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Question #1

Topic 1

A learning specialist is configuring a Project for course-design work. Their organization has an internal instructional-design standard and a preferred output structure for lesson outlines.

Which custom-instruction set best supports this use case?

- A. Name Claude's role as a course designer; let each chat's prompt specify the standards and output structure for that lesson, since lessons vary widely.
- B. Name Claude's role as a course designer and require alignment to the organization's instructional-design standards; leave output structure to Claude based on the topic of each lesson.
- C. Specify only the preferred output structure for lesson outlines, since the structure carries the standards implicitly and naming the role adds no value.
- D. Name Claude's role as a course designer, require alignment to the organization's instructional-design standards, and specify the preferred output structure for lesson outlines.

Suggested Answer: D

Explanation: Persistent Project instructions should specify the role, applicable standards, and expected lesson-outline structure.

Community vote distribution

D (100%)

tsmadhvan28 1 week ago

Selected Answer: D

The output format must be defined in the prompt to produce the valid output that the user is expecting it. the course designer role mentions that how claude to think and do the work. so it would be option D

upvoted 1 times

aasowju **Most Recent** 1 week ago

does same questions coming in the exam ? Can we prepare these questions

upvoted 1 times

Monu_kushwaha 1 month ago

Selected Answer: D

a prompt should have to contain each detail in case he want the well output, output will be based the prompt structure and output format that prompt specify.

upvoted 1 times

Kebi81 1 month, 2 weeks ago

Selected Answer: D

Need all expected output to be available as part of prompt and not in your minds, don't leave claude to guess

upvoted 1 times

You are a project manager reviewing stakeholder messages that teammates have drafted about Claude's role in a workflow. Which two messages are appropriate for stakeholder communication about Claude? (Choose two.)

Each correct answer presents part of the solution.

- A. a claim that the model never makes errors and requires no quality review
- B. a vague reassurance that "the AI is taking care of it" without further detail
- C. a claim that Claude will handle every task without any human involvement
- D. a clear statement of the limits and known failure modes of the integration
- E. an honest description of where Claude assists and where humans retain decisions

Suggested Answer: *D, E*

Explanation: Communicate limitations honestly and distinguish AI assistance from decisions retained by people.

Currently there are no comments in this discussion, be the first to comment!

You are reviewing a Claude-generated competitor brief for unsupported claims.

Which is the correct order of review steps?

- (1) Cross-check each specific claim against the supplied source material or trusted external references.
- (2) Decide whether to correct, re-prompt, or escalate based on findings.
- (3) Document each unsupported or inconsistent claim with location and severity.
- (4) Identify the specific factual claims, statistics, and citations in the brief.
- (5) Read the brief end to end and flag any claims that feel surprising.

- A. 1, 4, 5, 3, 2
- B. 4, 5, 1, 3, 2
- C. 5, 1, 4, 3, 2
- D. 5, 4, 1, 3, 2

Suggested Answer: *D*

Explanation: Read the brief, identify concrete claims, verify them, record issues, and decide the appropriate response.

Currently there are no comments in this discussion, be the first to comment!

You are designing a checklist for evaluating Claude outputs and must complete the upstream steps before scoring an output. Which two steps must be completed BEFORE scoring a Claude output against the checklist? (Choose two.)

Each correct answer presents part of the solution.

- A. Define the evaluation criteria that matter for the task at hand.
- B. Promote the approved output into the downstream production process.
- C. Forward unacceptable outputs to a senior reviewer for second-pass review.
- D. Specify the threshold that distinguishes acceptable from unacceptable output.
- E. Document the final score and the reviewer comments for the audit trail.

Suggested Answer: A, D

Explanation: Define the assessment criteria and acceptance threshold before scoring an output.

Currently there are no comments in this discussion, be the first to comment!

You are a business analyst deciding which output formatting and context-window practices to recommend to teammates. Which two practices represent effective use of the context window? (Choose two.)

Each correct answer presents part of the solution.

- A. Reuse the same context block across multiple requests to avoid rebuilding it each time.
- B. Concatenate all source documents end-to-end with no separators between them.
- C. Paste full email threads related to the project into context so the model has complete conversational history.
- D. Trim irrelevant material before submitting the request to keep context focused.
- E. Use clear section headers to separate different parts of the input material.

Suggested Answer: *D, E*

Explanation: Remove irrelevant content and separate sources clearly so context remains focused and attributable.

Currently there are no comments in this discussion, be the first to comment!

Preparing an AI-assisted work product for external delivery, a senior manager is applying the AI Fluency Framework Diligence competency.

Which step best reflects Diligence principles?

- A. Deliver the work product without independent verification on the basis that AI assistance shifts accountability away from the human, even though Diligence holds the human fully accountable for the output.
- B. Delegate accountability for the AI-assisted work product to Claude itself rather than retaining it as a human obligation, contrary to the Diligence principle that humans remain accountable for AI-assisted outputs.
- C. Skip verification of any element on the assumption that fluent output implies accuracy, even though Diligence requires the human to verify and correct AI-assisted outputs before they are acted upon.
- D. Identify the elements of the work product that must be independently verified or corrected before delivery, and take ownership of those verifications as a professional accountability obligation.

Suggested Answer: D

Explanation: Diligence includes human accountability for verification, correction, and responsible delivery.

