Answer: (SHOW ANSWER)**

In Adobe Workfront, the Workload Balancer is the correct tool for reviewing resource utilization across multiple projects and making staffing decisions. Adobe documentation explains that the Workload Balancer helps users visualize and manage people's workloads and demand in one view, at the global, project, or team level. This makes it useful for resource managers who need to see whether team members are overallocated, underutilized, or available for more work across different projects. Adobe's best-practice guidance also states that the Workload Balancer provides a clear visual mapping of overallocation and underutilization, helping managers determine which team members have bandwidth to complete tasks or issues on time. Scenario Planner is used for high-level planning scenarios and job-skill forecasting, not day-to-day staffing review. Timesheets are used to track and submit time worked, but they do not provide the same forward-looking workload and capacity view. Therefore, the correct answer is C. Workload Balancer.

### NEW QUESTION: 29

Task 1 on Project 1 can only be started once the final milestone on Project 2 is completed. How can the project manager configure this relationship?

- A. Add a cross-project predecessor on the final milestone of Project 1.
- B. Add a cross-project predecessor on Task 1 in Project 1.
- C. Add a cross-project predecessor on the final milestone in Project 2.

**Answer: (SHOW ANSWER)**

In Workfront, cross-project predecessors allow dependencies between tasks across different projects. To ensure that Task 1 in Project 1 starts only after the final milestone of Project 2, the project manager must configure a cross-project predecessor linking the final milestone in Project 2 to Task 1 in Project 1. This establishes a dependency and aligns the timelines of the two projects.

### NEW QUESTION: 30

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: 31

A contract requires custom billing rates.

Where can a project manager update this on the project?

- A. Project Details > Billing Information
- B. Project Settings > Access Levels
- C. Project Finances > Override Project-Level Billing Rates

**Answer: C (LEAVE A REPLY)**

In Adobe Workfront, custom billing rates for a specific project are handled through project-level billing rate overrides in the project finance area. Adobe documentation explains that billing rates calculate revenue for projects and tasks, and that role billing rates can be overridden for a project or company. For project-specific custom rates, Adobe's project finance documentation states that a project manager can specify a different billing rate for a job role on a specific project, and Workfront then uses the project-level rate instead of the system-level rate to calculate revenue. The documented steps are to go to the project, open the Billing Rates or Rates > Billing area, and add a new billing rate override for the relevant job role. Project Details > Billing Information is not the documented location for updating custom project billing rate overrides, and Project Settings > Access Levels relates to permissions rather than financial rates. Therefore, the correct answer is C. Project Finances > Override Project-Level Billing Rates.

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#### NEW QUESTION: 32

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

In Adobe Workfront, to avoid sending unnecessary notifications when adjusting timelines, the Recalculate the project timeline option is used. This ensures that the timeline is updated appropriately based on the changes, but it prevents the system from sending notification alerts to the project team. Recalculation helps align task dependencies and timeline adjustments, preventing confusion among team members.

### **NEW QUESTION: 33**

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: (**[SHOW ANSWER](#)**)**

To help the marketing team manage incoming work requests, the most effective reports would focus on the priority and entry date of requests. These reports would allow the team to quickly view what requests are new, in progress, or completed, enabling them to prioritize work accordingly. A report that tracks the "entry date" helps in monitoring how long a request has been waiting, while status-based reports help in identifying the current stage of each request.

### **NEW QUESTION: 34**

A project manager has set up and launched a new project for an annual marketing campaign.

Where can the project team locate their work requests?

**A.** Email, Workfront Home, Project tasks list

**B.** Email, Automatic Reminders, Workfront Home

**C.** Event Notifications, Approval processes, Email

**Answer: A (LEAVE A REPLY)**

Workfront provides multiple ways for team members to track and locate their assigned work. The primary tools include the Workfront Home area, which centralizes all work items assigned to a user, and email notifications that can alert users to new assignments or updates. Additionally, users can view specific tasks in the Project tasks list. Workfront Home is a key component for workers as it consolidates all active assignments and updates in a single view.

**NEW QUESTION: 35**

A project manager needs to see specific tasks and issues across all of their projects in a single view. The project manager only needs to see tasks and issues that are currently pending approval, and the results should be grouped by project. What steps should the project manager take to create this view?

**A.** Visit the Project page and create a new filter. Update the "Pending Approval" filter to "true" and update the Project Owner ID field to the project manager's name. In the grouping tab, add a grouping for project name.

**B.** Visit the Reports page and create a task report and an issue report. In the filter tab for each report, update the "Pending Approval" filter to "true," and update the Project Owner ID field with the project manager's name. In the grouping tab for each report, add a grouping for project name. Add both reports to a new dashboard.

**C.** Visit the Reports page and create a Pending Approvals report. In the filter tab, update the Project Owner ID field with the project manager's name and update the Object ID field to "tasks" and "issues." In the grouping tab, add a grouping for project name.

**Answer: B (LEAVE A REPLY)**

The most comprehensive approach is to create two separate reports-one for tasks and one for issues-with filters set for "Pending Approval." Grouping the results by project name ensures that the project manager can see all relevant tasks and issues organized per project. Adding these reports to a dashboard consolidates the information into a single view, providing easy access for tracking pending approvals.

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