

This questionnaire is to gauge your existing Microsoft Project skills to help us accurately assess your current level for training.

Topics Can you	Can perform	Can perform with assistance	Cannot perform	How recently have you done this? (If applicable)
Call up different views, e.g. Tasks or resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a <i>combination</i> view, e.g. Tasks and their resources on a split screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Change the working time options in a new project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Define what is a project and what is production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enter tasks and set their durations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create relationships between tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify the <i>Critical Path</i> in a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a resource pool and enter materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Intermediate Project

Topics Can you	Can perform	Can perform with assistance	Cannot perform	How recently have you done this? (If applicable)
Assign resources to tasks when <i>Units</i> are fixed; when <i>durations</i> are fixed and when <i>work</i> is fixed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use <i>effort driven</i> resourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assigning resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Level resources: Correct the allocation of a resource to multiple tasks at the same time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign and contour material usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enter resource costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enter constraints and deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Track progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Advanced

Topics Can you	Can perform	Can perform with assistance	Cannot perform	How recently have you done this? (If applicable)
Create custom views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create custom tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filter data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use predefined reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Link and combine projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Share resources across multiple projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Downsize larger projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Link Project with excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a Macro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name:

Company: