

Adobe Workfront Practice Exam (Sample)

Study Guide



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SAMPLE

Questions

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- 1. A Project Manager is reviewing a task that has a Planned Start Date of July 20, a Planned Completion Date of July 24, and a "Must Finish On" constraint with a Duration of 5 days. What is the projected completion date for this task?**
 - A. July 28**
 - B. July 16**
 - C. July 24**
 - D. July 30**
- 2. What object type does Adobe Workfront treat requests as?**
 - A. Issue**
 - B. Subtask**
 - C. Task**
 - D. Project**
- 3. What two types of reports might a project manager use to track the conversion of requests made through an Adobe Workfront request queue?**
 - A. Conversion report**
 - B. Issue report**
 - C. Project report**
 - D. Queue topic report**
- 4. A project manager wants to assign a task to a job role. Which field should they use to make the assignment?**
 - A. Assigned**
 - B. Assign to**
 - C. Assignments**
 - D. Task Role**
- 5. Who can apply milestone paths to a project in Adobe Workfront?**
 - A. Only the System Administrator**
 - B. The Project Manager**
 - C. The Project Coordinator**
 - D. Any team member with access**

- 6. What type of Adobe Workfront team views tasks as cards and limits Work In Progress within each column?**
- A. Scrum**
 - B. Waterfall**
 - C. Kanban**
 - D. Agile**
- 7. How can a project manager ensure that only completed tasks are displayed in their report?**
- A. Add a report filter for "Task percent complete" equals 100.**
 - B. Add a report filter for "Task Condition" equals complete.**
 - C. Add a filter for "Task actual completion" is null.**
 - D. Add a report filter for "Task status" equals complete.**
- 8. Which of the following are best practices for building project templates in Adobe Workfront?**
- A. Include task durations, planned hours, and predecessors**
 - B. Attach custom forms to the project template**
 - C. Assign tasks to individuals, rather than job roles**
 - D. Review and regularly update project templates**
- 9. In Adobe Workfront, what setting determines whether user time off dates are included in project timelines?**
- A. User settings > Time-off options**
 - B. Administration > User preferences**
 - C. Project details > Project settings > User time off**
 - D. Team settings > Project impact**
- 10. How can a dashboard of reports be shared with managers and stakeholders?**
- A. Set up a report of the dashboards**
 - B. Set up a repeat delivery of dashboards via email**
 - C. Set up a repeat of the reports on the dashboards**
 - D. Create a direct link to the dashboard**

Answers

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1. C
2. A
3. B
4. C
5. B
6. C
7. A
8. A
9. C
10. C

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Explanations

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1. A Project Manager is reviewing a task that has a Planned Start Date of July 20, a Planned Completion Date of July 24, and a "Must Finish On" constraint with a Duration of 5 days. What is the projected completion date for this task?

A. July 28

B. July 16

C. July 24

D. July 30

To determine the projected completion date for the task with a "Must Finish On" constraint, it is essential to understand how this constraint influences the scheduling of the task. The "Must Finish On" constraint indicates that the task must be completed by a specific date, which is July 24 in this scenario. Given that the task has a Planned Start Date of July 20 and a Duration of 5 days, one would typically add the duration to the start date to calculate the completion date. Starting on July 20 and accounting for 5 days of work (including weekdays and potentially excluding weekends, depending on the organization's calendar settings), the direct addition would yield July 24 as the completion date. Since the task must finish on or before July 24, this aligns perfectly with the planned timeline. Therefore, the projected completion date for the task is indeed July 24, as stipulated by both the planned dates and the "Must Finish On" constraint. This ensures that the project management parameters are adhered to efficiently, leading to timely task delivery.

2. What object type does Adobe Workfront treat requests as?

A. Issue

B. Subtask

C. Task

D. Project

In Adobe Workfront, requests are treated primarily as issues. This classification helps in managing and tracking various types of incoming work from teams or clients that require attention. When a request is submitted, it generally signifies a need or problem that must be addressed, making it suitable to categorize as an issue. This object type allows users to effectively manage and prioritize these incoming requests as they come in, ensuring that they can be tracked and resolved within the workflow. The other option types—subtasks, tasks, and projects—represent different levels and forms of work within the system. A subtask is used to break down a larger task into smaller, more manageable pieces. A task generally refers to any piece of work that needs to be performed, while a project encompasses a broader initiative that consists of multiple tasks and may involve various stakeholders. By classifying requests as issues, Workfront provides a clear pathway for resolving these needs and integrating them into the overall project management process.

