

**Chapter 02**

Gido &amp; Clements

1. The initiating phase of the project life cycle starts with recognizing a need.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The initiating phase of the project life cycle starts with recognizing a need, problem, or opportunity for which a project or projects are identified to address the need.  
*Incorrect* The initiating phase of the project life cycle starts with recognizing a need, problem, or opportunity for which a project or projects are identified to address the need.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.01 - 1. Discuss how projects are identified

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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2. Every project that is identified is selected to be completed.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* Sometimes organizations have several needs and limited funds and cannot select every project to be completed.  
*Incorrect* Sometimes organizations have several needs and limited funds and cannot select every project to be completed.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.01 - 1. Discuss how projects are identified

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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3. Unexpected events are reasons for an organization to decide to initiate a project.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* Projects are identified in various ways during an organization's strategic planning; in response to unexpected events, or as a result of a group of individuals deciding to organize a project to address a particular need. Projects are initiated after the project is identified.  
*Incorrect* Projects are identified in various ways during an organization's strategic planning;

in response to unexpected events, or as a result of a group of individuals deciding to organize a project to address a particular need. Projects are initiated after the project is identified.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.01 - 1. Discuss how projects are identified  
**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
**KEYWORDS:** Bloom's: Analysis  
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4. Quantitative benefits of a project are the intangible benefits of completing a project such as employee morale.

- a. True
- b. False

**ANSWER:** False  
**FEEDBACK:** *Correct* Quantitative benefits include the financial benefits. Intangible benefits such as employee morale are qualitative and may have an indirect effect that is immeasurable.  
*Incorrect* Quantitative benefits include the financial benefits. Intangible benefits such as employee morale are qualitative and may have an indirect effect that is immeasurable.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Communications  
**KEYWORDS:** Bloom's: Knowledge  
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5. Disadvantages for doing a project may have a positive impact on an organization.

- a. True
- b. False

**ANSWER:** True  
**FEEDBACK:** *Correct* One disadvantage for doing a project could be the extensive amount of investment necessary for the project. The organization could experience a positive impact by gaining market share or increasing organizational capacity from completing the project.  
*Incorrect* One disadvantage for doing a project could be the extensive amount of investment necessary for the project. The organization could experience a positive impact by gaining market share or increasing organizational capacity from completing the project.

**POINTS:** 1

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**DIFFICULTY:** Moderate  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
**KEYWORDS:** Bloom's: Analysis  
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6. Projects that are not similar cannot be compared when making a selection to move forward with a project.
- a. True
  - b. False

**ANSWER:** False  
**FEEDBACK:** *Correct* The set of criteria for evaluation should include quantitative and qualitative factors that are important to the organization and will help to set the priority level of the projects.  
*Incorrect* The set of criteria for evaluation should include quantitative and qualitative factors that are important to the organization and will help to set the priority level of the projects.

**POINTS:** 1  
**DIFFICULTY:** Moderate  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
**KEYWORDS:** Bloom's: Analysis  
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7. The reaction of an advocacy group is categorized as a negative consequence for a project.
- a. True
  - b. False

**ANSWER:** False  
**FEEDBACK:** *Correct* The reaction of an advocacy group could be favorable and be a positive benefit.  
*Incorrect* The reaction of an advocacy group could be favorable and be a positive benefit.  
**POINTS:** 1  
**DIFFICULTY:** Moderate  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
**KEYWORDS:** Bloom's: Application  
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8. The project charter is also called a project authorization or a project initiation document.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The project charter is sometimes called a project authorization or a project initiation document.  
*Incorrect* The project charter is sometimes called a project authorization or a project initiation document.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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9. Surveys of stakeholders can be used to gather only quantitative data.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* Surveys of stakeholders can be used to gather quantitative and qualitative data necessary to make a decision about going forward with a project.  
*Incorrect* Surveys of stakeholders can be used to gather quantitative and qualitative data necessary to make a decision about going forward with a project.

**POINTS:** 1

**DIFFICULTY:** Moderate

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected

**NATIONAL STANDARDS:** United States - BUSPROG: Comprehension - BUSPROG:Comprehension

**KEYWORDS:** Bloom's: Application

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10. The project title should be a code word even if the project is not confidential.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* The project title should be concise and communicate a vision for the end result of the project, unless confidentiality is necessary and a code name is used.  
*Incorrect* The project title should be concise and communicate a vision for the end result of the project, unless confidentiality is necessary and a code name is used.

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**POINTS:** 1  
**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
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11. The project purpose in the project charter may include prior documents for selecting the project.
- a. True
  - b. False

**ANSWER:** False  
**FEEDBACK:** *Correct* The project purpose in the project charter summarizes the need and justification for the project and may reference prior documents for the rationale for the project.  
*Incorrect* The project purpose in the project charter summarizes the need and justification for the project and may reference prior documents for the rationale for the project.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
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12. The project description in the project charter is a high-level description of the project and references more detailed documents regarding key performance requirements.
- a. True
  - b. False

**ANSWER:** True  
**FEEDBACK:** *Correct* The project description in the project charter provides a high-level description of the project and may include the major tasks, major phases, and a work breakdown structure.  
*Incorrect* The project description in the project charter provides a high-level description of the project and may include the major tasks, major phases, and a work breakdown structure.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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13. The project objective in the project charter indicates the deliverable, schedule, and budget for a project.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The project objective in the project charter states what is expected to be accomplished and can include the expected time frame and the funds authorized.  
*Incorrect* The project objective in the project charter states what is expected to be accomplished and can include the expected time frame and the funds authorized.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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14. The success criteria in the project charter indicate the expected benefits of the project including what the expectations are for project success.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The success criteria or expected benefits in the project charter indicate the quantitative benefits of the project.  
*Incorrect* The success criteria or expected benefits in the project charter indicate the quantitative benefits of the project.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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15. Funding statements in a project charter may be broken into the amount authorized by project phase.

a. True

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b. False

ANSWER: True

FEEDBACK: *Correct* The funding amount listed in a project charter indicates the total amount of funds authorized for the project.

*Incorrect* The funding amount listed in a project charter indicates the total amount of funds authorized for the project.

POINTS: 1

DIFFICULTY: Easy

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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16. The major deliverables in the project charter describe the details of the work packages in the work breakdown structure.

a. True

b. False

ANSWER: False

FEEDBACK: *Correct* The major deliverables in the project charter state what is expected to be completed at the end of the project.

*Incorrect* The major deliverables in the project charter state what is expected to be completed at the end of the project.

POINTS: 1

DIFFICULTY: Easy

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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17. The acceptance criteria describe the criteria necessary for the sponsor to approve the deliverables.

a. True

b. False

ANSWER: True

FEEDBACK: *Correct* The acceptance criteria for a project describe the quantitative criteria for each major deliverable.

*Incorrect* The acceptance criteria for a project describe the quantitative criteria for each major deliverable.

POINTS: 1

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**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
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18. Meeting the acceptance criteria listed in the project charter means the customer is satisfied.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* Meeting the acceptance criteria means the deliverable has met the quantitative criteria; it does not mean that the customer is satisfied with the performance of the project team or the final deliverable.  
*Incorrect* Meeting the acceptance criteria means the deliverable has met the quantitative criteria; it does not mean that the customer is satisfied with the performance of the project team or the final deliverable.

**POINTS:** 1

**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
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19. A milestone schedule lists target dates for phases of a project.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* A milestone schedule lists the target dates or times for the achievement of key events for the project. These key events could be deliverables or phases.  
*Incorrect* A milestone schedule lists the target dates or times for the achievement of key events for the project. These key events could be deliverables or phases.

**POINTS:** 1

**DIFFICULTY:** Easy  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
**NATIONAL STANDARDS:** United States - BUSPROG: Communications  
**KEYWORDS:** Bloom's: Knowledge



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20. The project justification includes the key assumptions for the project.

