

MS Project

Use the following checks to assess your Project skills against the topics covered in our Introductory course.

Use the following skill levels to describe how well you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. I am aware of this feature, but would need some guidance in using it
2. I am not familiar enough with this feature to use it confidently
1. I am not familiar with this feature at all

Getting started

| | Current skill level |
|--|---------------------|
| I can open an existing Project plan | 1 2 3 4 5 |
| I can edit an existing plan | 1 2 3 4 5 |
| I can adjust toolbars and switch between views | 1 2 3 4 5 |
| I know the purpose of the different views | 1 2 3 4 5 |
| I can create a new Project plan and save it | 1 2 3 4 5 |
| I know how to use the Help function | 1 2 3 4 5 |

Creating the plan

| | |
|--|-----------|
| I know how to enter project information and properties | 1 2 3 4 5 |
| I can enter tasks | 1 2 3 4 5 |
| I can group tasks under a summary task | 1 2 3 4 5 |
| I can enter task durations | 1 2 3 4 5 |

Task relationships

| | |
|--|-----------|
| I understand how to link tasks and the different types of link | 1 2 3 4 5 |
| I can create recurring tasks | 1 2 3 4 5 |
| I know how to split tasks | 1 2 3 4 5 |
| I can create project milestones | 1 2 3 4 5 |

Assigning resources to tasks

| | |
|---|-----------|
| I know how to set up people and equipment resources | 1 2 3 4 5 |
| I can assign resources to a task | 1 2 3 4 5 |
| I understand the effect on duration of assigning multiple resources to a task | 1 2 3 4 5 |
| I know how to view and edit resource information | 1 2 3 4 5 |

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Outlines and critical path

| | |
|--|-----------|
| I know how to use the outline tools | 1 2 3 4 5 |
| I can display my plan showing only summary tasks | 1 2 3 4 5 |
| I can rearrange groups of tasks | 1 2 3 4 5 |
| I can show the project critical path | 1 2 3 4 5 |
| I understand the meaning of the critical path | |

Resource allocation

| | |
|--|-----------|
| I know how to view resource conflicts | 1 2 3 4 5 |
| I can use split views to help resolve resource conflicts | 1 2 3 4 5 |
| I understand the different ways to resolve resource conflicts | 1 2 3 4 5 |
| I am familiar with the resource leveling tools provided by Project | |

Formatting and printing the Gantt chart

| | |
|---|-----------|
| I know how to format text and symbols on the Gantt chart | 1 2 3 4 5 |
| I know the things to avoid when changing colours on the Gantt chart | 1 2 3 4 5 |
| I know the things to consider when preparing to print a Gantt chart | 1 2 3 4 5 |
| I know how to adjust the print options | 1 2 3 4 5 |

Calendars

| | |
|---|-----------|
| I understand how calendars are used to schedule tasks | 1 2 3 4 5 |
| I know how to define a project calendar | 1 2 3 4 5 |
| I can make changes to a calendar | 1 2 3 4 5 |
| I can alter the calendar for an individual resource | 1 2 3 4 5 |

Tracking a project

| | |
|---|-----------|
| I understand the purpose of baselines | 1 2 3 4 5 |
| I know how to save a baseline | 1 2 3 4 5 |
| I can mark progress on the project using the tracking tools | 1 2 3 4 5 |
| I can use Views to display the Tracking Gantt | 1 2 3 4 5 |

Filtering, grouping and reports

| | |
|--|-----------|
| I can use filters to adjust views | 1 2 3 4 5 |
| I can use autofilter to limit the data displayed | 1 2 3 4 5 |
| I can use grouping to provide on-screen reports | 1 2 3 4 5 |
| I can run standard reports | 1 2 3 4 5 |