



Congratulations, you passed! Complete the course by moving to the next lesson.

Your score:

24 of 25 Correct (96%)

Elapsed time:

12 minutes

25 of 25 questions answered

Hide Answers

Question 1: ✓ Correct answer

Which Asana features allow a user to organize and connect work to company objectives? Select four answers.

☒ **Projects**

☒ **Goals**

☒ **Portfolios**

☒ **Tasks**

☐ ~~Folders~~

Feedback:

That's correct! Goals, portfolios, projects, and tasks help Asana users organize work.

Question 2: ✓ Correct answer

A product manager assigns a team member a new task. The task description is long and detailed. Before the team member proceeds with the task, they want to quickly extract highlights from the task description and pull out key action items as subtasks. What smart feature will help them do that?

☒ **Smart summaries**

☐ ~~Smart projects~~

☐ ~~Smart goals~~

☐ ~~Smart fields~~

Feedback:

That's correct! Smart summaries for tasks provides highlights from task descriptions and comments by summarizing task content and pulling out key action items as subtasks.

Question 3: ✓ Correct answer

Emilio creates a project that has many different tasks, subtasks, rules, and dependencies that occur over an extended period of time. He wants to see the project from end-to-end to get an overview of the timelines and how each aspect of the project fits together to determine if the project is on track. What view should Emilio select?

- ☐ Calendar view
- ☐ Board view
- ☐ List view
- ☒ **Gantt view**

Feedback:

That's correct! The Gantt view allows you to: see work end to end, set a target schedule to monitor how your progress aligns with it, and see how every piece of work fits together with visualized dependency chains.

Question 4: ✔ Correct answer

Yolanda is in charge of overseeing the launch of a new app. She is using Asana to manage the project, and wants to set specific progress points that must be reached to launch the product successfully. Which feature should Yolanda use in this situation?

- ☐ Filters
- ☒ **Milestones**
- ☐ Sections
- ☐ Goals

Feedback:

That's correct! Milestones highlight specific points that are critical to a project's completion.

Question 5: ✔ Correct answer

What key benefits does the collaborative work management methodology produce? Select three answers.

☒ **Maximize team impact.**

☐ ~~Generate new ideas.~~

☒ **Enable individual productivity.**

☒ **Create org-wide clarity.**

Feedback:

That's correct! The collaborative work management methodology produces clarity, impact, and productivity.

Question 6: ✓ Correct answer

When should you use sections in a project? Select two answers.

☐ ~~To track project progress~~

☒ **To track stages of work on tasks**

☐ ~~To divide project tasks by person~~

☒ **To keep projects well-organized**

Feedback:

That's correct! You should use sections in a project to track stages of work on tasks or to keep projects well-organized.

Question 7: ✗ Incorrect answer

A creative director builds a portfolio to get a high-level view of multiple projects in the same place. What does the portfolio help the creative director do? Select two answers.

☐ **Categorize initiatives with custom fields.**

☒ **Provide status updates across all projects to leadership.**



☐ Move work through the stages of a single initiative.

☒ House project templates to make repetitive work more efficient.

Feedback:

Portfolios make it easier to apply custom fields to categorize initiatives, provide status updates across all projects, and connect projects across different teams.

Question 8: ✓ Correct answer

An IT manager creates a project and sets the project permissions. What value do project permissions provide the IT manager? Select two answers.

☐ Helps to avoid Asana hierarchy updates

☒ **Helps to avoid accidental edits**

☒ **Defines who can share the project**

☐ Defines who can build a new project

Feedback:

That's correct! Project permissions allow the IT manager to determine who can share the project. Permissions also help to avoid any accidental edits.

Question 9: ✓ Correct answer

What are the three phases of workflow development?

☐ Think, draft, do

☐ ~~Brainstorm, create, assess~~

☐ ~~Ideate, act, test~~

☒ **Plan, build, deploy**

Feedback:

That's correct! The three phases of workflow development are: plan, build, and deploy.

Question 10: ✓ Correct answer

Jane is creating a custom field for her project. She wants to be able to use the custom field in a second, related project. What should Jane do in this situation?