- a. True
- b. False

*ANSWER:* True

*FEEDBACK:* *Correct* The key assumptions include those in the base for the project justification and rationale, and include assumptions about resources for the project.  
*Incorrect* The key assumptions include those in the base for the project justification and rationale, and include assumptions about resources for the project.

*POINTS:* 1

*DIFFICULTY:* Easy

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

*NATIONAL STANDARDS:* United States - BUSPROG: Communications

*KEYWORDS:* Bloom's: Knowledge

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21. The constraints for a project include the requirement to outsource due to the organization's lack of having expertise with its own staff.

- a. True
- b. False

*ANSWER:* True

*FEEDBACK:* *Correct* The project's constraints describe requirements or limitations for the project.  
*Incorrect* The project's constraints describe requirements or limitations for the project.

*POINTS:* 1

*DIFFICULTY:* Easy

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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*KEYWORDS:* Bloom's: Knowledge

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22. The project charter should include as many risks as can be brainstormed to be sure to have enough funds for contingencies.

- a. True
- b. False

*ANSWER:* False

*FEEDBACK:* *Correct* The project charter should identify major risks, which include any risk that the

sponsor thinks has a high likelihood of occurrence or a high degree of potential impact.

*Incorrect* The project charter should identify major risks, which include any risk that the sponsor thinks has a high likelihood of occurrence or a high degree of potential impact.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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23. Project approval requirements state when the sponsor wants to review the progress of the project and make decisions about moving to the next phase.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The approval requirements define the limits of authority of the project manager.  
*Incorrect* The approval requirements define the limits of authority of the project manager.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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24. If the project manager is selected in the initiating phase of the project, then the project manager is likely to participate in the development of the project charter for the project.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The project manager section of a project charter identifies the person from the organization that is assigned as the project manager. This person may prepare the project charter if selected early enough in the project life cycle.  
*Incorrect* The project manager section of a project charter identifies the person from the organization that is assigned as the project manager. This person may prepare the project charter if selected early enough in the project life cycle.

**POINTS:** 1

**DIFFICULTY:** Easy

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*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
*NATIONAL STANDARDS:* United States - BUSPROG: Communications  
*KEYWORDS:* Bloom's: Knowledge  
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25. A project should have weekly project status review meetings supplemented with written project reports.

- a. True
- b. False

*ANSWER:* False

*FEEDBACK:* *Correct* The project's reporting requirements state the frequency and content of project status reviews and reports. The frequency should be often enough for the sponsor to approve the deliverables and for the project team to reduce problems due to project delays. This may be daily, weekly, or even monthly and is dependent upon the project.

*Incorrect* The project's reporting requirements state the frequency and content of project status reviews and reports. The frequency should be often enough for the sponsor to approve the deliverables and for the project team to reduce problems due to project delays. This may be daily, weekly, or even monthly and is dependent upon the project.

*POINTS:* 1

*DIFFICULTY:* Easy

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

*NATIONAL STANDARDS:* United States - BUSPROG: Communications

*KEYWORDS:* Bloom's: Knowledge

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26. The sponsor designee is the project manager of the project.

- a. True
- b. False

*ANSWER:* False

*FEEDBACK:* *Correct* The sponsor designee is the individual who the sponsor designates to act on behalf of the project sponsor and the project manager is accountable to this person.

*Incorrect* The sponsor designee is the individual who the sponsor designates to act on behalf of the project sponsor and the project manager is accountable to this person.

*POINTS:* 1

*DIFFICULTY:* Easy

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

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**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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27. The approval date for the project is the project start date.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The approval signature and date in the project charter indicate that the sponsor has officially or formally authorized the project and the date is considered to be when the clock starts ticking for accomplishing the key milestones for the project.  
*Incorrect* The approval signature and date in the project charter indicate that the sponsor has officially or formally authorized the project and the date is considered to be when the clock starts ticking for accomplishing the key milestones for the project.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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28. All projects require a project charter to start the project.

a. True

b. False

**ANSWER:** False

**FEEDBACK:** *Correct* Projects that are informal or done in response to an unexpected event may not be appropriate for a project charter.  
*Incorrect* Projects that are informal or done in response to an unexpected event may not be appropriate for a project charter.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.04 - 4. Prepare a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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29. A request for proposal is required for projects that are completed by an external contractor to an organization.

a. True

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b. False

ANSWER: False

FEEDBACK: *Correct* Projects that are informal or done in response to an unexpected event may not be appropriate to have a request for proposal.

*Incorrect* Projects that are informal or done in response to an unexpected event may not be appropriate to have a request for proposal.

POINTS: 1

DIFFICULTY: Easy

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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30. Part of preparing a request for proposal is soliciting the request to potential bidders on the project.

a. True

b. False

ANSWER: True

FEEDBACK: *Correct* Organizations may have a list of potential bidders or may advertise in selected newspapers or websites.

*Incorrect* Organizations may have a list of potential bidders or may advertise in selected newspapers or websites.

POINTS: 1

DIFFICULTY: Easy

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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31. A request for proposals helps the organization decide which contractor to use.

a. True

b. False

ANSWER: True

FEEDBACK: *Correct* A request for proposals helps the organization decide which contractor to use.

*Incorrect* A request for proposals helps the organization decide which contractor to use.

POINTS: 1

DIFFICULTY: Easy

QUESTION TYPE: True / False

HAS VARIABLES: False

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**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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32. The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the contractor's point of view, to address the identified need.

a. True

b. False

**ANSWER:** False

**FEEDBACK:** *Correct* The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the customer's point of view, to address the identified need.

*Incorrect* The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the customer's point of view, to address the identified need.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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33. A good RFP allows contractors or a project team to understand what the customer expects.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* A good RFP allows contractors or a project team to understand what the customer expects.

*Incorrect* A good RFP allows contractors or a project team to understand what the customer expects.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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34. The RFP must state the project objective or purpose, including any rational or background information that may be helpful to contractors so that they can prepare thorough and responsive proposals.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The RFP must state the project objective or purpose, including any rational or background information that may be helpful to contractors so that they can prepare thorough and responsive proposals.  
*Incorrect* The RFP must state the project objective or purpose, including any rational or background information that may be helpful to contractors so that they can prepare thorough and responsive proposals.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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35. An RFP must provide a statement of work.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* An RFP must provide a statement of work.  
*Incorrect* An RFP must provide a statement of work.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

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36. The acceptance criteria deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* A statement of work deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform.

*Incorrect* A statement of work deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform.

*POINTS:* 1  
*DIFFICULTY:* Easy  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal  
*NATIONAL STANDARDS:* United States - BUSPROG: Communications  
*KEYWORDS:* Bloom's: Knowledge  
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37. The RFP must include the customer requirements and the name of the sponsor's designee
- a. True
  - b. False

*ANSWER:* False

*FEEDBACK:* *Correct* The RFP must include the customer requirements. The name of the sponsor's designee is not required even though knowing the name would be helpful for contacting the sponsor.

*Incorrect* The RFP must include the customer requirements. The name of the sponsor's designee is not required even though knowing the name would be helpful for contacting the sponsor.

*POINTS:* 1  
*DIFFICULTY:* Easy  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal  
*NATIONAL STANDARDS:* United States - BUSPROG: Communications  
*KEYWORDS:* Bloom's: Knowledge  
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38. The RFP should state what deliverables the customer expects the contractor to provide.
- a. True
  - b. False

*ANSWER:* True

*FEEDBACK:* *Correct* The RFP should state what deliverables the customer expects the contractor to provide.

*Incorrect* The RFP should state what deliverables the customer expects the contractor to provide.