Community vote distribution

D (100%)

🗨️ 👤 **Mirza_shad** Most Recent 1 week ago

Selected Answer: D

Accountability is for human because at the end human gives input to the Claude to be acted upon.

upvoted 1 times

🗨️ 👤 **Kebi81** 1 month, 2 weeks ago

Selected Answer: D

Claude Workflow need to be considered always as a collaborative tool rather than shifting accountability. Remember accountability always lie on the human

upvoted 1 times

You are reviewing claims about prompt iteration that colleagues have made in a recent training. Which two claims about prompt iteration are accurate? (Choose two.)

Each correct answer presents a complete solution.

- A. Repeated resubmission of the same prompt is the most reliable way to improve output.
- B. Output comparison against original criteria validates whether iteration helped.
- C. Iteration is most productive when each change targets a specific diagnosed weakness.
- D. Iteration should stop only after every possible alternative phrasing has been tried.
- E. More iterations always produce a better output regardless of what was changed.

Suggested Answer: B, C

Explanation: Target a diagnosed weakness and compare the result with the original success criteria.

Community vote distribution

B,C (100%)

🗉 👤 **Mirza_shad** Most Recent 1 week ago

Selected Answer: B,C

We should iteration when ever required.

upvoted 1 times

A Claude associate is reviewing a Claude-drafted set of customer-segment descriptions for an internal marketing brief. One description applies a generalization about a demographic group's purchasing behavior that does not hold for individual customers in the segment.

Which response is most appropriate?

- A. Revise the description to focus on observed behaviors rather than generalizations about people, and validate the revision against actual customer data.
- B. Remove the entire customer-segment description from the brief, since any segmentation that involves demographic characteristics is likely to introduce similar issues.
- C. Keep the description as written for the internal brief, since internal use does not carry the same risk as external publication of demographic generalizations.
- D. Add a disclaimer to the description, noting that the generalization may not apply to all individuals in the segment, and keep the underlying description unchanged.

Suggested Answer: A

Explanation: Replace unsupported demographic generalizations with observed behavior and validate against customer evidence.

Community vote distribution

D (100%)

🗉 👤 **BalaGCPArch** Most Recent 1 week ago

Selected Answer: D

Claude does not change the outcome for single customer that too considering its marketing
upvoted 1 times

🗉 👤 **Mirza_shad** 1 week ago

Selected Answer: D

adding disclaimer helps in this case.
upvoted 2 times

You are running an optimization pass on a recurring workflow.

Which is the correct order of optimization steps?

- (1) Apply targeted optimization to the bottleneck step
- (2) Roll out the optimized workflow to the broader team and document the change
- (3) Identify the bottleneck step using measured time per step and queue length
- (4) Map the current workflow steps, owners, and decision points
- (5) Pilot the change with a small group and measure the effect against the prior baseline

- A. 4, 1, 3, 5, 2
- B. 4, 3, 1, 5, 2
- C. 3, 4, 1, 5, 2
- D. 1, 4, 3, 5, 2

Suggested Answer: B

Explanation: Map the workflow, measure its bottleneck, make a targeted change, pilot it, and then roll it out.

Currently there are no comments in this discussion, be the first to comment!

You are a customer-success lead running an interactive workflow where each turn must respond quickly and the per-turn reasoning is light. Which selection best aligns to the requirements?

- A. Choose any model because latency does not vary by model.
- B. Choose Haiku to keep latency low and to handle a light reasoning load efficiently at scale.
- C. Choose Opus to maximize reasoning depth despite higher latency.
- D. Choose a model based on the alphabetical order of its name.

Suggested Answer: B

Explanation: Haiku is the intended lightweight, low-latency choice for a high-volume task with limited reasoning needs.

Community vote distribution

B (100%)

🗨️ **tsmadhvan28** Most Recent 2 weeks ago

Selected Answer: B

Haiku is a lightweight model where it can provide response quickly

upvoted 1 times

🗨️ **Kebi81** 1 month, 2 weeks ago

Selected Answer: B

Haiku goes well when the volume of data is high, and reasoning is little and less complex.

upvoted 1 times

As part of a workflow redesign, a process analyst is applying the AI Fluency Framework Delegation competency. Which two criteria most directly inform Delegation decisions? (Choose two.)

- A. The reversibility of the task and the consequence of an error, which together indicate whether the step is safe to delegate to Claude or should be retained for human decision-making.
- B. The need for human creativity, empathy, or judgment in the step, which indicates whether the task is appropriate for AI delegation or requires the human capabilities Claude cannot provide.
- C. The visual complexity of the workflow diagram, since steps with more connections and dependencies are more likely to require human oversight.
- D. The seniority of the team member who currently performs the step, since more senior roles typically involve higher-stakes tasks that warrant human retention.
- E. The length of time the workflow has existed in its current form, since well-established processes have been sufficiently validated for AI delegation.

Suggested Answer: A, B

AI-derived guidance: Delegation considers error consequences and reversibility as well as the judgment or empathy the task requires.

🗨️ 👤 **Prajakta1** Most Recent 2 weeks ago

Selected Answer: A,B

A. The reversibility of the task and the consequence of an error, which together indicate whether the step is safe to delegate to Claude or should be retained for human decision-making.

B. The need for human creativity, empathy, or judgment in the step, which indicates whether the task is appropriate for AI delegation or requires the human capabilities Claude cannot provide.

upvoted 1 times

A Claude associate is evaluating whether to enable a Skill that was provided by an unfamiliar third party. Which two checks best support a sound trust decision? (Choose two.)

