

## Pre Training Assessment Project

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Please Complete & Return to:

**Fax: Attention – Administration on 07 857 0771 or scan and email back to us:**

**Email:** [admin@ardito.co.nz](mailto:admin@ardito.co.nz)

Please indicate which of the following features of Project you feel **confident** with by placing a “√” in the relevant boxes.

### Project Level 1

- Understand Project & Concepts
- Know the Main Project Screen and toolbars
- Insert Tasks & Delete Tasks
- Move Tasks.
- Organise Tasks in a Logical Sequence
- Create Summary Tasks.
- Create Task Dependencies
- Define Task deadlines
- Create Work resources
- Create Material resources
- Add notes and definition to recourses
- Use the Network Diagram View
- Assign Resources to Tasks
- Control Resources Assignment
- Show the Critical path on the Gantt Chart
- Create a Summary Report
- Setup the Gantt Chart for Printing

### Project Level 2

- Sort in Task Views
- Sort in Resource Views
- Use & understand all predefined Views
- Change Tables for Different Views
- Use Built-in Filters and Auto Filters
- Create your Own Views
- Create your Own Tables
- Customise Fields
- Change the Project Scheduling
- Use Different Task Types
- Fix Resource Conflicts
- Split Tasks
- Level resources
- Manage Costs
- Assign Fixed Costs to Tasks
- Work with Baselines
- Update your Project Automatically
- Update your Project Manually
- Update your Project Accurately
- Insert Progress lines.

This is to confirm that the information given above is correct

Signed \_\_\_\_\_

dated. \_\_\_\_\_