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Exam : **PPM-001**

Title : Professional in Project
Management (PPM)

Vendor : GAQM

Version : DEMO

NO.1 What should you do with e-mails that you won't refer to in the future?

- A. Archive them on a CD or some other electronic storage
- B. Delete them
- C. Print them off and file them with your archive files
- D. Mark them as a spam

Answer: B

Explanation:

For e-mails that you won't need to refer to in the future, the most efficient and space-saving option is to delete them. Keeping your inbox and storage clear of unnecessary information helps in managing your digital workspace more effectively, ensuring that important messages are easily accessible and that your email system remains uncluttered and efficient. Archiving or printing unnecessary emails can lead to wasted resources and contribute to information overload.

NO.2 True or False: A team can be defined as a group of people working towards a common goal.

- A. True
- B. False

Answer: A

Explanation:

A team is indeed defined as a group of people working collaboratively towards a common goal. This is a fundamental concept in project management, as the success of a project largely depends on the ability of the team to work together effectively to achieve the project's objectives.

References: = The information aligns with the core principles of project management as outlined in the Professional in Project Management (PPM) and PMBOK Guide standards, which emphasize the importance of teamwork and collaboration in achieving project goals¹².

NO.3 Additional criteria to be remembered while working on projects, particularly related to goals must be

_____ and come with _____? (Choose two)

- A. agreed upon
- B. Calculative
- C. clear responsibility
- D. minimal risk]

Answer: A C

Explanation:

In the context of project management, particularly related to goals, it is crucial that the goals are agreed upon (option A) and come with clear responsibility (option C). Agreed upon goals ensure that all stakeholders have a shared understanding and commitment towards the project objectives. Clear responsibility, on the other hand, ensures that each team member knows their role and what is expected of them, thereby promoting accountability and effective execution of tasks

NO.4 True or False: Every company will have the same type of people on their crisis management team.

- A. True
- B. False

Answer: B

Explanation:

The composition of a crisis management team can vary significantly between companies. It is tailored to the specific needs and structure of the organization. While there may be common roles such as a team leader, legal advisor, or communications coordinator, the specific individuals and their expertise will differ based on the company's industry, size, culture, and the nature of the crisis. The Professional in Project Management (PPM) materials emphasize the importance of having a project manager who is calm, decisive, and adaptable, with strong leadership and problem-solving abilities, particularly in a crisis. However, the exact makeup of the team is not standardized across all companies. References: (Professional in Project Management (PPM) Reference Materials source and documents)1.

NO.5 Self-leadership is a method for:

- A. Directing our own results
- B. Directing our employees
- C. Choosing a new career
- D. Improving Presentation Skills]

Answer: A

Explanation:

Self-leadership is a personal competence that involves individuals influencing themselves to achieve self-direction and self-motivation. It is the practice of intentionally influencing your thinking, feeling, and actions towards your objectives. It is about taking proactive steps to lead oneself to the achievement of personal goals and objectives, which aligns with directing one's own results.

References: = This concept is supported by the Professional in Project Management (PPM) materials which emphasize the importance of personal competencies in project management. The PMBOK guide also acknowledges the role of individual team member performance and its impact on project success12.

NO.6 Which of DeBono's Thinking Hats represents facts, figures, and information?

- A. Yellow Hat
- B. White Hat
- C. Green Hat
- D. Blue Hat

Answer: B

Explanation:

In Edward De Bono's Six Thinking Hats, the White Hat is associated with facts, figures, and information. It is used to focus on data available, look for gaps in knowledge, and analyze past trends without interpretations or opinions. The White Hat is crucial for objective thinking and forms the basis for informed decision-making in project management231.

References: Mind Tools, De Bono Group, Edward De Bono - Google Books

NO.7 Companies and institutions commonly hire leaders with

- A. A strong position in negotiating.
- B. Experience in tricking business partners.
- C. Integrity and expertise.

D. A strong link to local traditions.

Answer: C

Explanation:

Companies and institutions typically seek leaders who possess integrity and expertise. Integrity ensures that leaders adhere to ethical standards and principles, fostering trust and a positive reputation. Expertise reflects a leader's knowledge and skills in their field, which is crucial for making informed decisions and guiding the organization towards its goals. These qualities are essential for effective leadership and are highly valued in the professional environment. References: = The importance of integrity and expertise in leadership is consistent with the principles outlined in the Professional in Project Management (PPM) materials and the PMBOK guide standards, which emphasize the role of ethical conduct and competency in project management¹².

NO.8 What are the two characteristics of risk?

A. Uncertainty and loss

B. Anger and doubt

C. Negativity and unpredictability

D. Profit and Loss

Answer: A

Explanation:

Risk is characterized by uncertainty, which refers to the probability of an event occurring, and the potential for loss, which relates to the consequences or impact of the event if it does occur. These two aspects are fundamental to understanding and managing risk in any project¹²³.

References: The concept of risk as having elements of uncertainty and potential loss is widely accepted in project management literature and is reflected in various educational resources and certifications related to the field¹²³.

