**MS Project Self-Assessment**

The [MSProject Self-Assessment Project.MPP](http://ablesim.com/wp-content/uploads/2016/06/MSProject-Self-Assessment-Project.mpp) file is used along with these questions as a file for interrogation. Open the file, and see if you can answer the following questions.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **YES** | **NO** |
| 1 | Can you find information on the projects Time and Cost objectives? |  |  |
| 2 | Are you able to ‘Indent’, and change the outline levels in any plan to create summary bars as opposed to individual tasks. The supplied file has 3 levels. |  |  |
| 3 | Can you collapse certain sub-sections of the outline to only reveal the current portion of the Project? |  |  |
| 4 | Do you understand the relationships between Views, Tables, Charts, and Forms? |  |  |
| 5 | Can you change the view to the ‘Resource Sheet’ in order to identify the resources in this project? |  |  |
| 6 | Can you establish what holidays the “Marketing” resource takes? |  |  |
| 7 | Are you able to discover what bank holidays are in the standard calendar? Could you enter more national holidays if required? |  |  |
| 8 | Do you know how to share this calendar with others in your organisation? |  |  |
| 9 | Can you assign a pay rise to a resource from next January 1st 2017? |  |  |
| 10 | Are you able to assign the “Assistant” to be paid more for just one task – to represent working away from home? (Rather than the default rate). |  |  |
| 11 | Can you change the date format of the milestones to show the time they occur? |  |  |
| 12 | Can you display the ‘Work’ content for all activities in your projects as they are shown in the table in this project? |  |  |
| 13 | Can you display the ‘Cost’ content for all activities in your projects as they are shown in the table in this project? |  |  |
| 14 | Can you Identify what the ‘Fixed Costs’ are in this project? |  |  |
| 15 | Can you display a ‘Network Diagram’ to view task dependencies? |  |  |
| 16 | Are you able to quickly and easily delete and re-create task dependencies? |  |  |
| 17 | Can you add 2 days ‘lead time’ between ‘Register Applicants’ and ‘Send Confirmation’? |  |  |
| 18 | Can you show ‘Slack’ as a green line (for visibility) as in this project? |  |  |
| 19 | Can you display ‘Task Information’, ‘Resource Information’, and also ‘Assignment Information’ dialog boxes? |  |  |
| 20 | Can you investigate the work profile of assignments in this project? Could you add them yourself? |  |  |
| 21 | Can you explain the difference between a fixed units, fixed duration, and fixed work task? Which tasks in this project are fixed duration? |  |  |
| 22 | Can you show the resource graph for the “Assistant” and identify hen the “Assistant” is most worked? |  |  |
| 23 | Can you turn off the ‘Resource Names’ after the Gantt bars? |  |  |
| 24 | Are you able to display horizontal lines on the Gantt chart? |  |  |
| 25 | Can you create a ‘Baseline’ as in this project, and do you understand why this is important? |  |  |
| 27 | Can you enter ‘Actual Work’ and ‘Remaining Work’ manually? |  |  |
| 28 | Can you show the ‘Tracking Gantt Chart’ view? |  |  |

A majority of ‘Yes’ – well done, you must be pleased with your abilities, and should be able to find out the answers to the other questions yourself!

A majority of ‘No’ – perhaps you need a MS Project Training Course! Please contact us, [andrew@ablesim.com](mailto:andrew@ablesim.com), or visit our [MS Project support pages.](http://ablesim.com/ms-project-training/)