

Lehnert Computer Services

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Microsoft Project 2003 – Skills Survey Form

Name:

Title:

Skill Level Ratings

- 1 = Frequently used feature, very skilled thru training and experience
- 2 = Occasionally used feature, knows something about it, but not beyond basics
- 3 = Seldom or never used feature, not comfortable with knowledge level.

Product/Feature	Skill Self-Rating
Creating Project Plans	
Project software views and tables	
Create a new project	
Enter tasks and task maintenance	
Outlining tasks and creating the WBS	
Project Calendars	
Durations	
Work on a task	
Milestones	
Relationships	
Constraints	
Deadlines	
Project Resources and their calendars	
Assign resources to tasks and task typing	
Effort driven scheduling	
Baseline	
Project statistics	
Critical path and slack	
Task and Project costing	
Resource leveling	
Fine tuning the schedule	
Managing the project	
Project Tracking	
Updating the schedule	
Reporting	
Task filters, grouping and custom fields, tables, groups	
Sorting and filters	
Customizing views	
Creating custom reports	
Printing reports	
Import & export data	
Standard and custom reports	
Global values	