- A. Verify the source of the Skill against the organization's approved-Skill list before enabling it within claude.ai or any Project the team uses for its work.
- B. Treat the Skill's appearance in a public listing as sufficient validation, without confirming the source, the requested permissions, or alignment with the organization's approved-Skill list.
- C. Skip permission review on the assumption that the Skill cannot exceed the boundaries of the workflow, even though Skills can request access that the task does not require.
- D. Review the permissions and capabilities the Skill requests and confirm that the requested access is appropriate for the task the Skill is intended to perform.
- E. Enable the Skill immediately on the basis of strong external reviews, even though the source has not been validated against the organization's approved-Skill list and the permissions remain unverified.

Suggested Answer: A, D

AI-derived guidance: Check the Skill's source and requested capabilities against organizational approval and the task's needs.

 **Zack_Oldman** Most Recent 3 days ago

Selected Answer: A,D

A is a sound check because an unfamiliar third-party Skill should be verified against the organization's approved-Skill list before it is enabled anywhere the team works. That confirms who provided it and whether the organization has vetted it.

D is a sound check because a Skill's requested permissions and capabilities should match the task it is meant to perform. Access beyond what the task needs is a red flag.

upvoted 1 times

You are a research associate preparing inputs for a long task that references two lengthy regulatory documents, but only specific sections apply.

Which approach best preserves context-window capacity?

- A. Skip the documents entirely and rely on Claude to invent the missing context.
- B. Split each document into one-character pieces and feed them one at a time.
- C. Extract only the relevant sections from each document and include those, omitting unrelated chapters.
- D. Paste the full text of both documents without trimming to maximize available material.

Suggested Answer: *C*

AI-derived guidance: Provide only the relevant document sections rather than filling the context with unrelated material.

Currently there are no comments in this discussion, be the first to comment!

You are a project lead reviewing a teammate's habit of using the same prompt template for every task regardless of type. Which feedback is most warranted?

- A. The prompting strategy should be adapted to each task type because one template does not produce equally strong outputs across all tasks.
- B. The habit is ideal because a single template guarantees consistent quality across all task types.
- C. The prompting strategy should not change between tasks because adapting it wastes time and adds no value.
- D. Task type has no effect on the appropriate prompting strategy.

Suggested Answer: A

AI-derived guidance: Match the prompting strategy to the task and its required result.

 **BuriBuriZaimon** Most Recent 5 days ago

Selected Answer: A

Prompting strategy should be adapted
upvoted 1 times

You are a knowledge worker summarizing common prompt failure patterns for the team.

Which pattern most often produces vague or off-target output?

- A. a prompt that names a topic but does not state the task, audience, or required output structure
- B. a prompt that adds clear constraints on length and tone
- C. a prompt that explicitly names the role, task, audience, and required output format
- D. a prompt that includes a representative example of the desired output

Suggested Answer: A

AI-derived guidance: A topic alone leaves the actual task, audience, and output contract underspecified.

 **BuriBuriZaimon** Most Recent 5 days ago

Selected Answer: A

less precise prompt, more room for error

upvoted 1 times

You are an HR specialist reviewing data items proposed for inclusion in a Claude prompt. Which two data items are appropriate to include in a Claude prompt for a routine task? (Choose two.)

Each correct answer presents a complete solution.

- A. a redacted job description that the model will adapt for a posting
- B. accommodation request notes from an employee's HR file needed to draft a role adjustment memo
- C. employee ID numbers and hire dates for the team roster included to help Claude personalize onboarding communications
- D. a compensation band summary that includes employee names and current salary figures for a specific team
- E. an anonymized summary of an HR policy that the model will rephrase

Suggested Answer: A, E

AI-derived guidance: Use the redacted job description or anonymized policy summary; exclude unnecessary identifiable HR data.

Currently there are no comments in this discussion, be the first to comment!

You are a Claude associate assessing a proposed Claude use case before approving it for your team. Which is the correct order of assessment steps?

- (1) Compare the use case against the organization's policies and the relevant regulatory considerations.
- (2) Document the assessment outcome and the rationale for traceability.
- (3) Identify the audience, decision impact, and reversibility of the outputs.
- (4) Decide whether the use case proceeds, requires modification, or is declined.
- (5) Identify the data types involved and whether sensitive data is implicated.

- A. 3, 1, 5, 4, 2
- B. 1, 3, 5, 4, 2
- C. 5, 3, 1, 4, 2
- D. 3, 5, 1, 4, 2

Suggested Answer: C

AI-derived guidance: Identify data sensitivity and output impact, check policy, make a disposition, and document the rationale.

🗨️ 👤 **DriftKing** 1 month, 2 weeks ago

Selected Answer: D

From Claude -

Correct order: 3 → 5 → 1 → 4 → 2

Identify audience, decision impact, reversibility (3) – establishes how much scrutiny the use case needs.

Identify data types/sensitivity (5) – inventories what data is involved.

Compare against policy & regulations (1) – checks the use case (now characterized) against rules.

Decide: proceed, modify, or decline (4) – the judgment call based on steps 1–3.