☒ **Add the custom field to her organization's field library.**

☐ ~~Multi-home the custom field.~~

☐ ~~Duplicate the custom field.~~

☐ ~~She can't re-use the same field in multiple projects.~~

Feedback:

That's correct! Adding custom fields to the field library allows users to reuse custom fields for multiple projects.

Question 11: ✓ Correct answer

What are the ways to create a new project in Asana? Select three answers.

☒ **From scratch**

☒ **Using Asana templates**

☒ **Importing a file**

☐ Using multi-homing

Feedback:

That's correct! You can create a new project in Asana from scratch, using Asana templates, or by importing a file.

Question 12: ✓ Correct answer

What can an Asana Dashboard empower your team to do?

☐ Deliver clearer, more compelling written responses that strike the right tone for different audiences and situations.

☒ **Generate insightful reports regarding the progress and status of tasks within projects and portfolios.**

☐ Generate effective goals and standardize them across the organization based on industry best practices.

☐ Deliver highlights from task descriptions and comments by summarizing task content and pulling out key action items.

Feedback:

That's correct! Asana Dashboards empower teams to generate insightful reports regarding the progress and status of tasks within projects and portfolios.

Question 13: ✓ Correct answer

_____ is a strategic approach to reaching business outcomes by eliminating busywork and enabling teams within your organization to work together effortlessly.

☐ Dashboard management

- ☐ Team productivity management
- ☒ **Collaborative work management**
- ☐ Portfolio management

Feedback:

That's correct! Collaborative work management is a strategic approach to reaching business outcomes by eliminating busywork and enabling teams within your organization to work together effortlessly.

Question 14: ✓ Correct answer

You have a busy week, and you need help assessing priorities and removing blockers. How can you use Asana AI to achieve this goal?

- ☐ Automate your work with smart rules to improve the efficiency of routine processes.
- ☐ Use AI-powered smart goals to analyze and improve your existing goals.
- ☐ Identify tasks you need to do this week and update them to recurring tasks.
- ☒ **Gain insights with AI chat to learn about your upcoming and overdue work.**

Feedback:

That's correct! To help you assess priorities and remove blockers, you can gain insights with AI chat to learn about your upcoming and overdue work.

Question 15: ✓ Correct answer

What indicates that the content in your task may be better captured with a project? Select two answers.

- ☒ **You use a task to coordinate a fairly large and complex piece of work.**

☒ **You use a task to manage multiple different action items.**

☐ ~~You use a task to assign a deliverable with a due date to one assignee.~~

☐ ~~You use a task to represent an individual action item within a project.~~

Feedback:

That's correct! The content in your task may be better captured with a project if you use a task to coordinate a large and complex piece of work. It might also be better as a project if you manage multiple action items in a single task.

Question 16: ✓ Correct answer

Laura is planning a corporate event. She isn't sure if she should use a deadline-bound or ongoing process workflow in Asana. What questions should she ask to determine the type of workflow? Select two answers.

☐ ~~Does the workflow involve multiple team members who must complete tasks to reach a particular outcome?~~

☒ **Does the workflow involve a set of steps or stages that multiple pieces of work move through to reach a particular outcome?**

☐ ~~Does the workflow follow a path from planning to completion to reach a particular outcome?~~

☒ **Does the workflow involve a series of tasks that must be completed in sequential order to produce a particular outcome?**

Feedback:

That's correct! Laura needs to know if the workflow involves a series of tasks that must be completed in sequential order to produce a particular outcome, which makes it deadline-bound. And she needs to know if the workflow involves a set of steps or stages that multiple pieces of work move through, which makes it an ongoing process.

Question 17: ✓ Correct answer

Which is an example of a custom field?

- ☐ Ensuring that everyone has the correct access to information they need to view
- ☐ Updating a single task or subtask to be part of multiple projects simultaneously
- ☒ **Adding a “low”, “medium”, and “high” priority status to the tasks in a project**
- ☐ Highlighting specific points in a project that are critical to a project's completion

Feedback:

That's correct! An example of a custom field is adding a priority status to tasks in a project.

Question 18: ✓ Correct answer

A team manager sets a team goal. Next, the manager decides to use smart goals. How does smart goals help the manager?