*POINTS:* 1  
*DIFFICULTY:* Easy  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False



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39. The RFP should state the acceptance criteria the customer will use to determine if the project deliverables are completed according to the customer's requirements.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The RFP should state the acceptance criteria the customer will use to determine if the project deliverables are completed according to the customer's requirements.  
*Incorrect* The RFP should state the acceptance criteria the customer will use to determine if the project deliverables are completed according to the customer's requirements.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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40. The RFP should list any customer-supplied items.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The RFP should list any customer-supplied items.  
*Incorrect* The RFP should list any customer-supplied items.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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41. The RFP might state the approvals required by the contractor.

a. True

b. False

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**ANSWER:** False

**FEEDBACK:** *Correct* The RFP might state the approvals required by the customer.  
*Incorrect* The RFP might state the approvals required by the customer.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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**KEYWORDS:** Bloom's: Knowledge

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42. Some RFPs mention the type of contract the customer intends to use.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* Some RFPs mention the type of contract the customer intends to use.  
*Incorrect* Some RFPs mention the type of contract the customer intends to use.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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43. A contract might be for time and materials, in which case the customer will pay the contractor a fixed amount regardless of how much the work actually costs the contractor.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* Fixed price contracts are contracts where the customer will pay the contractor a fixed amount regardless of how much the work actually costs the contractor.  
*Incorrect* Fixed price contracts are contracts where the customer will pay the contractor a fixed amount regardless of how much the work actually costs the contractor.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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44. A contract might be for a fixed price; the customer will pay the contractor whatever the actual costs are for the materials and the time.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* A contract might be for time and materials, the customer will pay the contractor whatever the actual costs are.  
*Incorrect* A contract might be for time and materials, the customer will pay the contractor whatever the actual costs are.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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**KEYWORDS:** Bloom's: Knowledge

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45. An RFP might state the payment terms the customer intends to use.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* An RFP might state the payment terms the customer intends to use.  
*Incorrect* An RFP might state the payment terms the customer intends to use.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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46. The RFP should state the required schedule for completion of the project and key milestones.

- a. True
- b. False

**ANSWER:** True

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**FEEDBACK:** *Correct* The RFP should state the required schedule for completion of the project and key milestones.  
*Incorrect* The RFP should state the required schedule for completion of the project and key milestones.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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47. The RFP should provide instructions for the format and content of the contractor proposals.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The RFP should provide instructions for the format and content of the contractor proposals.  
*Incorrect* The RFP should provide instructions for the format and content of the contractor proposals.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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48. The RFP should indicate the due date by which the customer expects potential contractors to submit proposals.

- a. True
- b. False

**ANSWER:** True

**FEEDBACK:** *Correct* The RFP should indicate the due date by which the customer expects potential contractors to submit proposals.  
*Incorrect* The RFP should indicate the due date by which the customer expects potential contractors to submit proposals.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

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**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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49. An RFP must indicate the funds the customer has available to spend on the project.

a. True

b. False

**ANSWER:** False

**FEEDBACK:** *Correct* In rare cases an RFP will indicate the funds the customer has available to spend on the project.

*Incorrect* In rare cases an RFP will indicate the funds the customer has available to spend on the project.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

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**KEYWORDS:** Bloom's: Knowledge

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50. It is fair to meet with potential contractors and provide information about the potential project while developing the RFP.

a. True

b. False

**ANSWER:** True

**FEEDBACK:** *Correct* Business customers and contractors consider the RFP/proposal process to be a competitive situation. Each bidder should receive the same information.

*Incorrect* Business customers and contractors consider the RFP/proposal process to be a competitive situation. Each bidder should receive the same information.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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51. Some potential contractors will know more about an organization due to prior contracts and relationships. This is an

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unfair advantage for those contractors to submit a proposal to an RFP.

- a. True
- b. False

**ANSWER:** False

**FEEDBACK:** *Correct* Business customers and contractors consider the RFP/proposal process to be a competitive situation. Prior relationships and contracts are an advantage; they are not an unfair advantage. Unfair would be if the organization gave additional information to these prior contractors.

*Incorrect* Business customers and contractors consider the RFP/proposal process to be a competitive situation. Prior relationships and contracts are an advantage; they are not an unfair advantage. Unfair would be if the organization gave additional information to these prior contractors.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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52. The first step in project selection is to

- a. develop a set of criteria against which a project will be evaluated.
- b. gather data and information for each project.
- c. list assumptions.
- d. evaluate each project against the criteria.

**ANSWER:** a

**FEEDBACK:**

- a. The first step in project selection is to develop a set of criteria against which the project will be evaluated. The criteria inform the types of data to be gathered, the assumptions that must be made, and evaluation that is made.
- b. The first step in project selection is to develop a set of criteria against which the project will be evaluated. The criteria inform the types of data to be gathered, the assumptions that must be made, and evaluation that is made.
- c. The first step in project selection is to develop a set of criteria against which the project will be evaluated. The criteria inform the types of data to be gathered, the assumptions that must be made, and evaluation that is made.
- d. The first step in project selection is to develop a set of criteria against which the project will be evaluated. The criteria inform the types of data to be gathered, the assumptions that must be made, and evaluation that is made.

**POINTS:** 1

**DIFFICULTY:** Moderate

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected

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**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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53. An assumption for a construction project could be
- a. the materials to be used to construct the building.
  - b. a grant will be secured to help fund the project.
  - c. the regulations and codes required for the building.
  - d. the size of the building that is to be constructed.

**ANSWER:** b

**FEEDBACK:**

- a. Assumptions are not guaranteed; they are assumed to be true. The materials, regulations, codes, and building size are part of the project plan and are not assumed.
- b. Assumptions are not guaranteed; they are assumed to be true. The materials, regulations, codes, and building size are part of the project plan and are not assumed.
- c. Assumptions are not guaranteed; they are assumed to be true. The materials, regulations, codes, and building size are part of the project plan and are not assumed.
- d. Assumptions are not guaranteed; they are assumed to be true. The materials, regulations, codes, and building size are part of the project plan and are not assumed.

**POINTS:** 1

**DIFFICULTY:** Moderate

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected

**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology

**KEYWORDS:** Bloom's: Application

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54. The final decision of which projects to select is the responsibility of
- a. the project evaluation team's key stakeholders.
  - b. the project evaluation team.
  - c. community members.
  - d. the organization's owner, president, or department head.

**ANSWER:** d

**FEEDBACK:**

- a. A well-rounded evaluation committee and information from project stakeholders increase the chances of providing the best information to the final decision maker, the organization's owner, president, or department head.
- b. A well-rounded evaluation committee and information from project stakeholders increase the chances of providing the best information to the final decision maker, the organization's owner, president, or department head.

- c. A well-rounded evaluation committee and information from project stakeholders increase the chances of providing the best information to the final decision maker, the organization's owner, president, or department head.
- d. A well-rounded evaluation committee and information from project stakeholders increase the chances of providing the best information to the final decision maker, the organization's owner, president, or department head.

*POINTS:* 1  
*DIFFICULTY:* Moderate  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
*NATIONAL STANDARDS:* United States - BUSPROG: Communications  
*KEYWORDS:* Bloom's: Knowledge  
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55. A project charter summarizes
- a. the project objective.
  - b. the detailed description of the project.
  - c. the key conditions and parameters of the project.
  - d. the funding and contracting of the project.

*ANSWER:* c

*FEEDBACK:*

- a. A project charter summarizes the key conditions and parameters of the project.
- b. A project charter summarizes the key conditions and parameters of the project.
- c. A project charter summarizes the key conditions and parameters of the project.
- d. A project charter summarizes the key conditions and parameters of the project.

*POINTS:* 1  
*DIFFICULTY:* Easy  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
*NATIONAL STANDARDS:* United States - BUSPROG: Communications  
*KEYWORDS:* Bloom's: Knowledge  
*DATE CREATED:* 4/5/2016 10:11 AM  
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56. The project title should
- a. summarize the need and justification for the project.
  - b. state what is expected to be accomplished.
  - c. state the major end products or items expected to be produced.
  - d. be concise and create a vision for the end result of the project.

