

Microsoft® Project 2010 Knowledge Assessment

This assessment is intended to help you determine how advanced you are or the group for which you are responsible is in terms of knowledge of Microsoft Project 2010 and the project management concepts that must be understood in order to effectively use the software.

- New users will have knowledge of little or none of the functionality listed.
- Basic users will know how to do the vast majority of those items listed in un-shaded cells in the table.
- Advanced users will know how to do virtually all of the items in the table. Those items in shaded rows are functions with which only advanced users would be expected to be familiar.

If you are using Project like Excel, typing in Start and Finish dates and durations and not forming relationships between tasks, then you are a new or very basic user.

Topic		No	I Think So	Definitely
1. Project Management Concepts				
Triple Constraint	know what the triple constraint is and its importance to project managers			
Work Breakdown Structure (WBS)	a) know what a WBS is, b) know the purpose of a WBS, c) know the attributes of a good quality WBS			
Network Diagramming	a) know what a network diagram is, b) know the attributes of a good quality network diagram,			
	c) understand the different types of logic and how they should/shouldn't be incorporated into the diagram, d) know the guidelines for linking in various types of tasks (summary tasks, hammock tasks, recurring tasks, milestones)			
Free and Total Slack	a) understand what free and total slack are, b) know the importance of free and total slack			
Critical Path	a) know what the critical path is, b) know the importance of the critical path,			
	c) understand how the critical path is determined			

Topic		No	I Think So	Definitely
Crashing	a) know what crashing is, b) know how to crash a schedule			
Baseline	a) know what a baseline is, b) know the importance of establishing a baseline			
2. General Microsoft Project Use				
Different Types of Fields	know the different type of fields in Microsoft Project			
Difference Between a View and a Table	a) understand the difference between views and tables, b) can easily determine when to change a view or table and know how to do so			
Comfort Navigating Around Project	can usually find the information I'm looking for in Project			
Custom Views and Tables	a) know how to create custom views and tables,			
	b) know how to share custom views and tables with others			
3. Calendars				
Project Calendar	know how to create and designate the project calendar			
Scheduling of Tasks	know what calendars determine the scheduling of tasks			
Task Calendar	a) understand the purpose of task calendars, b) know how to create and apply task calendars			
File/Options/Schedule Settings versus Project/Change Working Time Settings	a) understand the impact of the "Hours per day," "Hours per week," and "Days per month" settings in the Schedule menu of the File/Options menu, b) understand the impact of setting up the project calendar (Project/Change Working Time)			

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4. Scope Definition				
Entering Tasks	know how to enter tasks into Project and how to indent and outdent tasks to indicate task hierarchy			
Numbering of Tasks	know the options for numbering tasks in the WBS			
Recurring Tasks	a) know how to create recurring tasks in Project, b) understand the pros and cons of including recurring tasks in the WBS			
5. Task Start and Finish Dates				
Linking Tasks	a) understand the value of forming links between tasks, b) know how to form links between tasks (Typing in Start and Finish dates for tasks is an indication that this topic is not understood.)			
Relationship Types	know the four different types of relationships and how to create them in Project			
Task Mode	a) understand the purpose and impact of the Task Mode setting,			
	b) know how to manage manually scheduled tasks that have been linked to other tasks			
Lag Time	a) know what lag time is, b) know how to enter lag time in Project			
	c) know the different ways that lag time can be entered (percentages, calendar time, working time)			
Task Types	a) know how to designate the Task Type for a given task,			
	b) understand the role of the Task Type setting, c) understand the two basic approaches to scheduling (fixed duration and resource-driven) and when each is appropriate			

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Date-Driven Constraints	a) know how to establish constraints on tasks			
	b) understand the ramifications of setting date-driven constraints, c) know the settings in Project to designate how Project should respond to date-driven constraints (Project files with calendar icons throughout the Indicators column are an indication the ramifications of this setting are not understood.)			
Deadlines	a) understand what deadlines are and how to set them			
Hammock Tasks	a) know how to dynamically link hammock tasks into the appropriate points of the network diagram			
6. Resources				
Resource Types	a) know the three types of resources within Project,			
	b) understand when to use each type of resource			
Resource Costs	a) know the different types of costs that can be associated with resources, b) know how to specify when those costs should be incurred			
7. Assigning Resources to Tasks				
Work and Duration	a) understand the difference between Work and Duration,			
	b) know how Work and Duration are related in Project, c) understand how Project changes the formula relating Work and Duration as changes are made in the plan (Note that in some situations this formula behaves differently in Project 2010 than it did in Project 2007.)			
Assigning Resources to Tasks	a) know how to assign resources to tasks,			

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	b) know how to assign multiple resources to the same task and give each resource different amounts of Work on that task, c) know how to assign Material and Cost resources to tasks			
Effort-driven Tasks	a) understand the impact of the Effort-driven setting, b) know when it might be best to de-select Effort-driven for a given task			
Replacing Job Titles with People	know how to efficiently replace job titles in a template with team member names and how to easily manage personnel turnover on the team when the project's underway			
8. Baseline				
Establishing a Baseline	a) know how to set a baseline in Project,			
	b) know what saving the baseline does in Project, c) know how to set a baseline for a subset of the plan			
9. Understanding the Plan				
Start and Finish Dates	understand how Start and Finish dates are determined in Project			
Critical Path	a) Know how to identify the critical path in Project,			
	b) understand how Project determines which tasks are on the critical path			
Baseline, Actual, and Current Plan Values	understand the interaction between the Baseline, Actual, and current plan values			
Spending Plan	know how to find figures for cost and cumulative cost over time for the project			
Demand for Labor Over Time	know how to find figures for planned Work over the life of the project			

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10. Resolving Resource Over-allocations				
Definition of an Over-allocation	know what constitutes an over-allocation in Project			
Resolving Over-allocations	understand how Project resolves resource over-allocations			
Setting up Leveling	a) know the relevant settings and their impact for resolving resource over-allocations, b) know how to see the impact that leveling has had on the plan			
11. Tracking Actuals				
Entering Actuals	a) know how to enter progress for tasks on a task-by-task basis at the task level,			
	b) know the various ways of entering progress into Project, including for each resource assigned to a given task, c) understand the impact that updating task status has on the current plan in Project			
Status Date	a) know how to set the Status Date in Project, b) understand the value and use of the Status Date			
Revising the Plan	a) know how to reschedule the start of the project,			
	b) know how to reschedule tasks, c) know how to enter a planned discontinuance of work on tasks, d) know how to delay the start of an individual's work on a task			
12. Reporting				
Presenting the Plan	a) know how to group, filter, and sort items in the plan			
	b) know how to customize the Gantt chart			

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Printing	a) know how to generate reports within Project (not Visual Reports), b) know how to print the view and the relevant settings for determining how the print appears on paper, c) know how to create a pdf of the plan			
Analyzing	a) understand what Visual Reports are and how to generate reports in Excel or Visio using the Visual Reports function			
Exporting	a) know how to get content from Project into Excel, Access, XML and other formats, b) familiar with the functionality within Project to capture screen shots			
Importing	a) Know how to import data from other applications such as SharePoint, Excel, and Outlook into Project			