



# PK0-005<sup>Q&As</sup>

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**QUESTION 1**

Which of the following would be MOST beneficial to do before a call to ensure all meeting items are addressed and the correct participants attend?

- A. Assign action items to attendees.
- B. Distribute an agenda.
- C. Email the minutes from the previous meeting.
- D. Schedule a convenient time.

Correct Answer: B

Distributing an agenda before the meeting serves as a crucial step in effective meeting management. An agenda outlines the topics, objectives, and schedule for the meeting. It helps participants prepare, ensures that all meeting items are addressed, and helps attract the correct participants who have a stake in the discussed topics. An agenda sets clear expectations and allows for more productive and focused discussions during the meeting.

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**QUESTION 2**

A new project team started work three months ago. The team members are increasing their work productivity and are comfortable asking for help with tasks. Which of the following describes the current stage of the project team?

- A. Performing
- B. Adjourning
- C. Forming
- D. Norming

Correct Answer: D

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**QUESTION 3**

Two team members have a minor disagreement on how a task should be performed. The project manager plans to meet with the team members to discuss the matter. Which of the following techniques should the project manager use to emphasize the areas of agreement and downplay the opposing views?

- A. Compromising
- B. Forcing
- C. Smoothing
- D. Collaborating



Correct Answer: C

smoothing A conflict resolution technique that emphasizes areas of agreement rather than differences. With this technique, the project manager helps team members to accommodate the concerns of other people

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#### QUESTION 4

Which of the following key project elements is used to organize deliverables into manageable pieces to ensure the proper steps are executed and to achieve the project's core objectives?

- A. WBS
- B. RACI
- C. RFP
- D. PERT

Correct Answer: A

A Work Breakdown Structure (WBS) is a key project management tool used to organize deliverables into manageable pieces or work packages. It breaks down the project into smaller, more manageable components, which helps in planning, executing, and monitoring the project effectively. By decomposing the project into smaller tasks, the WBS ensures that the proper steps are executed, and it contributes to achieving the project's core objectives. It provides a visual representation of the project's scope and hierarchy of tasks, making it easier to allocate resources, track progress, and manage the project as a whole.

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#### QUESTION 5

A milestone task on the critical path has been completed.

Which of the following should the project manager notify?

- A. Owner of predecessor task
- B. Project team
- C. Project sponsor
- D. Project steering committee

Correct Answer: C