*ANSWER:* d

*FEEDBACK:*

- a. The project title should be concise and create a vision for the end result of the



- project.
- b. The project title should be concise and create a vision for the end result of the project.
  - c. The project title should be concise and create a vision for the end result of the project.
  - d. The project title should be concise and create a vision for the end result of the project.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
**NATIONAL STANDARDS:** United States - BUSPROG: Communications  
**KEYWORDS:** Bloom's: Knowledge  
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57. The project purpose should
- a. summarize the need and justification for the project.
  - b. state what is expected to be accomplished.
  - c. state the major end products or items expected to be produced.
  - d. be concise and create a vision for the end result of the project.

**ANSWER:** a

**FEEDBACK:**

- a. The project purpose should summarize the need and justification for the project.
- b. The project purpose should summarize the need and justification for the project.
- c. The project purpose should summarize the need and justification for the project.
- d. The project purpose should summarize the need and justification for the project.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
**NATIONAL STANDARDS:** United States - BUSPROG: Communications  
**KEYWORDS:** Bloom's: Knowledge  
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58. The project objective should
- a. summarize the need and justification for the project.
  - b. state what is expected to be accomplished.
  - c. state the major end products or items expected to be produced.
  - d. be concise and create a vision for the end result of the project.

**ANSWER:** b

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**FEEDBACK:**

- a. The project objective should state what is expected to be accomplished.
- b. The project objective should state what is expected to be accomplished.
- c. The project objective should state what is expected to be accomplished.
- d. The project objective should state what is expected to be accomplished.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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59. The project acceptance criteria should
- a. summarize the need and justification for the project.
  - b. state the quantitative criteria expected for the products to be accomplished.
  - c. state the major end products or major items expected to be produced.
  - d. be concise and create a vision for the end result of the project.

**ANSWER:** b

**FEEDBACK:**

- a. The project acceptance criteria should state the quantitative criteria expected for the products to be accomplished.
- b. The project acceptance criteria should state the quantitative criteria expected for the products to be accomplished.
- c. The project acceptance criteria should state the quantitative criteria expected for the products to be accomplished.
- d. The project acceptance criteria should state the quantitative criteria expected for the products to be accomplished.

**POINTS:** 1

**DIFFICULTY:** Easy

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Communications

**KEYWORDS:** Bloom's: Knowledge

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60. The implementation of the new procedure is expected to reduce costs of production by 10% over the next year. This is an example of the \_\_\_\_ in a project charter.
- a. acceptance criteria
  - b. project objective
  - c. project description

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d. success criteria and expected benefits

ANSWER: d

FEEDBACK:

- a. The success criteria or expected benefits in the project charter indicate the quantitative benefits of the project.
- b. The success criteria or expected benefits in the project charter indicate the quantitative benefits of the project.
- c. The success criteria or expected benefits in the project charter indicate the quantitative benefits of the project.
- d. The success criteria or expected benefits in the project charter indicate the quantitative benefits of the project.

POINTS: 1

DIFFICULTY: Moderate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.15.02.04 - 4. Prepare a project charter

NATIONAL STANDARDS: United States - BUSPROG: Technology: Technology: - BUSPROG: Technology

KEYWORDS: Bloom's: Comprehension

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61. The building constructed will have at least R-38 insulation rating for the ceiling and R-28 for the walls. This is an example of the \_\_\_\_ in a project charter.

- a. acceptance criteria
- b. project objective
- c. project description
- d. success criteria and expected benefits

ANSWER: a

FEEDBACK:

- a. The acceptance criteria for a project describe the quantitative criteria for each major deliverable.
- b. The acceptance criteria for a project describe the quantitative criteria for each major deliverable.
- c. The acceptance criteria for a project describe the quantitative criteria for each major deliverable.
- d. The acceptance criteria for a project describe the quantitative criteria for each major deliverable.

POINTS: 1

DIFFICULTY: Moderate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.15.02.04 - 4. Prepare a project charter

NATIONAL STANDARDS: United States - BUSPROG: Technology: Technology: - BUSPROG: Technology

KEYWORDS: Bloom's: Comprehension

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62. The new employees are expected to receive \$13 million of Fast Start training that will be provided by a state workforce development grant. This is an example of the \_\_\_\_ in a project charter.

- a. acceptance criteria
- b. key assumptions
- c. project description
- d. success criteria and expected benefits

ANSWER: b

FEEDBACK:

- a. The key assumptions include those in the base for the project justification and rationale, and include assumptions about resources for the project.
- b. The key assumptions include those in the base for the project justification and rationale, and include assumptions about resources for the project.
- c. The key assumptions include those in the base for the project justification and rationale, and include assumptions about resources for the project.
- d. The key assumptions include those in the base for the project justification and rationale, and include assumptions about resources for the project.

POINTS: 1

DIFFICULTY: Moderate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.15.02.04 - 4. Prepare a project charter

NATIONAL STANDARDS: United States - BUSPROG: Technology: Technology: - BUSPROG: Technology

KEYWORDS: Bloom's: Comprehension

DATE CREATED: 4/5/2016 10:11 AM

DATE MODIFIED: 4/5/2016 10:11 AM

63. A bidders meeting may be held to

- a. clarify the RFP and answer any questions from potential bidders.
- b. provide additional information only to those that attend the meeting.
- c. provide an unfair advantage to those at the meeting.
- d. solicit feedback on the clarity of the RFP to change the project requirements.

ANSWER: a

FEEDBACK:

- a. Business or government customers may hold a bidders' meeting to explain the RFP and answer questions from interested contractors. Feedback would be solicited at a pre-RFP meeting to make changes before the RFP is distributed.
- b. Business or government customers may hold a bidders' meeting to explain the RFP and answer questions from interested contractors. Feedback would be solicited at a pre-RFP meeting to make changes before the RFP is distributed.
- c. Business or government customers may hold a bidders' meeting to explain the RFP and answer questions from interested contractors. Feedback would be solicited at a pre-RFP meeting to make changes before the RFP is distributed.
- d. Business or government customers may hold a bidders' meeting to explain the RFP and answer questions from interested contractors. Feedback would be solicited at a pre-RFP meeting to make changes before the RFP is distributed.

POINTS: 1

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**DIFFICULTY:** Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal  
**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
**KEYWORDS:** Bloom's: Application  
**DATE CREATED:** 4/5/2016 10:11 AM  
**DATE MODIFIED:** 4/5/2016 10:11 AM

64. List at least three ways projects are identified.

**ANSWER:** Responses should include:  
a. during an organization's strategic planning  
b. in response to unexpected events,  
c. or as a result of a group of individuals deciding to organize a project to address a particular need

Projects are identified in various ways during an organization's strategic planning; in response to unexpected events, or as a result of a group of individuals deciding to organize a project to address a particular need.

**POINTS:** 3  
**DIFFICULTY:** Moderate  
**QUESTION TYPE:** Subjective Short Answer  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.01 - 1. Discuss how projects are identified  
**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
**KEYWORDS:** Bloom's: Comprehension  
**DATE CREATED:** 4/5/2016 10:11 AM  
**DATE MODIFIED:** 4/5/2016 10:11 AM

65. Housing Transitions, a local not-for-profit organization that provides temporary housing for people that are in transition (i.e., just moved into an area, lost their home due to an unexpected event, etc.), has noticed paint on the outside of the house is peeling. Describe a project that will advance their mission and solve the problem of the paint peeling.

**ANSWER:** Responses should include information that will advance the mission of providing housing and painting the outside of the house. Be sure that the project described includes a deliverable, schedule, and budget. One possible solution is to have a painting party with members of the community that donate painting supplies and labor to paint the house. The party would take place the first weekend in June. The project should include those that would be in position to help people that may need a temporary home in the area.

The project should include information related to communicating the mission of Housing Transitions by reinforcing that the housing is a temporary place to stay until a permanent residence can be secured and taking care of the external walls of the house by securing painting supplies and labor necessary to satisfactorily removing the peeling paint and repainting the house.