Document outcome & rationale (2) – records the decision after it's made.

upvoted 3 times

🗨️ 👤 **DriftKing** **Most Recent** 1 month, 2 weeks ago

Underlying principle: the sequence moves from characterize (who/what/impact) → inventory (data sensitivity) → evaluate (policy/regulatory fit) → decide → record. Each step depends on information produced by the one before it, which is why this ordering – rather than, say, jumping straight to a policy comparison or documenting before a decision exists – is the defensible assessment flow.

upvoted 3 times

The first output from Claude is partially useful but has tone and detail issues.

Which two refinement actions are most likely to produce a meaningfully better output? (Choose two.)

Each correct answer presents a complete solution.

- A. Provide an example of an output that meets the desired standard.
- B. Append the phrase "please do better" to the end of the original prompt.
- C. Add a specific tone descriptor and a concrete audience to the prompt.
- D. Increase the temperature setting and resubmit the unchanged prompt.
- E. Resubmit the same prompt several times and select the best response.

Suggested Answer: A, C

AI-derived guidance: A concrete example and explicit audience/tone guidance directly address the observed deficiencies.

Currently there are no comments in this discussion, be the first to comment!

You are reviewing colleagues' responses to feedback received on Claude-drafted communications. Which two feedback responses are productive? (Choose two.)

Each correct answer presents a complete solution.

- A. declining to revise sections that were generated by Claude on the basis that the model's output should be trusted as written
- B. incorporating all feedback received, including contradictory suggestions, into the next draft simultaneously
- C. deferring all feedback to a later revision cycle to avoid disrupting the current draft's consistency
- D. asking clarifying questions when feedback is ambiguous before acting on it
- E. mapping each piece of feedback to the specific change made in the next draft

Suggested Answer: *D, E*

AI-derived guidance: Clarify ambiguous feedback and trace each accepted suggestion to the resulting edit.

Currently there are no comments in this discussion, be the first to comment!

A project manager is defining how Claude can support requirements analysis for an upcoming engagement. Their team will conduct stakeholder interviews and review existing process documentation as part of discovery.

Which activity fits this domain?

- A. Use Claude to generate a complete requirements list from the project name and a short description, since requirements for similar engagements are largely standard.
- B. Use Claude to prioritize the requirements the team has already gathered, leaving the gathering itself to manual analyst work since prioritization is more time-consuming.
- C. Use Claude to synthesize stakeholder inputs and existing process documentation into a structured list of requirements with traceability to each source.
- D. Use Claude to conduct the stakeholder interviews directly, with the analyst reviewing the recordings afterward to confirm the requirements Claude extracted.

Suggested Answer: C

AI-derived guidance: Synthesize the actual discovery sources into structured, source-traceable requirements.

Currently there are no comments in this discussion, be the first to comment!

An account manager has used Claude to extract requirements from stakeholder notes. Three requirements appear to conflict: two stakeholders specified mutually exclusive workflow steps, and a third requirement assumes an outcome the first two would prevent.

Which step is most appropriate?

- A. Present all three conflicting requirements as alternative options in the requirements document, leaving the resolution to the project's decision-making process later.
- B. Apply Claude to propose a compromise wording for each conflict and submit the compromise to stakeholders as the proposed resolution.
- C. Select the requirement that has the strongest business justification in the source notes, set the conflicting requirements aside, and proceed with the selected one.
- D. Flag the conflicts in the requirements document, document the source for each side, and route the conflicts back to the originating stakeholders for resolution.

Suggested Answer: *D*

AI-derived guidance: Preserve conflicting requirements and their sources, then ask the relevant stakeholders to resolve them.

Currently there are no comments in this discussion, be the first to comment!

A knowledge worker is explaining the cost, speed, and quality trade-offs across Claude models to a colleague. Which generalization correctly describes the trade-off?

- A. Speed and rate-limit consumption are independent of model capability; the difference between Haiku, Sonnet, and Opus is reasoning depth alone.
- B. More capable models generally consume more of the rate limit and run more slowly, while lighter models are faster and consume less of the rate limit.
- C. More capable models generally consume less of the rate limit because their reasoning is more efficient, even though they run more slowly than lighter models.
- D. Lighter models consume more of the rate limit per request than more capable models, since lighter models require multiple passes to match heavier-model quality.

Suggested Answer: *B*

AI-derived guidance: The intended general trade-off favors lighter models for speed and budget efficiency; exact limits depend on model and plan.

Currently there are no comments in this discussion, be the first to comment!

A finance manager must select a Claude feature for a task that requires deterministic calculations across a multi-tab spreadsheet. Which selection best fits the requirement?

- A. Use an Artifact alone for the calculations, which provides a stable editable surface for the result but does not perform the deterministic computation that Code Execution would run.
- B. Use Code Execution, which runs code in a sandbox to perform calculations on the uploaded file and produce verified outputs the associate can check.
- C. Use the Research feature for the calculations, which gathers and synthesizes external sources and is not the appropriate feature for deterministic computation on an uploaded spreadsheet.
- D. Use a standard chat prompt for the calculations, which generates text without running code and does not produce the verified deterministic output the multi-tab calculation task requires.

Suggested Answer: *B*

AI-derived guidance: Code execution performs deterministic calculations on the actual file; a human should still verify the results.

 **Kritika** Most Recent 5 days ago

Selected Answer: B

Code Execution gives deterministic results

upvoted 1 times

A Claude associate is troubleshooting a Claude response that addressed only one of three required questions in a prompt. The prompt listed all three questions in a single paragraph separated by commas.

Which root cause is most likely?

