

MS Project Self-Assessment

The [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?	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
3	Can you collapse certain sub-sections of the outline to only reveal the current portion of the Project?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you understand the relationships between Views, Tables, Charts, and Forms?	<input type="checkbox"/>	<input type="checkbox"/>
5	Can you change the view to the 'Resource Sheet' in order to identify the resources in this project?	<input type="checkbox"/>	<input type="checkbox"/>
6	Can you establish what holidays the "Marketing" resource takes?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are you able to discover what bank holidays are in the standard calendar? Could you enter more national holidays if required?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you know how to share this calendar with others in your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
9	Can you assign a pay rise to a resource from next January 1 st 2017?	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
11	Can you change the date format of the milestones to show the time they occur?	<input type="checkbox"/>	<input type="checkbox"/>
12	Can you display the 'Work' content for all activities in your projects as they are shown in the table in this project?	<input type="checkbox"/>	<input type="checkbox"/>
13	Can you display the 'Cost' content for all activities in your projects as they are shown in the table in this project?	<input type="checkbox"/>	<input type="checkbox"/>
14	Can you Identify what the 'Fixed Costs' are in this project?	<input type="checkbox"/>	<input type="checkbox"/>
15	Can you display a 'Network Diagram' to view task dependencies?	<input type="checkbox"/>	<input type="checkbox"/>
16	Are you able to quickly and easily delete and re-create task dependencies?	<input type="checkbox"/>	<input type="checkbox"/>
17	Can you add 2 days 'lead time' between 'Register Applicants' and 'Send Confirmation'?	<input type="checkbox"/>	<input type="checkbox"/>
18	Can you show 'Slack' as a green line (for visibility) as in this project?	<input type="checkbox"/>	<input type="checkbox"/>
19	Can you display 'Task Information', 'Resource Information', and also 'Assignment Information' dialog boxes?	<input type="checkbox"/>	<input type="checkbox"/>
20	Can you investigate the work profile of assignments in this project? Could you add them yourself?	<input type="checkbox"/>	<input type="checkbox"/>
21	Can you explain the difference between a fixed units, fixed duration, and fixed work task? Which tasks in this project are fixed duration?	<input type="checkbox"/>	<input type="checkbox"/>
22	Can you show the resource graph for the "Assistant" and identify hen the "Assistant" is most worked?	<input type="checkbox"/>	<input type="checkbox"/>
23	Can you turn off the 'Resource Names' after the Gantt bars?	<input type="checkbox"/>	<input type="checkbox"/>
24	Are you able to display horizontal lines on the Gantt chart?	<input type="checkbox"/>	<input type="checkbox"/>
25	Can you create a 'Baseline' as in this project, and do you understand why this is important?	<input type="checkbox"/>	<input type="checkbox"/>
27	Can you enter 'Actual Work' and 'Remaining Work' manually?	<input type="checkbox"/>	<input type="checkbox"/>
28	Can you show the 'Tracking Gantt Chart' view?	<input type="checkbox"/>	<input type="checkbox"/>

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, or visit our [MS Project support pages](#).