**POINTS:** 5  
**DIFFICULTY:** Challenging  
**QUESTION TYPE:** Subjective Short Answer

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*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.01 - 1. Discuss how projects are identified  
*NATIONAL STANDARDS:* United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
*KEYWORDS:* Bloom's: Application  
*DATE CREATED:* 4/5/2016 10:11 AM  
*DATE MODIFIED:* 4/5/2016 10:11 AM

66. List methods for gathering information from a project's stakeholders.

*ANSWER:* List answers should include surveys, focus groups, interviews, and analysis of available reports.

Methods for gathering information from project stakeholders include surveys, focus groups, interviews, and analysis of available reports.

*POINTS:* 3  
*DIFFICULTY:* Easy  
*QUESTION TYPE:* Subjective Short Answer  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
*NATIONAL STANDARDS:* United States - BUSPORG: Comprehension - BUSPORG:Comprehension  
*KEYWORDS:* Bloom's: Knowledge  
*DATE CREATED:* 4/5/2016 10:11 AM  
*DATE MODIFIED:* 4/5/2016 10:11 AM

67. James must gather information from a potential project's stakeholders for an upcoming meeting with management. The project would be to add 50 beds and an oncology center to the local hospital. List three stakeholders of the project and a possible way that James could gather information from the stakeholders.

*ANSWER:* Responses will vary. Stakeholders could be employees, consumers, funding agency members, or community residents. Possible ways to gather the information could be surveys, focus groups, interviews, and analysis of available reports.

Stakeholders could be employees, consumers, funding agency members, or community residents. Possible ways to gather the information could be surveys, focus groups, interviews, and analysis of available reports.

*POINTS:* 5  
*DIFFICULTY:* Challenging  
*QUESTION TYPE:* Subjective Short Answer  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
*NATIONAL STANDARDS:* United States - BUSPORG: Comprehension - BUSPORG:Comprehension  
*KEYWORDS:* Bloom's: Evaluation  
*DATE CREATED:* 4/5/2016 10:11 AM  
*DATE MODIFIED:* 4/5/2016 10:11 AM

68. Describe the benefits and consequences of the project evaluation team reviewing each project against the project evaluation criteria before the committee meeting.

*ANSWER:* Responses will vary. Benefits include an opportunity for each member to have thoughtful

preparation prior to the meeting and having a personal opinion prior to the meeting. Consequences include that the positions are taken from the perspective of the individual and the individual may not have the expertise necessary to evaluate all the aspects of every project.

Project evaluation teams are made up of people with a variety of skills to have a broad perspective for the evaluation. Each person on the team would have an opportunity to have evaluated the projects from their perspective and expertise then bring that expertise to the evaluation committee meeting.

**POINTS:** 5  
**DIFFICULTY:** Challenging  
**QUESTION TYPE:** Subjective Short Answer  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.15.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
**KEYWORDS:** Bloom's: Evaluation  
**DATE CREATED:** 4/5/2016 10:11 AM  
**DATE MODIFIED:** 4/5/2016 10:11 AM

69. List eight elements that could be included in a project charter. Describe why each element is valuable to the project charter.

**ANSWER:** Listed are the project elements and what each one adds to a project charter. Each helps with the planning of the project and moving from the initiating to the planning phase of the project.

- project title communicates a vision for the end result of the project, unless confidentiality is necessary and a code name is used.
- purpose summarizes the need and justification for the project.
- description provides a high-level description of the project and may include the major tasks, major phases, and a work breakdown structure.
- objective states what is expected to be accomplished.
- success criteria or expected benefits indicate the quantitative benefits of the project.
- funding indicates the total amount of funds authorized for the project.
- major deliverables state what is expected to be completed at the end of the project.
- acceptance criteria describe the quantitative criteria for each major deliverable.
- milestone schedule lists the target dates or times for the achievement of key events for the project.
- key assumptions include those in the base for the project justification and rationale, and include assumptions about resources for the project.
- constraints describe requirements or limitations for the project.
- major risks identify any risk that the sponsor thinks has a high likelihood of occurrence or a high degree of potential impact.
- approval requirements define the limits of authority of the project manager.
- project manager identifies the person from the organization that is assigned as the project manager.
- reporting requirements state the frequency and content of project status reviews and reports.
- sponsor designee state who the sponsor designates to act on behalf of the project sponsor.
- approval signature and date indicate that the sponsor has officially or formally authorized the project.

The project charter authorizes the project to go forward and provides the key conditions and parameters that are the framework for the project manager and the project team to develop a detailed baseline plan for performing the project.

*POINTS:* 16  
*DIFFICULTY:* Moderate  
*QUESTION TYPE:* Subjective Short Answer  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.03 - 3. Identify and describe at least eight elements of a project charter  
*NATIONAL STANDARDS:* United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
*KEYWORDS:* Bloom's: Analysis  
*DATE CREATED:* 4/5/2016 10:11 AM  
*DATE MODIFIED:* 4/5/2016 10:11 AM

70. An RFP may include the evaluation criteria that will be used to evaluate proposals from competing contractors. List at least three evaluation criteria that might be included in an RFP.

*ANSWER:* Criteria might include the following:  
a. the contractor's experience with similar projects  
b. the technical approach proposed by the contractor  
c. the schedule  
d. the costs

An RFP may include the evaluation criteria that will be used to evaluate proposals from competing contractors. Criteria might include the following:  
a. the contractor's experience with similar projects  
b. the technical approach proposed by the contractor  
c. the schedule  
d. the costs

*POINTS:* 3  
*DIFFICULTY:* Moderate  
*QUESTION TYPE:* Subjective Short Answer  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* SUPM.GIDO.15.02.05 - 5. Prepare a request for proposal  
*NATIONAL STANDARDS:* United States - BUSPROG: Technology: Technology: - BUSPROG: Technology  
*KEYWORDS:* Bloom's: Comprehension  
*DATE CREATED:* 4/5/2016 10:11 AM  
*DATE MODIFIED:* 4/5/2016 10:11 AM

71. \_\_\_\_ is the initial phase of the project life cycle  
a. Needs resolution  
b. Needs identification  
c. Problem generation  
d. Brainstorming

*ANSWER:* b

*FEEDBACK:* a. Needs identification is the initial phase of the project life cycle.  
b. Needs identification is the initial phase of the project life cycle.



- c. Needs identification is the initial phase of the project life cycle.
- d. Needs identification is the initial phase of the project life cycle.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.01 - 1. Discuss how projects are identified  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Knowledge  
**DATE CREATED:** 2/14/2017 11:38 PM  
**DATE MODIFIED:** 2/14/2017 11:45 PM

72. The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the customer's point of view, to address the \_\_\_\_.

- a. cost issues
- b. identified need
- c. technical ideas
- d. work breakdown goals

**ANSWER:** b

**FEEDBACK:**

- a. The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the customer's point of view, to address the identified need.
- b. The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the customer's point of view, to address the identified need.
- c. The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the customer's point of view, to address the identified need.
- d. The purpose of preparing a request for proposal is to state, comprehensively and in detail, what is required, from the customer's point of view, to address the identified need.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.01 - 1. Discuss how projects are identified  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**DATE CREATED:** 2/14/2017 11:45 PM  
**DATE MODIFIED:** 2/14/2017 11:48 PM

73. The RFP must include the customer requirements, which define \_\_\_\_ and attributes.

- a. specifications
- b. challenges
- c. scope of work
- d. competitor's products

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ANSWER: a

FEEDBACK:

- a. The RFP must include the customer requirements, which define specifications and attributes.
- b. The RFP must include the customer requirements, which define specifications and attributes.
- c. The RFP must include the customer requirements, which define specifications and attributes.
- d. The RFP must include the customer requirements, which define specifications and attributes.