- A. The prompt was too long and Claude focused on the question with the strongest grounding in the surrounding context.
- B. The prompt's required questions were addressed implicitly across the response, even though the response did not visibly answer each question.
- C. The prompt's task statement did not enumerate the three required questions explicitly enough for Claude to address each one in turn.
- D. The prompt's audience and tone specification overshadowed the task statement, so Claude prioritized voice over coverage.

Suggested Answer: C

AI-derived guidance: Explicitly enumerate all required questions and require a separate answer to each.

Currently there are no comments in this discussion, be the first to comment!

A sales manager is iterating on a Claude-generated solution prototype after a stakeholder review identified two specific concerns. The rest of the prototype was accepted as written.

Which iteration approach is most likely to produce a strong next version?

- A. Rewrite the prototype from scratch incorporating the two specific concerns, since starting fresh integrates the feedback more cleanly than targeted edits.
- B. Address the two specific concerns and add a third improvement the associate identified, since combining stakeholder feedback with self-identified improvements is more efficient.
- C. Address the two specific concerns directly, leave unrelated parts unchanged, and document the changes for the next review.
- D. Address the two specific concerns and also revise unrelated sections to maintain consistent voice across the prototype after the edits.

Suggested Answer: C

AI-derived guidance: Address the accepted review's two concerns with targeted edits and document the changes.

Currently there are no comments in this discussion, be the first to comment!

You are a senior analyst using Claude to analyze requirements from several stakeholder sources.

Which is the correct order of steps?

- (1) Group related requirements and flag conflicts or ambiguities for stakeholder review.
- (2) Validate the structured output against the original sources for accuracy and completeness.
- (3) Submit the consolidated inputs to Claude with a structured extraction prompt.
- (4) Gather and label the source materials so each requirement can be traced.
- (5) Document the final requirements set with source traceability and status.

- A. 4, 1, 3, 2, 5
- B. 4, 3, 1, 2, 5
- C. 1, 4, 3, 2, 5
- D. 3, 4, 1, 2, 5

Suggested Answer: B

AI-derived guidance: Gather traceable sources, extract requirements, organize and flag issues, validate, and document the final set.

🗂️ 👤 **Suthish1981** Most Recent 1 week ago

Selected Answer: B

Because the workflow has to follow the natural data flow: you can't organize or group requirements that don't exist yet.

Walking through it:

1. **(4) Gather and label the sources** – first you collect and tag the raw materials so every requirement can later be traced back. Nothing can happen before you have labeled inputs.
2. **(3) Submit to Claude with a structured extraction prompt** – now you actually extract the requirements from those sources. This has to come before grouping, because you need the extracted output to group.
3. **(1) Group related requirements and flag conflicts** – once Claude has produced structured requirements, you cluster them and surface ambiguities/conflicts for stakeholders.
4. **(2) Validate against the original sources** – check the grouped/structured output back against the labeled sources for accuracy and completeness.
5. **(5) Document the final set with traceability** – finalize and record, with status and source links.

So: **4 → 3 → 1 → 2 → 5 = B.**

The trap is option A (4, 1, 3, 2, 5), which puts **grouping (1)** before submitting to Claude (3). That's backwards – you can't group or flag conflicts in requirements until the extraction step has actually produced them. The "Most Voted" tag on A is just crowd voting, and it's wrong here.
upvoted 2 times

📄 👤 Micheal567 2 weeks ago

Selected Answer: A

Step (4) – Gather and label source materials:

Why first: Before you can process, analyze, or prompt an AI with any requirements, you must first collect, organize, and label your inputs (e.g., meeting transcripts, stakeholder emails, documents). Without clear labels, you lose source traceability from the very beginning.

Step (1) – Group related requirements and flag conflicts/ambiguities:

Why second: Before feeding raw or unorganized text into an AI model, a human analyst needs to review the collected materials, cluster related ideas, and identify glaring contradictions or missing details. Doing this upfront ensures the inputs are structured logically and prepares clean, coherent data for the AI.

Step (3) – Submit consolidated inputs to Claude with a structured extraction prompt:

Why third: Now that your materials are gathered, labeled, and pre-screened for obvious conflicts, you feed them into Claude using a well-defined, structured prompt to extract, categorize, and format the requirements systematically.

Step (2) – Validate the structured output against original sources:

Why fourth: AI models can hallucinate, misinterpret, or miss subtle details. Therefore, immediately after receiving the structured output from Claude, you must cross-check it against the original source materials to ensure complete accuracy, fidelity, and completeness.

Step (5) – Document the final requirements set with source traceability and status:

Why last: Once the AI's output has been rigorously validated and any gaps or conflicts are resolved, you finalize and publish the formal requirements document complete with tracking statuses and source references.

upvoted 3 times

You are evaluating whether a “redesign new-hire onboarding” request should be decomposed before prompting Claude. Which feature of the request most strongly indicates decomposition will help?

- A. The request is for a single structured document that can be produced from one set of inputs in one prompt.
- B. The request requires multiple distinct outputs: a process map, supporting materials, and a measurement plan.
- C. The request involves a single well-defined output with a clear input and a familiar format.
- D. The request involves content the associate has produced many times before and knows can be handled in a single well-structured prompt.

Suggested Answer: B

AI-derived guidance: Distinct deliverables with different requirements are a strong reason to decompose the task.

