

Project - Please tick

	Yes	No
Have you used a Project Management Application before?		
Which package and version are you are using? If you are not sure then select the Help option on the Menu and choose About...this		
Are you familiar with general project management terminology such as Critical Path Analysis, Work Breakdown Structure, Gantt/PERT		

The following questions focus on your ability. Using the key below please put a cross on your current ability and your desired ability. If the task is not required please tick in the "Not Required" column.

- 1 Little or no knowledge
- 2 Just enough to complete
- 3 Competent
- 4 Competent - no additional training required

Can You?	Current Ability				Desired Ability				Not Req
	1	2	3	4	1	2	3	4	
Create a Simple Project, and Link Tasks?									
Format a Gantt Chart to display the Critical Path?									
Create and assign Duration's and Resources to Tasks?									
Create a Resource Calendar?									
Add constraints to tasks?									
Track a project?									
Resolve Resource Scheduling Conflicts?									
The above subjects are Introduction level. Do you wish to attend a course at this level?									Yes / No
Create recurring tasks?									
Create and view Baseline information?									
Consolidate Multiple Projects?									
Create Sub Projects?									
Create standard projects using a template?									
Generate reports?									
Export a project to Excel or Access?									
Record Macros?									
The above subjects are Advanced level. Do you wish to attend a course at this level?									Yes / No