NO.9 If you've been assigned a project, what is the first thing you should do?

A. Start a project plan

B. Meet with your supervisor to clarify their expectations

C. Purchase project management software

D. Move somewhere warm

Answer: B

Explanation:

The first step when assigned a new project is to meet with your supervisor or stakeholders to clarify their expectations. This initial meeting is crucial to define the scope of the project, understand the objectives, and align on the vision. It ensures that you have a clear understanding of what is expected, which is essential before starting any planning or purchasing tools. This aligns with best practices in project management, which emphasize the importance of stakeholder engagement and clear communication from the outset. References: = The information is consistent with the principles found in the Project Management Body of Knowledge (PMBOK) guide and the practices recommended by the Project Management Institute (PMI).

NO.10 True or False: Sleep is the least important activity to ritualize.

A. True

B. False]

Answer: B

Explanation:

Sleep is a fundamental human need and is critical for maintaining health, well-being, and productivity. In the context of project management, adequate sleep is essential for cognitive function, decision-making, and overall performance. Ritualizing sleep can contribute to better sleep habits, which in turn can enhance an individual's ability to manage projects effectively. References: = The importance of sleep is widely recognized in health literature and its relevance to productivity and performance is supported by various sources, including the American Academy of Sleep Medicine and research on sleep and productivity¹².

NO.11 True or False: Experts can be a part of a project management team.

A. True

B. False

Answer: A

Explanation:

Experts are indeed a part of project management teams. Their knowledge and expertise are critical for handling complex tasks and contributing to the project's success. The integration of experts and specialists is essential in managing larger tasks and ensuring that the project benefits from their specialized skills and insights.

References: The role of experts in project management teams is acknowledged in various project management resources, including those provided by the Project Management Institute (PMI). Specifically, the PMI discusses the importance of leveraging project team expertise for better project solutions¹, and other sources highlight the necessity of integrating experts' talents into the project management process².

NO.12 True or False: Pausing to let the other person speak is not an effective probing method. You always need to ask an open question for more information.

A. True

B. False

Answer: B

Explanation:

Effective communication is a critical component of project management. Pausing to let the other person speak is indeed an effective probing method. It allows the other person to think and provide more detailed information, which can be crucial for understanding the project's needs and concerns. While open questions are also important as they encourage detailed responses, the power of pause should not be underestimated as it can lead to more thoughtful and comprehensive answers.

References: = The information is based on general communication techniques used in project management, as detailed in resources such as "Probing Questions to Get Beneath the Surface - The Management Center" and "Communication tips: How to harness the power of pause" from The Enterprisers Project¹². These sources emphasize the importance of pausing in conversations to allow for better understanding and more effective communication.

NO.13 True or False: Routines are something that should be done only in the workplace.

A. True

B. False

Answer: B

Explanation:

Routines are structured plans that can be implemented in various environments, not just the workplace. They help in creating consistency and efficiency in any area of life, including personal and professional settings.

The concept of routines extends beyond the workplace and is a fundamental aspect of project management, where structured planning and execution are critical for success.

References: The Professional in Project Management (PPM) materials emphasize the importance of applying project management principles in various contexts, not limited to the workplace¹. This aligns with the PMBOK Guide standards, which also advocate for the application of project management practices across different areas and situations².

NO.14 Trust allows team members to stay _____-focused.

A. Synergy

B. Problem

C. Team

D. Budget

Answer: C

Explanation:

Trust within a team is essential for fostering a collaborative environment where members can work together efficiently towards common goals. When trust is present, team members are more likely to:

* Share information freely.

* Work collaboratively without the fear of being undermined or taken advantage of.

* Focus on team objectives rather than personal agendas or insecurities.

* Engage in risk-taking and innovation because they feel supported and know their contributions are valued.

Trust is the foundation that enables team members to put aside personal goals and work together efficiently, enhancing overall productivity and team cohesion¹²³.

References:

* Team Trust: The One Element That Can Drive Morale and Retention¹.

* Team Development: Teambuilding: Trust - George Washington University².

* The Importance of Trust in Leadership and Building Strong Teams³.

NO.15 A phase of a project can be defined as...

A. A major set of activities that must be performed

B. A single task to be performed

C. A significant accomplishment in the project

D. A minor requirement of gathering information on documents]

Answer: A

Explanation:

A phase of a project is a collection of related activities that are part of the larger project lifecycle.

Each phase represents a significant portion of the project, characterized by a set of objectives, tasks, and responsibilities that must be completed to move on to the next stage of the project. The PMBOK Guide outlines that while phases are typically carried out in chronological order, they can be revisited

as needed when project changes occur. This approach allows for flexibility and adaptability within the project management process.

References: The information is aligned with the PMBOK Guide and other PPM reference materials, which describe project phases as major sets of activities within the project lifecycle¹².

NO.16 True or False: One of the best ways to listen is to just stop talking.