POINTS: 1

DIFFICULTY: Difficulty: Moderate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.18.02.01 - 1. Discuss how projects are identified

NATIONAL STANDARDS: United States - BUSPROG: Reflective Thinking

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74. Before a \_\_\_\_ is prepared, the customer must clearly define the problem or need.

- a. a set of evaluation criteria
- b. request for procedures
- c. list of assumptions
- d. request for proposal

ANSWER: d

FEEDBACK:

- a. Before a request for proposal is prepared, the customer must clearly define the problem or need
- b. Before a request for proposal is prepared, the customer must clearly define the problem or need
- c. Before a request for proposal is prepared, the customer must clearly define the problem or need
- d. Before a request for proposal is prepared, the customer must clearly define the problem or need

POINTS: 1

DIFFICULTY: Difficulty: Moderate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected

NATIONAL STANDARDS: United States - BUSPROG: Reflective Thinking

KEYWORDS: Bloom's: Knowledge

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75. Evaluating various needs or opportunities, and then deciding which should be moved forward as a project is called:

- a. project decision-making
- b. project selection

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- c. project projections
- d. project sorting and classification

**ANSWER:** b

**FEEDBACK:**

- a. Evaluating various needs or opportunities, and then deciding which should be moved forward as a project is called project selection.
- b. Evaluating various needs or opportunities, and then deciding which should be moved forward as a project is called project selection.
- c. Evaluating various needs or opportunities, and then deciding which should be moved forward as a project is called project selection.
- d. Evaluating various needs or opportunities, and then deciding which should be moved forward as a project is called project selection.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Moderate

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected

**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking

**KEYWORDS:** Bloom's: Knowledge

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**DATE MODIFIED:** 2/14/2017 11:56 PM

76. A \_\_\_\_ deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform.

- a. statement of objectives
- b. statement of goals
- c. statement of work
- d. statement of constraints

**ANSWER:** c

**FEEDBACK:**

- a. A statement of work deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform
- b. A statement of work deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform
- c. A statement of work deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform
- d. A statement of work deals with the scope of the project, outlining the tasks or work elements the customer wants the contractor or project team to perform

**POINTS:** 1

**DIFFICULTY:** Difficulty: Easy

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Communication - Communication

**KEYWORDS:** Bloom's: Knowledge

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**DATE MODIFIED:** 2/14/2017 11:58 PM

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77. \_\_\_\_ refers to tangible items that the contractor is to supply.

- a. Deliverables
- b. Customer-supplied items
- c. Statement of work
- d. Baseline plan

ANSWER: a

FEEDBACK: a. Deliverables refers to tangible items that the contractor is to supply.  
b. Deliverables refers to tangible items that the contractor is to supply.  
c. Deliverables refers to tangible items that the contractor is to supply.  
d. Deliverables refers to tangible items that the contractor is to supply.

POINTS: 1

DIFFICULTY: Difficulty: Easy

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

NATIONAL STANDARDS: United States - BUSPROG: Communication - Communication

KEYWORDS: Bloom's: Knowledge

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DATE MODIFIED: 2/15/2017 12:02 AM

78. In a \_\_\_\_ contract, the customer will pay the contractor a set amount regardless of how much the work actually costs the contractor.

- a. materials-based
- b. time-based
- c. fixed price
- d. time and materials

ANSWER: c

FEEDBACK: a. In a fixed price contract, the customer will pay the contractor a set amount regardless of how much the work actually costs the contractor  
b. In a fixed price contract, the customer will pay the contractor a set amount regardless of how much the work actually costs the contractor  
c. In a fixed price contract, the customer will pay the contractor a set amount regardless of how much the work actually costs the contractor  
d. In a fixed price contract, the customer will pay the contractor a set amount regardless of how much the work actually costs the contractor

POINTS: 1

DIFFICULTY: Difficulty: Moderate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

NATIONAL STANDARDS: United States - BUSPROG: Reflective Thinking

KEYWORDS: Bloom's: Comprehension

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*DATE MODIFIED:* 2/15/2017 12:04 AM

79. \_\_\_\_\_ based on a percentage of the total price, are those made as certain milestones are accomplished.

- a. Pattern payments
- b. Direct fees
- c. Progress statements
- d. Progress payments

*ANSWER:* d

*FEEDBACK:*

- a. Progress payments based on a percentage of the total price, are those made as certain milestones are accomplished
- b. Progress payments based on a percentage of the total price, are those made as certain milestones are accomplished
- c. Progress payments based on a percentage of the total price, are those made as certain milestones are accomplished
- d. Progress payments based on a percentage of the total price, are those made as certain milestones are accomplished

*POINTS:* 1

*DIFFICULTY:* Difficulty: Challenging

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

*NATIONAL STANDARDS:* United States - BUSPROG: Reflective Thinking

*KEYWORDS:* Bloom's: Comprehension

*DATE CREATED:* 2/15/2017 12:04 AM

*DATE MODIFIED:* 2/15/2017 12:07 AM

80. \_\_\_\_ will be used by the customer to evaluate proposals from competing contractors in order to select the one to perform the project.

- a. Evaluation criteria
- b. Format instructions
- c. Due date timelines
- d. Progress payments

*ANSWER:* a

*FEEDBACK:*

- a. Evaluation criteria will be used by the customer to evaluate proposals from competing contractors in order to select the one to perform the project.
- b. Evaluation criteria will be used by the customer to evaluate proposals from competing contractors in order to select the one to perform the project.
- c. Evaluation criteria will be used by the customer to evaluate proposals from competing contractors in order to select the one to perform the project.
- d. Evaluation criteria will be used by the customer to evaluate proposals from competing contractors in order to select the one to perform the project.

*POINTS:* 1

*DIFFICULTY:* Difficulty: Challenging

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking

**KEYWORDS:** Bloom's: Comprehension

**DATE CREATED:** 2/15/2017 12:07 AM

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81. The initiating phase of the project life cycle starts with
- evaluating potential projects and deciding which should go forward.
  - recognizing a need, problem or opportunity for which a project is identified.
  - developing a set of criteria to evaluate projects.
  - listing assumptions that will be used.

**ANSWER:** b

**FEEDBACK:**

- The initiating phase of the project life cycle starts with recognizing a need, problem or opportunity for which a project is identified.
- The initiating phase of the project life cycle starts with recognizing a need, problem or opportunity for which a project is identified.
- The initiating phase of the project life cycle starts with recognizing a need, problem or opportunity for which a project is identified.
- The initiating phase of the project life cycle starts with recognizing a need, problem or opportunity for which a project is identified.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Easy

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.01 - 1. Discuss how projects are identified

**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking

**KEYWORDS:** Bloom's: Knowledge

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82. If a company has limited funds and people to pursue several identified needs, then the company
- should select only those projects that are lowest in cost.
  - should select only those projects that could be done by an external contractor.
  - must go through a decision-making process and select the projects with the greatest benefit.
  - should reduce the project scope of every project.

**ANSWER:** c

**FEEDBACK:**

- If a company has limited funds and people to pursue several identified needs, then the company must go through a decision-making process and select the projects with the greatest benefit.
- If a company has limited funds and people to pursue several identified needs, then the company must go through a decision-making process and select the projects with the greatest benefit.
- If a company has limited funds and people to pursue several identified needs, then the company must go through a decision-making process and select the projects with the greatest benefit.

- d. If a company has limited funds and people to pursue several identified needs, then the company must go through a decision-making process and select the projects with the greatest benefit.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.01 - 1. Discuss how projects are identified  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Evaluation  
**DATE CREATED:** 2/15/2017 10:46 PM  
**DATE MODIFIED:** 2/15/2017 10:49 PM

83. Increasing the public image of the company through a project is an example of
- a. an intangible benefit.
  - b. a return on investment.
  - c. a tangible benefit.
  - d. a project task.

