

<b>Your Name:</b>	<b>Date:</b>
Have you ever used MS Project before? (or other similar software – e.g. Timeline or Primavera)?	
Most of the time I work on files created by other people	
Are you currently a PMP (or in the role of a PM)?	
What role do you (or will you) play in managing the project using MS Project?	
This is how I rank my current Project knowledge	
I would like to learn more about Project	
There are specific features in Project that I would like to learn (please list features)	

Rank your knowledge of each section.

- 1= I have never used the items in this section.
- 2 = I have tried one or more items in section.
- 3 = I feel reasonably comfortable with most items in section.
- 4 = I am very confident with most or all items in section.
- L = I would like to learn items in section (or more about them).

Level 1 Topics					
1	2	3	4	L	Section
					<b>Overview of Project Management</b> What is Project Management? Project Management Process What is Project? The Project Screen Create, Save, Open and Close
					<b>Managing Tasks and Resources</b> Adding and Deleting Tasks Sequencing Tasks Moving Tasks Creating Milestones Summary Tasks Setting Task Type & Date Constraints Creating Recurring Tasks
					<b>Managing Resources</b> Creating a Resource List Assigning Resources to Tasks Adjusting Resources, Duration and Work Effort
					<b>Managing Calendars</b> Creating a Base Calendar Using Resource Calendars Creating Calendars Defining Non-work days Task Linkages and Dependency Link Types

Level 1 Topics					
1	2	3	4	L	Section
					<b>Costs and Printing</b> Assigning Costs Rate-Based Costs Pre-use and Fixed Costs Viewing Costs Printing Reports Page Setup Options Printing Standard Reports Modifying a Report
					<b>Formatting Project Plans</b> Viewing Tables Creating a Custom Table Creating Calculation Fields Viewing Filters Formatting Text Bar Styles Timescale
					<b>Tracking Project Plans</b> Reviewing a Plan Determining the Critical Path Network Diagram Setting the Baseline Updating Tasks with Actual Results Rescheduling Uncompleted Tasks Comparing Actuals to Baseline

Rank your knowledge of each section.

- 1= I have never used the items in this section.
- 2 = I have tried one or more items in section.
- 3 = I feel reasonably comfortable with most items in section.
- 4 = I am very confident with most or all items in section.
- L = I would like to learn items in section (or more about them).

Level 2 Topics					
1	2	3	4	L	Section
					<b>Sharing Data and Hyperlinks</b> Importing from Excel Exporting to Excel Copy Gantt Charts to Word, Excel, or PowerPoint Exporting PDF files Creating Hyperlinks
					<b>Multi-project Management</b> Splitting a Project into Subprojects Saving Baselines for a Master Project Adding a Task to a Master Project Add Cross-Project Links Multiple Critical Paths Resource Sharing Across Projects

Level 2 Topics					
1	2	3	4	L	Section
					<b>Resource Management</b> Delay a Resource Assignment Modify Availability Over Time Resource Contouring Material Resources Multiple Cost Rate Tables Cost Accrual Options Using Overtime Material Resources with Fixed Costs Leveling Resources
					<b>Tracking Results</b> Comparing Baseline to Actual The Project Status Date Constraints
					<b>Task Management</b> Compressing a Project Schedule Setting Task Priorities Identify and Manage Slack Manually Enter Costs

Based on the content listed in the Level 1 and Level 2 sections, the course(s) that would be of most benefit to me is (ranked in order if more than one):

Standard Level 1	Standard Level 2	Some Level 1, Some Level 2 Topics	Custom Course with Different Topics
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General Comments