Currently there are no comments in this discussion, be the first to comment!

You are a procurement associate decomposing a vendor-evaluation task. Which dependency ordering reflects sound sequencing?

- A. Define evaluation criteria first, gather vendor data against those criteria, then score and rank.
- B. Rank vendors before any data is collected.
- C. Score vendors first and decide on the criteria afterward.
- D. Skip criteria and ask Claude to produce a vendor recommendation from no inputs.

Suggested Answer: A

AI-derived guidance: Define criteria before collecting comparable data and using that data to score vendors.

Currently there are no comments in this discussion, be the first to comment!

You are a marketing manager using Claude to ideate concepts for a campaign and must complete the framing steps before generating concepts. Which two framing steps must be completed BEFORE asking Claude to generate concepts? (Choose two.)

Each correct answer presents part of the solution.

- A. Select a finalist concept and prepare it for stakeholder approval.
- B. Define the goal of the campaign and the success metrics for the campaign.
- C. Review the Claude-generated concepts and select the two strongest for further development.
- D. Schedule the campaign launch and the rollout dates with the agency.
- E. Define the brand voice and the audience the concepts will speak to.

Suggested Answer: B, E

AI-derived guidance: Establish the campaign objective, success measures, audience, and brand voice before generating concepts.

Currently there are no comments in this discussion, be the first to comment!

You are a knowledge worker deciding whether to escalate a Claude-generated output.

Which is the correct order of decision steps?

- (1) Identify the audience and the impact of the output if it is wrong.
- (2) Document the decision and the rationale for traceability.
- (3) Compare the output's risk profile to the organization's escalation criteria.
- (4) Decide whether to use, iterate further, or escalate.
- (5) Assess the output's accuracy, completeness, and any unverified claims.

- A. 5, 1, 3, 4, 2
- B. 3, 1, 5, 4, 2
- C. 1, 5, 3, 4, 2
- D. 1, 3, 5, 4, 2

Suggested Answer: C

AI-derived guidance: Determine audience and impact, assess quality, compare escalation criteria, decide, and record the rationale.

🗨️ **akshaykoul89** Most Recent 6 days ago

Selected Answer: C

1st step should be to identify, assessment of output comes later
upvoted 2 times

🗨️ **Storm breaker** 1 week ago

Selected Answer: C

First step is always to check reversibility, so correct order 1, 5,3,4,2
upvoted 3 times

🗨️ **Lkjayaram** 1 week ago

Selected Answer: A

A is correct
upvoted 1 times

🗨️ **Coolmounty** 3 weeks ago

Selected Answer: A

Step 5: Assess the output's accuracy, completeness, and unverified claims.

Step 1: Identify the audience and the impact if the output is wrong.

Step 3: Compare the resulting risk profile to the organization's escalation criteria.

Step 4: Decide whether to use, iterate, or escalate.

Step 2: Document the decision and rationale.
upvoted 3 times

You are a product designer using Claude in a solution design exercise. Which solution-design step should be performed first when using Claude?

- A. Articulate the problem the solution must address and the constraints in play.
- B. Compare the candidate concepts against the constraints and select a finalist.
- C. Produce detailed mock-ups of the chosen solution for stakeholder review.
- D. Generate candidate solution concepts using Claude across diverse styles.

Suggested Answer: A

AI-derived guidance: A solution design needs an explicit problem and constraints before ideation and selection.

Currently there are no comments in this discussion, be the first to comment!

You are a knowledge worker who decomposed a “draft a board memo” request into fifteen tiny steps and noticed the output now feels disjointed because related ideas were split apart.

Which adjustment is most appropriate?

- A. Combine the original request back into one unstructured sentence.
- B. Subdivide each tiny step into ten more tiny steps for additional precision.
- C. Remove all sequencing so the steps run in random order.
- D. Consolidate related steps into fewer cohesive sections that group naturally connected ideas.

Suggested Answer: *D*

AI-derived guidance: Group naturally related work into cohesive sections instead of fragmenting it into disconnected microsteps.

Currently there are no comments in this discussion, be the first to comment!

You are a knowledge worker reviewing a Claude-generated brief that asserts a “well-known industry standard” without naming any source. How should this assertion be handled?

- A. Treat the assertion as unverified, and either source it from an authoritative reference or remove it.
- B. Accept the assertion because the phrase “well-known” is reassuring.
- C. Republish the brief unchanged because the claim sounds authoritative.
- D. Strengthen the assertion by adding more confident wording.

Suggested Answer: A

AI-derived guidance: An unnamed standard is an unverified assertion until an authoritative source supports it.

Currently there are no comments in this discussion, be the first to comment!

You are decomposing a “build a customer journey map” request.

Which is the correct order of decomposed steps?

- (1) Identify the touchpoints the customer encounters during each stage.
- (2) Define the persona and the journey scope to be mapped.
- (3) Capture pain points and opportunities at each touchpoint.
- (4) Synthesize the findings into the final journey-map artifact.
- (5) Identify the major stages the persona moves through.

- A. 2, 5, 1, 3, 4
- B. 1, 2, 5, 3, 4
- C. 5, 2, 1, 3, 4
- D. 2, 1, 5, 3, 4

Suggested Answer: A

AI-derived guidance: Define persona and scope, stages, touchpoints, pain points, and then synthesize the map.

Currently there are no comments in this discussion, be the first to comment!