**ANSWER:** a

**FEEDBACK:**

- a. Increasing the public image of the company through a project is an example of an intangible benefit.
- b. Increasing the public image of the company through a project is an example of an intangible benefit.
- c. Increasing the public image of the company through a project is an example of an intangible benefit.
- d. Increasing the public image of the company through a project is an example of an intangible benefit.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.01 - 1. Discuss how projects are identified  
**NATIONAL STANDARDS:** United States - BUSPROG: Communication - Communication  
**KEYWORDS:** Bloom's: Application  
**DATE CREATED:** 2/15/2017 10:49 PM  
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84. The evaluation team should
- a. have a single person make the decision about which projects to move forward.
  - b. make their decision on the quantitative data only.
  - c. read each project description and select the one they feel is best.
  - d. have selection criteria to consistently evaluate the potential projects.

**ANSWER:** d

**FEEDBACK:** a. The evaluation team should have selection criteria to consistently evaluate the

- potential projects.
- b. The evaluation team should have selection criteria to consistently evaluate the potential projects.
  - c. The evaluation team should have selection criteria to consistently evaluate the potential projects.
  - d. The evaluation team should have selection criteria to consistently evaluate the potential projects.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Application  
**DATE CREATED:** 2/15/2017 10:53 PM  
**DATE MODIFIED:** 2/15/2017 10:55 PM

85. The evaluation team should be made up of
- a. one person from the company.
  - b. several of the stakeholders of the project from the community.
  - c. several individuals from different departments in the organization with various viewpoints and different backgrounds and experiences.
  - d. representatives from potential contractors.

**ANSWER:** c

- FEEDBACK:**
- a. The evaluation team should be made up of several individuals from different departments in the organization with various viewpoints and different backgrounds and experiences.
  - b. The evaluation team should be made up of several individuals from different departments in the organization with various viewpoints and different backgrounds and experiences.
  - c. The evaluation team should be made up of several individuals from different departments in the organization with various viewpoints and different backgrounds and experiences.
  - d. The evaluation team should be made up of several individuals from different departments in the organization with various viewpoints and different backgrounds and experiences.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Application  
**DATE CREATED:** 2/15/2017 10:55 PM  
**DATE MODIFIED:** 2/15/2017 10:57 PM



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86. The project charter helps the team to
- determine the purpose of the project.
  - develop a detailed baseline plan for performing the project.
  - decide which contractor to select to work on a project.
  - set the evaluation criteria to select the project.

**ANSWER:** b

**FEEDBACK:**

- The project charter helps the team to develop a detailed baseline plan for performing the project.
- The project charter helps the team to develop a detailed baseline plan for performing the project.
- The project charter helps the team to develop a detailed baseline plan for performing the project.
- The project charter helps the team to develop a detailed baseline plan for performing the project.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Moderate

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Analytic

**KEYWORDS:** Bloom's: Evaluation

**DATE CREATED:** 2/15/2017 10:58 PM

**DATE MODIFIED:** 2/15/2017 11:01 PM

87. The approval signature and date in the project charter indicate
- that the sponsor has officially or formally authorized the project.
  - the name of the person that will be the project manager of the project.
  - the person responsible for writing the project charter.
  - the contact person for the contractor's organization.

**ANSWER:** a

**FEEDBACK:**

- The approval signature and date in the project charter indicate that the sponsor has officially or formally authorized the project.
- The approval signature and date in the project charter indicate that the sponsor has officially or formally authorized the project.
- The approval signature and date in the project charter indicate that the sponsor has officially or formally authorized the project.
- The approval signature and date in the project charter indicate that the sponsor has officially or formally authorized the project.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Moderate

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking

**KEYWORDS:** Bloom's: Comprehension

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*DATE CREATED:* 2/15/2017 11:01 PM

*DATE MODIFIED:* 2/15/2017 11:04 PM

88. Companies should decide to outsource a project and prepare a request for proposal when
- a. the company has enough internal staff to do the project.
  - b. outsourcing the project provides sufficient benefits for the project to meet the customer's requirements at a realistic price.
  - c. the company has limited funds.
  - d. the project charter is written and the milestones and major deliverables have been identified.

*ANSWER:* b

- FEEDBACK:*
- a. Companies should decide to outsource a project and prepare a request for proposal when outsourcing the project provides sufficient benefits for the project to meet the customer's requirements at a realistic price.
  - b. Companies should decide to outsource a project and prepare a request for proposal when outsourcing the project provides sufficient benefits for the project to meet the customer's requirements at a realistic price.
  - c. Companies should decide to outsource a project and prepare a request for proposal when outsourcing the project provides sufficient benefits for the project to meet the customer's requirements at a realistic price.
  - d. Companies should decide to outsource a project and prepare a request for proposal when outsourcing the project provides sufficient benefits for the project to meet the customer's requirements at a realistic price.

*POINTS:* 1

*DIFFICULTY:* Difficulty: Moderate

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected

*NATIONAL STANDARDS:* United States - BUSPROG: Analytic

*KEYWORDS:* Bloom's: Evaluation

*DATE CREATED:* 2/15/2017 11:04 PM

*DATE MODIFIED:* 2/15/2017 11:07 PM

89. The statement of work in a request for proposal
- a. outlines the major tasks or work elements to be performed.
  - b. lists the specifications and attributes of the customer's requirements.
  - c. states the acceptance criteria for the project's deliverables.
  - d. indicates the due date of the proposal.

*ANSWER:* a

- FEEDBACK:*
- a. The statement of work in a request for proposal outlines the major tasks or work elements to be performed.
  - b. The statement of work in a request for proposal outlines the major tasks or work elements to be performed.
  - c. The statement of work in a request for proposal outlines the major tasks or work elements to be performed.
  - d. The statement of work in a request for proposal outlines the major tasks or work elements to be performed.

*POINTS:* 1

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**DIFFICULTY:** Difficulty: Easy  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Evaluation  
**DATE CREATED:** 2/15/2017 11:08 PM  
**DATE MODIFIED:** 2/15/2017 11:12 PM

90. The request for proposal should be
- written in complex legal language.
  - as simple as possible.
  - comprehensive and provide sufficient details.
  - developed by the contractor for the customer.

**ANSWER:** c

**FEEDBACK:**

- The request for proposal should be comprehensive and provide sufficient details.
- The request for proposal should be comprehensive and provide sufficient details.
- The request for proposal should be comprehensive and provide sufficient details.
- The request for proposal should be comprehensive and provide sufficient details.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Evaluation  
**DATE CREATED:** 2/15/2017 11:12 PM  
**DATE MODIFIED:** 2/16/2017 12:05 AM

91. To help solicit the request for proposal, the customer should
- keep the RFP a secret until the time for soliciting for bids.
  - only distribute the RFP in newspapers and websites.
  - identify select contractors that would bid on the project and share the RFP with them.
  - provide select information to a few companies rather than all that might be interested in submitting a proposal.

**ANSWER:** c

**FEEDBACK:**

- To help solicit the request for proposal, the customer should identify select contractors that would bid on the project and share the RFP with them.
- To help solicit the request for proposal, the customer should identify select contractors that would bid on the project and share the RFP with them.
- To help solicit the request for proposal, the customer should identify select contractors that would bid on the project and share the RFP with them.
- To help solicit the request for proposal, the customer should identify select contractors that would bid on the project and share the RFP with them.

**POINTS:** 1

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**DIFFICULTY:** Difficulty: Challenging  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Evaluation  
**DATE CREATED:** 2/16/2017 12:05 AM  
**DATE MODIFIED:** 2/16/2017 12:12 AM

92. A formal request for proposal is prepared for
- a. finding out what competitors would do to solve a problem.
  - b. projects that are to be completed by an internal project team.
  - c. projects where a relationship has been built and the customer wants what the contractor can provide.
  - d. projects that the company decides need to be addressed by an external resource or through a competitive process.

