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Appian - ACA-100 - Appian Certified Analyst –High Pass-Rate Reliable Exam Vce

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Appian Certified Analyst Sample Questions (Q19-Q24):

NEW QUESTION # 19

A team of employees manages invoice processing and payments for their organization.

Each day, the team receives invoices via email. The team reviews the invoices, sends payments, and logs the payments manually in a shared spreadsheet.

Where is the best opportunity for automation in this manual process?

- A. Create a process that sends the team a task to input the information upon receipt of the initial invoice
- B. Leverage Robotic Process Automation (RPA) to help the employees send thank you messages to the originating organizations as soon as the invoices are received
- C. Leverage Optical Character Recognition and workflow tools to intake and review the invoices for accuracy upon receipt, then process payments or prompt employees to research
- D. Create a macro that reduces the number of clicks required to enter payment information, and embed the macro into the shared spreadsheet

Answer: C

Explanation:

The best opportunity for automation in the manual process described is to leverage Optical Character Recognition (OCR) and workflow tools. OCR can automatically extract data from the invoices received via email, and the workflow tools can automate the review process, checking the data for accuracy, processing payments, and prompting employees only when exceptions are found.

OCR and Workflow Tools Overview:

OCR technology converts the text in scanned documents or images into machine-readable data, which can be automatically processed.

Workflow tools in Appian can then route the extracted data through a series of steps, automating tasks like data entry, validation, and payment processing.

Automating these steps reduces manual effort, minimizes errors, and ensures that invoices are processed more efficiently.

Why Not Other Options?:

A . Robotic Process Automation (RPA) for thank you messages: This is a less critical part of the process and does not significantly reduce manual work.

B . Creating a task for manual input: This still involves manual data entry, which does not fully utilize automation potential.

C . Macro in the shared spreadsheet: This provides minimal automation and doesn't address the root of the problem, which is manual data entry.

References:

Appian Documentation on OCR Integration: OCR in Appian

Appian Workflow Automation Guide: Automating Processes in Appian

By using OCR and workflow tools, the organization can significantly reduce manual processing time and increase the accuracy of invoice handling.

NEW QUESTION # 20

A given user story has a description and an acceptance criterion.

Which two other things are needed to mark the story as ready?

- A. Sprint number
- B. Estimation
- C. Developer assignment
- D. Priority

Answer: B,D

Explanation:

Priority (A): Before a user story can be marked as ready, it needs to be prioritized. This helps the development team understand the importance of the story relative to other items in the backlog and ensures that the most critical features are addressed first.

Appian Documentation - Managing Backlogs and Prioritization Estimation (D): Estimation is essential to determine the effort required to implement the user story. It allows the team to plan the sprint effectively, allocate resources, and ensure that the story can be completed within the sprint timeline.

Appian Documentation - Estimation Techniques Note: Sprint number (B) and developer assignment (C) are important for sprint planning and task allocation but are not required to mark the story as ready.

NEW QUESTION # 21

During the development phase, a feature was identified that was not initially part of the project scope but is now considered crucial.

What should the Appian Analyst do?

- A. Escalate the feature request to the Product Owner for re-prioritization
- B. Immediately add the feature to the current sprint
- C. Reject the feature as it was not part of the original scope

- D. Wait until the next project phase to include the feature

Answer: A

NEW QUESTION # 22

You need to draft user stories.

What are the three most important requirements to collect?

- A. User Experience
- B. Process Workflow steps
- C. Branding
- D. Security
- E. Report Filters

Answer: A,B,D

Explanation:

When drafting user stories, the most important requirements to collect are those that directly impact the functionality, security, and user experience of the application. These elements ensure that the application not only meets the user's needs but also adheres to best practices in development.

Security (A):

Ensuring that the application is secure is paramount. Security requirements define how user data is protected and how access is controlled within the system.

This includes authentication, authorization, data encryption, and compliance with relevant regulations.

Process Workflow Steps (B):

Understanding the specific steps involved in the process is crucial for accurately capturing how the application should function.

Detailed workflow steps ensure that the application automates and supports the business process as intended.

User Experience (E):

The user experience (UX) defines how users interact with the application, including the interface design, ease of use, and overall satisfaction.

Capturing UX requirements ensures that the application is intuitive and meets the users' needs.

Why Not Other Options?:

C . Report Filters: While important, they are more specific to reporting functionality and not always a core component of every user story.

D . Branding: Branding requirements are typically considered during the design phase, but they are less critical in the functional drafting of user stories.

References:

Appian Documentation on Gathering Requirements: Requirements Gathering in Appian Focusing on security, process workflow, and user experience ensures that the application is robust, effective, and user-friendly.

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NEW QUESTION # 23

You are part of an Agile team, and your responsibilities and attributes include:

A keen understanding of the business, the customer, and the market

The ability to clearly express product backlog items

The ability to prioritize the backlog to optimize the value of what the team will deliver The ability to order the items in the product backlog to best achieve goals and missions.

What is your role name?

- A. Product Owner
- B. Appian Analyst
- C. Sponsor
- D. Scrum Master

Answer: A

Explanation:

The responsibilities and attributes described are aligned with the role of a Product Owner in an Agile team. The Product Owner is responsible for maximizing the value of the product resulting from the work of the development team. They have a deep

understanding of the business, customer needs, and market trends, and they use this knowledge to manage and prioritize the product backlog.

Role of Product Owner:

Understanding the Business: The Product Owner must understand the business context to prioritize work that delivers the most value.

Expressing Product Backlog Items: The Product Owner is responsible for defining and clearly expressing the items in the product backlog.

Prioritizing and Ordering the Backlog: The Product Owner prioritizes and orders the backlog items to optimize the team's output and ensure alignment with business goals.

Why Not Other Options?:

A . Appian Analyst: While an Appian Analyst may have some similar responsibilities, the specific role of managing the product backlog and optimizing the value delivered by the team is the core responsibility of the Product Owner.

B . Scrum Master: The Scrum Master facilitates the Scrum process but does not manage the product backlog.

D . Sponsor: The Sponsor typically provides financial support and strategic direction but does not manage day-to-day product backlog activities.

References:

Appian Community Success Guide: Roles in Agile Teams

The Product Owner role is crucial in ensuring that the development team is working on the most valuable features and that the product aligns with business and market needs.

NEW QUESTION # 24

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