3. What two types of reports might a project manager use to track the conversion of requests made through an Adobe Workfront request queue?

A. Conversion report

B. Issue report

C. Project report

D. Queue topic report

A project manager seeking to track the conversion of requests made through an Adobe Workfront request queue would find that issue reports are particularly relevant. These reports focus on tracking specific requests, monitoring their statuses, and analyzing the outcomes, which aligns closely with understanding how many requests enter the queue, how many are converted into actionable work items, and the overall efficiency of the request handling process. This type of report provides insights into project performance and helps in identifying bottlenecks or areas of improvement within the request management workflow. By utilizing issue reports, project managers can ensure that they are effectively managing these requests, which is vital for maintaining productivity and workflow efficiency in the context of ongoing projects. While conversion reports could also theoretically provide information on the conversion process, they do not exist as a standard report type in Adobe Workfront specifically, making issue reports the more applicable choice in this scenario. A project report generally encompasses broader project data rather than focusing on individual requests, and a queue topic report, while it might summarize activity in a queue, is not specifically designed to track conversion rates. Therefore, using issue reports aligns directly with the need to monitor and analyze request conversions effectively.

4. A project manager wants to assign a task to a job role. Which field should they use to make the assignment?

A. Assigned

B. Assign to

C. Assignments

D. Task Role

The field "Assignments" is the correct choice for a project manager looking to assign a task to a job role. This field is specifically designed to manage and allocate various responsibilities and tasks to different team members based on their roles within the project. Through the Assignments field, the project manager can effectively specify who is responsible for each task, ensuring the right people are matched with the right job roles based on their expertise and availability. Using this field streamlines the assignment process and provides clarity in task management, which is crucial for project tracking and accountability. It also helps in visualizing resource allocation and can be beneficial for reporting purposes, allowing the project manager to see who is tasked with what role immediately. This clarity and efficiency in managing task assignments contribute to the overall success of the project, which is why selecting the Assignments field is essential in the context of Adobe Workfront.

5. Who can apply milestone paths to a project in Adobe Workfront?

- A. Only the System Administrator**
- B. The Project Manager**
- C. The Project Coordinator**
- D. Any team member with access**

A Project Manager has the responsibility and authority to apply milestone paths to a project within Adobe Workfront. This capability is integral to the role of a Project Manager, as they are tasked with planning, executing, and overseeing project timelines. Milestone paths are essential for tracking significant points of progress within a project, helping to ensure that the project stays on schedule and meets its deadlines. Project Managers possess the necessary permissions to create, modify, and manage these milestone paths due to their role in coordinating resources and aligning project objectives. The other roles, while they may have varying levels of access and functions, typically do not have the same authority or scope of responsibilities related to overarching project management tasks such as applying milestone paths. Thus, it is specifically the Project Manager who is empowered to make these adjustments to the project structure.

6. What type of Adobe Workfront team views tasks as cards and limits Work In Progress within each column?

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

The type of Adobe Workfront team view that utilizes cards to represent tasks and limits Work In Progress (WIP) within each column is Kanban. This method is designed to visualize the workflow, allowing teams to see the status of tasks at a glance. By limiting WIP, Kanban encourages teams to focus on completing tasks in progress before taking on new ones, thus optimizing productivity and reducing bottlenecks. In a Kanban system, tasks move from one column to another as they progress through stages, such as "To Do," "In Progress," and "Done." The card representation provides a clear visual indication of what needs to be done, what is currently being addressed, and what has been completed. The emphasis on restricting the number of tasks in any given phase is a pivotal aspect of Kanban, promoting efficient workflow management. In contrast, Scrum is another Agile methodology that is more structured around sprints and typically involves fixed roles such as Scrum Master and Product Owner, which is different from the flexible flow of Kanban. Waterfall is a linear project management approach lacking the flexibility of both Kanban and Agile practices. Agile encompasses broader methodologies, including Scrum and Kanban, but does not specifically focus on card representation and WIP limits like Kan