A knowledge worker is applying the AI Fluency Framework Description competency while revising an underperforming prompt. Which revision best reflects Description principles?

- A. Remove the existing context from the prompt and submit only the bare task statement, eliminating the audience, format, and constraint information that Description principles call for in a clear specification.
- B. Replace the specific instructions with generic phrasing that broadens the task scope, undoing the specification work that Description principles require for a reliable, useful output on the next run.
- C. Specify the task scope, the required output format, the audience, and the relevant constraints with sufficient clarity that the prompt produces a useful, reliable output on the next run.
- D. Add length to the prompt by inserting filler text that does not specify task scope, output format, audience, or constraints, leaving the original specification gaps in the underperforming prompt unaddressed.

Suggested Answer: *C*

AI-derived guidance: Description makes the task, output, audience, and constraints clear enough for useful execution.

Currently there are no comments in this discussion, be the first to comment!

You are validating evaluation criteria proposed for a Claude-generated business brief. Which two criteria are valid for evaluating a Claude-generated brief? (Choose two.)

Each correct answer presents part of the solution.

- A. factual accuracy of the claims made against the supplied source material
- B. consistency of the writing style with the organization's established tone guidelines
- C. total word count of the output relative to industry benchmarks for business briefs
- D. presence of an executive summary section as a structural completeness check
- E. alignment of the output with the requested format and length constraints

Suggested Answer:

AI-derived guidance: A and E are broadly applicable evaluation dimensions. B and D can also be valid when tone or an executive summary is required; the choose-two wording does not establish a unique key. Review this question manually.

Currently there are no comments in this discussion, be the first to comment!

An operations assistant is redesigning a recurring data processing workflow step to use Code Execution. Which two design choices best support reliable integration? (Choose two.)

- A. Vary the input file format from run to run to accommodate the different source systems that supply the data each week.
- B. Define a brief output verification step in which the human reviewer confirms the computed result against an expected range or sanity check before the output advances to downstream consumers.
- C. Embed the Code Execution step inside the workflow without documenting the expected output format or the fields it produces.
- D. Standardize the input file format the step expects, so each run of the Code Execution step receives consistent input and produces comparable, verifiable output across recurring weekly cycles.
- E. Eliminate the human review step that follows Code Execution, since the sandboxed environment already verifies that the code ran without errors.

Suggested Answer: *B, D*

AI-derived guidance: Standardize inputs and verify computed output against a sensible expectation before passing it downstream.

Currently there are no comments in this discussion, be the first to comment!

You are an operations team member preparing inputs to summarize customer feedback. The feedback file mixes public quotations with personal contact details.

Which preparation approach is most appropriate?

- A. Extract only the feedback content needed for the summary, redact or anonymize personal contact details, and submit the trimmed input.
- B. Submit the entire file unchanged so Claude has complete context.
- C. Replace the feedback content with the personal contact details and ask Claude to invent the missing feedback.
- D. Strip out the feedback content and submit only the personal contact details.

Suggested Answer: A

AI-derived guidance: Minimize the input to relevant feedback and remove unnecessary personal contact details.

Currently there are no comments in this discussion, be the first to comment!

You are reviewing a Claude-generated report whose tone is confident throughout. Which question best separates plausibility from verification?

- A. Can each specific claim be traced to a credible source or to the supplied input material?
- B. Does the response open with a clear, well-framed statement of the main finding?
- C. Does the response cover the topic comprehensively based on its length and section count?
- D. Does the response use varied sentence structure across sections?

Suggested Answer: A

AI-derived guidance: Traceable evidence verifies claims; confident style and fluent prose do not.

Currently there are no comments in this discussion, be the first to comment!

You are an operations lead and notice that a Project's outputs have been drifting from the team's current expectations. Which maintenance action should be tried first?

- A. Review the Project's instructions and reference materials against current standards.
- B. Switch the Project to a different Claude model in the hope it behaves better.
- C. Continue using the Project and accept the drift as the new baseline of behavior.
- D. Retire the Project and rebuild a new one from scratch with fresh content.

Suggested Answer: A

AI-derived guidance: Check the Project's instructions and references against current expectations before changing models or rebuilding.

Currently there are no comments in this discussion, be the first to comment!

You are a knowledge worker transitioning from a long, drifting conversation into a fresh focused session. Which is the correct order of transition steps?

- (1) Begin a new chat and paste the summary as its starting context.
- (2) Summarize the goals, key decisions, and open questions from the long conversation.
- (3) Identify which references should persist beyond the current chat.
- (4) Move persistent references into a Project's knowledge base or attach them as needed.
- (5) Confirm the new chat is on-task before continuing the work.

- A. 1, 2, 3, 4, 5
- B. 2, 3, 4, 1, 5
- C. 2, 4, 3, 1, 5
- D. 3, 2, 4, 1, 5

Suggested Answer: *B*

AI-derived guidance: Summarize decisions, identify and retain durable references, start a fresh chat, and confirm its focus.

Currently there are no comments in this discussion, be the first to comment!

A manager is deciding what changes to make while conducting a memory maintenance review for a long-running workflow. Which two actions best support memory quality over time? (Choose two.)

