



Microsoft Project

Introductory

Pre Course Questionnaire

Please put a cross in the appropriate box - **A** = No knowledge – **B** = Some knowledge - **C** = Competent

Project management overview

	A	B	C
Project objectives			
The project life cycle			
Project structure			

System overview

Getting started			
Office assistant			
Menus and toolbars			
Open a project file			
Views			
System options			

Creating a new plan

Entering tasks			
Manipulating tasks			
Milestones			
Save the project			

Rescheduling

Enter durations			
Types of links			
Linking			
Task information			
Enter constraints			
Lead and lag			

Assigning resources

Assign resources			
Full and part time working			
Assigning non-human resources			
Resources costings			

Name: _____

Organisation: _____

Sharing resources

	A	B	C
Sharing resource across projects			
Setting up a resource pool			
Managing resources			

Outlining the plan

Subtasks			
Summary tasks			
Outlining			

Printing charts and reports

Print Gantt charts			
Printing options			
Reports gallery			

Views

Network diagrams			
Critical path analysis & review			
Gantt chart wizard			
Calendar view			

Updating the plan

Baseline the plan			
“What if” changes			
Review against the baseline			
Track progress			

Multiple projects

Setting up multiple projects			
Link tasks across projects			

Training date: _____

Signed: _____