7. How can a project manager ensure that only completed tasks are displayed in their report?

- A. Add a report filter for "Task percent complete" equals 100.**
- B. Add a report filter for "Task Condition" equals complete.**
- C. Add a filter for "Task actual completion" is null.**
- D. Add a report filter for "Task status" equals complete.**

To ensure that only completed tasks are displayed in a report, adding a report filter for "Task percent complete" equals 100 is an effective approach. This filter specifically targets tasks that have reached full completion, as indicated by their completion percentage. In project management, a task is typically considered complete when it has been fully finished, which corresponds to a completion percentage of 100%. This method is precise because it directly quantifies completion, offering a clear criteria for filtering out any tasks that are not fully done. Other filters, such as those related to status or condition, might include tasks that are in progress or prematurely marked as complete but not fully finalized, leading to potentially inaccurate reporting of project status. By focusing solely on the metric of "Task percent complete," the project manager can confidently generate reports that reflect only those tasks that have been completely executed, which is essential for accurate project tracking and analysis.

8. Which of the following are best practices for building project templates in Adobe Workfront?

- A. Include task durations, planned hours, and predecessors**
- B. Attach custom forms to the project template**
- C. Assign tasks to individuals, rather than job roles**
- D. Review and regularly update project templates**

Building effective project templates in Adobe Workfront is essential for ensuring consistency and efficiency in project management. Including task durations, planned hours, and predecessors is a best practice because it establishes clear expectations for timelines and resource allocation within the project framework. By defining these elements upfront, team members can better understand how each task fits into the overall project timeline and how they depend on one another. This contributes to more accurate project scheduling, helps in tracking progress effectively, and allows for better workload management. Incorporating additional aspects like custom forms or task assignments could enhance the template's utility in specific contexts, but the foundational metrics provided by task durations, planned hours, and predecessors serve as critical building blocks for any well-structured project template. Regularly reviewing and updating templates is also important, yet the information about durations and dependencies directly affects how the project operates day-to-day, making it a priority in template design.

9. In Adobe Workfront, what setting determines whether user time off dates are included in project timelines?

- A. User settings > Time-off options**
- B. Administration > User preferences**
- C. Project details > Project settings > User time off**
- D. Team settings > Project impact**

The correct answer relates to how Adobe Workfront allows for the integration of user time off into project timelines. The setting found under project details is specifically designed to manage how user time off is taken into account when planning and scheduling projects. When time off is incorporated into a project timeline, it ensures that all team members' availability is accurately reflected in project planning. This feature is essential for realistic scheduling, as it helps project managers account for the potential impact of team members being unavailable on specific dates. By enabling or disabling this feature under the project settings, teams can better navigate deadlines and resource allocation. Other options focus on user settings or general administrative settings that may not specifically pertain to project timelines, thus lacking the necessary context that the project settings provide. Therefore, accessing the time-off settings directly within the project details yields the most relevant settings to manage this aspect effectively.

10. How can a dashboard of reports be shared with managers and stakeholders?

- A. Set up a report of the dashboards**
- B. Set up a repeat delivery of dashboards via email**
- C. Set up a repeat of the reports on the dashboards**
- D. Create a direct link to the dashboard**

The correct approach to sharing a dashboard of reports with managers and stakeholders is to create a direct link to the dashboard. This method allows users to access the dashboard easily and directly from their browsers without the need for intermediaries, such as emails or additional setups. Creating a direct link enables real-time access to the most up-to-date information, which is essential for managers and stakeholders who need to make informed decisions based on the latest data. It also fosters collaboration and engagement, as multiple users can view the same dashboard simultaneously. By setting up a direct link, stakeholders can avoid issues of outdated information that may arise from email deliveries or repeated reports, ensuring that everyone is consistently on the same page regarding project updates and performance metrics. This approach reflects best practices in data sharing by promoting transparency and timely access to information.