- ☐ Helps to identify blind spots, open questions, and roadblocks with goals and share ongoing updates with the team
- ☒ **Analyzes the existing goal by looking at the current title, description, and supported subgoals and provides suggestions for improvement**
- ☐ Generates custom goals for the existing project using Asana AI, and saves the goal to the organization's goal library
- ☐ Gets highlights from the goal description and summarizes the goal content by pulling out key action items as subgoals

Feedback:

That's correct! Smart goals will analyze the existing goal by looking at the current title, description, and supported subgoals and provide suggestions for improvement.

Question 19: ✔ Correct answer

In which scenario are integrations most valuable to an Asana user?

- ☐ ~~The user's entire department adopts Asana, and the user's manager uses tasks for agenda items in meetings.~~
- ☒ **The user's entire organization isn't using Asana, and the user still receives messages from other tools.**
- ☐ ~~The user's entire department adopts Asana, and the user's tasks are centralized in Asana Projects.~~
- ☐ ~~The user's entire organization isn't using smart features, and the user's tasks take longer than needed.~~

Feedback:

That's correct! If the user's entire organization isn't using Asana, integrations can help. An email integration may help the user correct problems such as receiving messages from other tools.

Question 20: ✔ Correct answer

A manager is assigning work to an executive and wants to make sure the task description is clear, concise, and in a professional tone. What approach would make it easier to assign this task?

- ☐ ~~Convert the task to a milestone.~~
- ☒ **Apply smart editor to review the task description.**
- ☐ ~~Update permissions so only the executive can comment on the task.~~
- ☐ ~~Assign a subtask to have a teammate review.~~

Feedback:

That's correct! The manager can apply smart editor to review the task description. Smart editor's AI-powered suggestions will make it easier to write a clear and effective task description.

Question 21: ✔ Correct answer

Svetlana receives an Asana Inbox notification. Her coworker has asked her a question in a task discussion thread, but Svetlana is too busy to respond immediately. What can Svetlana do to remind herself to respond later? Select two answers.

- ☐ ~~Manage the notification settings for the project.~~
- ☐ ~~Use an appreciation to acknowledge the notification.~~
- ☒ **Create a follow-up task to the inbox notification.**
- ☒ **Bookmark the inbox notification.**

Feedback:

That's correct! Svetlana can bookmark the inbox notification or create a follow-up task.

Question 22: ✔ Correct answer

A team lead has a lot of work going on at the same time, so they decide to organize their Asana My tasks by task progress, like a Kanban board. How do they do that?

- ☐ ~~Update project notification settings to "tasks added."~~
- ☐ ~~Update project notification settings to "status updates."~~
- ☐ ~~Create sections for "High priority," "Medium priority," and "Low priority."~~

✓ **Create sections for “To do,” “Doing,” and “Done.”**

Feedback:

That's correct! The team lead can create sections for “To do,” “Doing,” and “Done.”

Question 23: ✓ Correct answer

Stuart is in charge of launching a new marketing campaign. The campaign’s stakeholders include a variety of people from different departments and teams, each with different roles and responsibilities. Which feature should Stuart use to effectively organize work between stakeholders? Select three answers.

☐ Automations

✓ **Projects**

✓ **Subtasks**

✓ **Tasks**

Feedback:

That’s correct! Projects, tasks, and subtasks can all be used to organize work between various stakeholders.

Question 24: ✓ Correct answer

How can an app integration with Asana help you manage your time?

☐ It can remove calendar invites and replace them with tasks to save you time scheduling meetings.

✓ **It can schedule tasks on your calendar and block out focus time for those tasks.**

☐ It can auto-archive messages from other tools to save you time when reviewing your Asana Inbox.

☐ It can replace your organization’s existing collaboration tools with time-saving Asana features.

Feedback:

That's correct! App integrations can schedule tasks on your calendar and block out focus time for those tasks.


Question 25: ✔ Correct answer

A manager is responsible for multiple projects, and they use smart status to draft a weekly status update. What does the smart status update help the manager do?

- ☐ ~~Analyze goals, improve goal setting, and offer suggestions for improvement.~~
- ☐ ~~Automatically fill in project fields and ensure task details are up-to-date.~~
- ☐ ~~Suggest project descriptions, sections, and custom fields.~~
- ☒ **Identify blind spots, open questions, and roadblocks.**

Feedback:

That's correct! The Asana Smart status update helps the manager identify blind spots, open questions, and roadblocks.

 Try again.



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