A. True

B. False

Answer: A

Explanation:

Active listening is a critical skill in project management and one of its core principles is to talk less and listen more. By stopping talking, you give yourself the opportunity to fully engage with what the other person is saying, process the information, and understand their perspective. This approach is supported by the PMI, which emphasizes the importance of mindful listening and active engagement in communication for project managers¹².

References:

* Project Management Institute's article on Mindful Listening¹.

* PMI's Need to Know: Active Listening digital exclusive².

NO.17 True or False: All risk assessment activities in an organization should use the same template.

A. True

B. False

Answer: B

Explanation:

The practice of risk management in project management acknowledges the need for a tailored approach to risk assessment. While standardization of processes and templates can be beneficial for consistency and efficiency, it is not necessary or practical for all risk assessment activities within an organization to use the same template.

Different projects or operational activities may have unique risk profiles and requirements that necessitate different templates or approaches to effectively assess and manage risk. The PMI's standards and guidelines suggest that risk management processes should be scalable and adaptable to the specific context of the project or organizational activity¹².

References:

* PRACTICE STANDARD FOR PROJECT RISK MANAGEMENT, Project Management Institute¹.

* Introduction to Risk Assessment in Project Management, Project Management Academy².

* The Standard for Risk Management in Portfolios, Programs, and Projects, PMI³.

NO.18 Which of the following skills is crucial for a project manager?

A. Able to multi-task

B. Able to manage competing demands

C. Self-confidence

D. All of the above

Answer: D

Explanation:

A project manager must possess a variety of skills to be successful. The ability to multi-task is

essential, as project managers often need to handle several tasks and projects simultaneously. Managing competing demands is also crucial, as they must balance different stakeholders' needs, project requirements, and resource constraints. Self-confidence is important for making decisions, leading teams, and navigating the complexities of projects. Therefore, all these skills are critical for a project manager to effectively lead and deliver successful projects.

References: The importance of these skills is supported by various sources within the field of project management, including literature on Project Portfolio Management (PPM) skills and the PMBOK Guide, which outline the competencies required for effective project management¹²³⁴.

NO.19 True or False: When you are creating your project's vision, you should be as creative as you can.

A. True

B. False

Answer: A

Explanation:

Creating a project's vision involves defining the future state or ultimate goal of the project. It is important to be as creative as possible to inspire and guide stakeholders, as well as to capture the full potential of what the project can achieve. The vision sets the direction and end goal for the project team and helps in aligning the project's objectives with the strategic goals of the organization. It should be compelling and clear to motivate the team and stakeholders. References: The information is aligned with the principles of project management as outlined in the Professional in Project Management (PPM) modules, which emphasize the importance of creating a vision and setting project goals as part of project management fundamentals¹. Additionally, the Project Management Body of Knowledge (PMBOK) guide also supports the concept of a well-defined project vision as part of project management best practices²³.

NO.20 A dichotomy is something divided into non-overlapping parts or opinions. Which of the following is an example of a dichotomy?

A. Cooperative and competitive

B. Apples and oranges

C. Rage and anger

D. All of the above

Answer: A

Explanation:

A dichotomy refers to a division into two mutually exclusive and often contradictory groups or entities. In the context of the question, 'cooperative' and 'competitive' represent two distinct approaches or mindsets that do not overlap. Cooperation implies working together towards a common goal, while competition involves individuals or groups working against each other to achieve a goal. These concepts are fundamentally different and cannot coexist within the same framework, making them a clear example of a dichotomy.

References: The explanation provided is based on general knowledge of dichotomies and their application in various fields, including project management. For a detailed understanding, it is recommended to refer to the official PPM study materials and the PMBOK guide.

NO.21 Which of the following items might be considered a project?

- A. Planning a wedding
- B. Building a house
- C. Creating a new product
- D. All of the above]

Answer: D

Explanation:

A project is defined as a temporary endeavor undertaken to create a unique product, service, or result. Each of the options listed represents a project because they all involve a series of tasks that are designed to accomplish a specific goal within a set timeframe and are not part of routine operations.

* Planning a wedding involves a unique set of tasks and coordination, culminating in a specific event.

* Building a house requires detailed planning, execution, and control to achieve the end result of a constructed home.

* Creating a new product involves innovation, design, development, and delivery, which are characteristic of project work.

These examples align with the definition of a project as per the PMBOK Guide and other project management reference materials.

References: = The definition and characteristics of a project are consistent with the principles outlined in the PMBOK Guide and other Professional in Project Management (PPM) reference materials¹²³.

NO.22 What is the first step to creating a flow chart?

- A. Arrange the activities and decision points in their proper order, using arrows to show direction of flow.
- B. Break down the activities to show their complexity.
- C. Gather a group of people who represent the various parts of the process.
- D. Brainstorm the main activities and decision points in the process.]

Answer: C

Explanation:

The first step to creating a flow chart is to "gather a group of people who represent the various parts of the process." This collaborative approach ensures that all aspects of the process are considered and that there is a comprehensive understanding of the process from various perspectives. This group can provide insights into the steps involved, decision points, and any potential variations in the process, which are crucial for accurately mapping out the process in the form of a flow chart.