Workplace Planning

Use this key to check answers and read the explanations.

1. A library network sets a three-year direction for expanding access across all its branches. What type of planning is this?

A. Strategic
B. Tactical
C. Operational
D. Contingency

Correct answer: A. Strategic
Strategic planning sets the organization’s broad direction. Here the decision covers the full network over several years.

2. After agreeing on a three-year direction, a department chooses which two branches will pilot new services this year and allocates staff to the pilot. Which type of plan is the department making?

A. Operational
B. Strategic
C. Tactical
D. Contingency

Correct answer: C. Tactical
A tactical plan translates the wider strategy into a department’s actions and resource commitments.

3. A branch manager assigns next week’s front-desk shifts and lists who will open the meeting rooms each day. Which type of plan is this?

A. Strategic
B. Operational
C. Tactical
D. Contingency

Correct answer: B. Operational
The manager is scheduling routine work at a specific location and on specific days.

4. An event plan names a backup room that the host will use only if the original room closes for repairs. What kind of plan is the backup?

A. Routine operational
B. Strategic
C. Tactical
D. Contingency

Correct answer: D. Contingency
A contingency plan sets out what to do if a specified disruption happens.

5. A coordinator needs a target with both a measurable deliverable and a deadline. Which target meets both requirements?

A. Improve recordkeeping by May 31
B. Archive 60 reviewed records by May 31
C. Archive at least 60 reviewed records
D. Start archiving records soon

Correct answer: B. Archive 60 reviewed records by May 31
The first target states how many reviewed records to archive and gives a date for checking completion.

6. An editor can start the accessibility review only after the draft is complete. What relationship belongs in the schedule?

A. Finish the draft before starting the review
B. Finish the review before starting the draft
C. Start the draft after finishing both tasks
D. Start either task first with no dependency

Correct answer: A. Finish the draft before starting the review
The first task’s completion is a prerequisite for the review. Reversing or omitting the dependency would change the work order.

7. Which item belongs on a timeline as a milestone with no duration?

A. Collect feedback during the following week
B. Review the handout for two days
C. Write the handout for three days
D. Final handout approved

Correct answer: D. Final handout approved
Approval marks an event. The other choices describe activities that take time.

8. A draft schedule relies on a room being available every Friday. The team has neither booked it nor checked the calendar. What should it do before publishing the schedule?

A. Remove the room from the list and keep the same dates
B. Treat room availability as guaranteed because it is in the draft
C. Confirm the Friday bookings or revise the assumption
D. Mark the room booking as complete in the schedule

Correct answer: C. Confirm the Friday bookings or revise the assumption
An unverified assumption can affect every meeting date. Confirming it or changing the plan makes the schedule more reliable.

9. The written goal is to finish 40 catalog entries by Friday. At Wednesday’s check, 18 are finished. What does the team still need to know to judge whether it is on track?

A. The planned number of completed entries by the Wednesday check
B. Which person chose the project name
C. Whether the final goal is written in bold
D. How many entries a different team archived last year

Correct answer: A. The planned number of completed entries by the Wednesday check
Comparing the 18 completed entries with the number expected by that point measures progress against this plan.

10. Two tasks each require an entire two-person team on Tuesday morning. Only one such team is available. There is no way to split either task. What should the scheduler change?

A. Leave both Tuesday tasks because they do not depend on each other
B. Assign both tasks to the same team at the same time
C. Assign one person to each task
D. Move one task to a different available time

Correct answer: D. Move one task to a different available time
The tasks compete for the same people even if the work itself is independent. They need separate time slots or another complete team.

11. Drafting takes 3 days and reviewing takes 2 more. Illustrating takes 4 days and can start with drafting. The handout is ready once reviewing and illustrating are both finished. What is the earliest finish?

A. 7 days
B. 4 days
C. 5 days
D. 9 days

Correct answer: C. 5 days
The draft and review take 5 days in sequence. The separate 4-day illustration work finishes sooner, so the whole plan takes 5 days.

12. A workshop needs a two-hour setup immediately before a one-hour session, using the same room. The room is open 9:00–11:30 and 13:00–16:00. Which session start works?

A. 10:30
B. 15:00
C. 11:00
D. 14:30

Correct answer: B. 15:00
Only 15:00 leaves two uninterrupted hours for setup in the afternoon and one hour for the session before the room closes.

13. Two independent work streams finish after 6 days and 9 days. Both must finish before a shared launch. The 6-day stream slips by 2 days and the other stays on track. What happens to the earliest launch?

A. It moves to day 17
B. It moves to day 11
C. It moves to day 8
D. It stays at day 9

Correct answer: D. It stays at day 9
The shorter stream now ends on day 8. The other stream still ends later, on day 9, and determines the launch date.

14. Printing takes 2 full workdays after approval. Pickup takes 1 more full workday after printing. The deadline is the end of Friday and the office works Monday through Friday. By the end of which day must approval happen at the latest?

A. Tuesday
B. Wednesday
C. Thursday
D. Monday

Correct answer: A. Tuesday
Printing can occupy Wednesday and Thursday, with pickup on Friday. Approval must be complete by Tuesday evening.

15. A team needs at least 48 reviewed records in at most 7 days, using no more than 3 staff. Among eligible plans, it chooses the fastest. Which plan wins?

A. 47 records in 5 days with 3 staff
B. 54 records in 7 days with 3 staff
C. 48 records in 6 days with 3 staff
D. 56 records in 6 days with 4 staff

Correct answer: C. 48 records in 6 days with 3 staff
The first two plans meet all the limits. The other plans miss either the record target or the staff cap. Of the two eligible plans, 6 days is faster.