- A. Delete all memories as the maintenance action to ensure a clean slate, then allow Claude to rebuild context organically through subsequent workflow runs.
- B. Disable Memory entirely to eliminate the risk of stale entries surfacing in future workflow runs.
- C. Identify and edit or delete entries that are stale, inaccurate, or no longer relevant, and add context Claude has not automatically captured but the workflow continues to need.
- D. Leave all memories untouched on the basis that the workflow has been running consistently and no output quality issues have been reported.
- E. Export the current memories as a backup before making changes, so prior context can be restored if a maintenance edit unintentionally removes information the workflow still depends on.

Suggested Answer: C, E

AI-derived guidance: Back up current memory, remove or correct stale entries, and add missing information still needed by the workflow.

Currently there are no comments in this discussion, be the first to comment!

An HR business partner is building a long-running workspace where a team handbook, a leveling guide, and a policies-FAQ document will be referenced across many separate chats by several team members.

Which Claude feature is designed for this use case?

- A. Connect the team's Google Drive folder where the three documents live, so the connector surfaces them inside each chat at the moment the chat needs them.
- B. Generate an Artifact containing the three documents, which gives the team an editable surface for the reference content that persists across chats.
- C. Create a Project, which provides a persistent workspace with its own knowledge base and custom instructions shared across chats and members.
- D. Attach all three documents to each chat as needed, since per-chat attachments give the chat direct access to the documents without additional setup.

Suggested Answer: C

AI-derived guidance: A Project provides persistent reference knowledge and shared instructions for a recurring workload.

Currently there are no comments in this discussion, be the first to comment!

You are an analyst fact-checking a Claude-generated report. Two cited sources give conflicting dates for the same event. Which approach is correct?

- A. Choose the more recent date on the basis that later sources typically reflect updated or corrected information.
- B. Average the two conflicting dates and use the average.
- C. Locate a primary or authoritative source for the event and use the date that source confirms.
- D. Publish both dates without resolving the conflict and let the reader choose.

Suggested Answer: *C*

AI-derived guidance: Resolve conflicting dates using a reliable primary or authoritative source.

Currently there are no comments in this discussion, be the first to comment!

A business analyst is converting a sticky-note request from a stakeholder into a structured prompt for Claude. Which is the correct order of conversion steps?

- (1) Confirm the audience and the decision the response must support.
- (2) Submit the structured prompt to Claude.
- (3) Identify the underlying task hidden in the sticky-note language.
- (4) Specify the desired length, tone, and output format.
- (5) Add the supporting facts and constraints relevant to the task.

- A. 3, 5, 1, 4, 2
- B. 1, 3, 5, 4, 2
- C. 3, 1, 5, 4, 2
- D. 2, 3, 1, 5, 4

Suggested Answer: C

AI-derived guidance: Clarify the task and audience, add relevant facts and constraints, specify the output, and submit.

Currently there are no comments in this discussion, be the first to comment!

You are a bank manager presented with a request to use Claude as the sole decision-maker on customer credit-line approvals. Which response is most appropriate?

- A. Accept the sole-decision-maker design because Claude can process applications faster than a human review team.
- B. Expand the design so Claude both evaluates applications and issues final approval notices to customers directly.
- C. Implement the design on a pilot basis and notify compliance only if issues arise during production use.
- D. Decline the sole-decision-maker design and propose Claude assisting analysts who retain decision authority.

Suggested Answer: *D*

AI-derived guidance: Use Claude to assist human analysts rather than make unreviewed credit decisions.

Currently there are no comments in this discussion, be the first to comment!

A Claude associate is identifying the bottleneck in a content workflow that takes too long to publish. The workflow has five steps: research, drafting, internal review, legal review, and publication. There is cycle-time data for each step from the past month.

Which signal most directly identifies the bottleneck?

- A. the step where individual contributors report the highest workload based on their weekly status updates
- B. the step most recently added to the workflow, based on the assumption that process changes introduce the most friction
- C. the step with the longest queue or the largest backlog of items waiting to enter it
- D. the step with the highest average cycle time per item across the past month's runs

Suggested Answer: C

AI-derived guidance: A persistent queue or backlog most directly identifies the constrained workflow stage.

🗉 👤 **BalaGCPArch** Most Recent 6 days ago

Selected Answer: D

The question itself has the clue given telling we have metrics of cycle time and ask is based on what you decide there is bottleneck, obviously it is based on metrics we decide

upvoted 1 times

🗉 👤 **Harik_C** 1 week ago

Selected Answer: D

Why D is correct: The scenario explicitly tells you the available evidence is “cycle-time data for each step from the past month” – so the signal that most directly uses that data is the step with the highest average cycle time. In a linear five-step pipeline (research → draft → internal review → legal review → publication), the step absorbing the most time per item is, by definition, what’s extending total time-to-publish. This is measured, objective, and matches the exact dataset the question hands you.

upvoted 2 times

🗉 👤 **NickNnack** 2 weeks ago

Selected Answer: C

The bottleneck is where work is accumulating. Doesn't matter if the other task takes longer, so long as it is getting cleared.

upvoted 1 times

🗉 👤 **Coolmounty** 3 weeks ago

Selected Answer: C

In operations and workflow management, a bottleneck is fundamentally defined as the point where work accumulates because the demand placed on that step exceeds its capacity. While a high average cycle time (Option D) shows which step takes the longest per item, it does not automatically mean that step is the bottleneck; for instance, a long step might have massive parallel capacity (multiple people working on it) and thus never cause a backup. The true bottleneck is always revealed by where work piles up (the largest queue or backlog) waiting to be processed.

upvoted 2 times