**ANSWER:** d

**FEEDBACK:**

- a. A formal request for proposal is prepared for projects that the company decides need to be addressed by an external resource or through a competitive process.
- b. A formal request for proposal is prepared for projects that the company decides need to be addressed by an external resource or through a competitive process.
- c. A formal request for proposal is prepared for projects that the company decides need to be addressed by an external resource or through a competitive process.
- d. A formal request for proposal is prepared for projects that the company decides need to be addressed by an external resource or through a competitive process.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Synthesis  
**DATE CREATED:** 2/16/2017 12:08 AM  
**DATE MODIFIED:** 2/16/2017 12:11 AM

93. A bidders meeting is to
- a. explain the RFP and answer questions from interested contractors.
  - b. give some contractors and advantage over others by participating in the meeting.
  - c. select the contractor to do the project.
  - d. gather information for the project charter.

**ANSWER:** a

**FEEDBACK:**

- a. A bidders meeting is to explain the RFP and answer questions from interested contractors.
- b. A bidders meeting is to explain the RFP and answer questions from interested contractors.
- c. A bidders meeting is to explain the RFP and answer questions from interested contractors.

- d. A bidders meeting is to explain the RFP and answer questions from interested contractors.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking  
**KEYWORDS:** Bloom's: Evaluation  
**DATE CREATED:** 2/16/2017 12:13 AM  
**DATE MODIFIED:** 2/16/2017 12:16 AM

94. The chances of making the best decision about which projects to implement are increased by
- a. having a bidders' meeting to discuss the RFP.
  - b. inviting a large number of stakeholders to review the projects.
  - c. having only one person make a decision about which projects to implement.
  - d. having a well-rounded committee and well-understood evaluation criteria.

**ANSWER:** d

**FEEDBACK:**

- a. The chances of making the best decision about which projects to implement are increased by having a well-rounded committee and well-understood evaluation criteria.
- b. The chances of making the best decision about which projects to implement are increased by having a well-rounded committee and well-understood evaluation criteria.
- c. The chances of making the best decision about which projects to implement are increased by having a well-rounded committee and well-understood evaluation criteria.
- d. The chances of making the best decision about which projects to implement are increased by having a well-rounded committee and well-understood evaluation criteria.

**POINTS:** 1  
**DIFFICULTY:** Difficulty: Moderate  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected  
**NATIONAL STANDARDS:** United States - BUSPROG: Ethics  
**KEYWORDS:** Bloom's: Evaluation  
**DATE CREATED:** 2/16/2017 12:16 AM  
**DATE MODIFIED:** 2/16/2017 12:21 AM

95. Project life cycles
- a. always include the preparation of a written request for proposal.
  - b. follow a rigid process that includes development of a project charter and RFP.
  - c. sometimes move from initiating to planning and performing phases without a formal request for proposal.
  - d. may include the funds available for completing the project during each phase.

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ANSWER: c

FEEDBACK:

- a. Project life cycles sometimes move from initiating to planning and performing phases without a formal request for proposal.
- b. Project life cycles sometimes move from initiating to planning and performing phases without a formal request for proposal.
- c. Project life cycles sometimes move from initiating to planning and performing phases without a formal request for proposal.
- d. Project life cycles sometimes move from initiating to planning and performing phases without a formal request for proposal.

POINTS: 1

DIFFICULTY: Difficulty: Moderate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected

NATIONAL STANDARDS: United States - BUSPROG: Analytic

KEYWORDS: Bloom's: Evaluation

DATE CREATED: 2/16/2017 12:21 AM

DATE MODIFIED: 2/16/2017 12:24 AM

96. Business customers and contractors

- a. consider the RFP/proposal process to be a competitive situation.
- b. should receive special information because they have a relationship with the customer.
- c. have an advantage over other types of contractors, e.g., government, military, or private firms.
- d. deserve special consideration during the development of the RFP.

ANSWER: a

FEEDBACK:

- a. Business customers and contractors consider the RFP/proposal process to be a competitive situation.
- b. Business customers and contractors consider the RFP/proposal process to be a competitive situation.
- c. Business customers and contractors consider the RFP/proposal process to be a competitive situation.
- d. Business customers and contractors consider the RFP/proposal process to be a competitive situation.

POINTS: 1

DIFFICULTY: Difficulty: Challenging

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: UPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected

NATIONAL STANDARDS: United States - BUSPROG: Analytic

KEYWORDS: Bloom's: Comprehension

DATE CREATED: 2/16/2017 12:24 AM

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97. The request for proposal

- a. is the same as a project charter.

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- b. allows contractors to understand what the customer expects.
- c. is used in every project.
- d. is developed at the same time as the project charter.

**ANSWER:** b

**FEEDBACK:**

- a. The request for proposal allows contractors to understand what the customer expects.
- b. The request for proposal allows contractors to understand what the customer expects.
- c. The request for proposal allows contractors to understand what the customer expects.
- d. The request for proposal allows contractors to understand what the customer expects.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Challenging

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.02 - 2. Explain how projects are prioritized and selected

**NATIONAL STANDARDS:** United States - BUSPROG: Communication - Communication

**KEYWORDS:** Bloom's: Comprehension

**DATE CREATED:** 2/16/2017 12:53 AM

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98. The customer requirements are
- a. the requirements for the number of contractors to bid on the project.
  - b. the acceptance criteria for the project.
  - c. the specifications and attributes of the proposed solution.
  - d. the major tasks to be completed in the project.

**ANSWER:** c

**FEEDBACK:**

- a. The customer requirements are the specifications and attributes of the proposed solution.
- b. The customer requirements are the specifications and attributes of the proposed solution.
- c. The customer requirements are the specifications and attributes of the proposed solution.
- d. The customer requirements are the specifications and attributes of the proposed solution.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Moderate

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.03 - 3. Identify and describe at least eight elements of a project charter

**NATIONAL STANDARDS:** United States - BUSPROG: Reflective Thinking

**KEYWORDS:** Bloom's: Comprehension

**DATE CREATED:** 2/16/2017 12:58 AM

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99. The inclusion of instructions for format and content of the contractor proposals in the RFP

- a. eliminates the need for an evaluation team.
- b. is so that a fair evaluation can be made.
- c. helps ensure the proposals are received by the due date.
- d. is a requirement in every RFP.

**ANSWER:** b

**FEEDBACK:**

- a. The inclusion of instructions for format and content of the contractor proposals in the RFP is so that a fair evaluation can be made.
- b. The inclusion of instructions for format and content of the contractor proposals in the RFP is so that a fair evaluation can be made.
- c. The inclusion of instructions for format and content of the contractor proposals in the RFP is so that a fair evaluation can be made.
- d. The inclusion of instructions for format and content of the contractor proposals in the RFP is so that a fair evaluation can be made.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Challenging

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communication - Communication

**KEYWORDS:** Bloom's: Evaluation

**DATE CREATED:** 2/16/2017 1:01 AM

**DATE MODIFIED:** 2/16/2017 1:04 AM

100. Deliverables for the project are

- a. the tangible items that the contractor is to provide.
- b. the key milestones to meet.
- c. products such as an increase in employee morale or improved company image.
- d. key elements of the evaluation criteria for deciding what project to select.

**ANSWER:** a

**FEEDBACK:**

- a. Deliverables for the project are the tangible items that the contractor is to provide.
- b. Deliverables for the project are the tangible items that the contractor is to provide.
- c. Deliverables for the project are the tangible items that the contractor is to provide.
- d. Deliverables for the project are the tangible items that the contractor is to provide.

**POINTS:** 1

**DIFFICULTY:** Difficulty: Challenging

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** SUPM.GIDO.18.02.05 - 5. Prepare a request for proposal

**NATIONAL STANDARDS:** United States - BUSPROG: Communication - Communication

**KEYWORDS:** Bloom's: Evaluation

**DATE CREATED:** 2/16/2017 1:04 AM

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