



4D Group – Training Division

## Training Needs Analysis – Project

Name: \_\_\_\_\_ Department: \_\_\_\_\_

		Yes	No	Sometimes
1	I understand the concepts of project planning			
2	I can change from a single pane view to a dual one			
3	I can enter and amend task details			
4	I can set up a task relationship			
5	I understand lead and lag times			
6	I can enter resources and can sort them into groups			
7	I can assign resources to tasks			
8	I can create a summary task			
9	I can change resource driven scheduling to fixed duration scheduling			
10	I can add a column to a table			
11	I can change the column title on a spreadsheet			
12	I can select only certain tasks I want			
13	I can use a GANTT chart			
14	I can add a bar to the GANNT chart to show planned dates			
15	I can print a list of tasks with a header and footer			
16	I can create my own filter			
17	I can adjust the calendar to reflect a person's individual holidays			
18	I can reconcile over-usage of resources			
19	I can save my customised filters for use with another project			
20	I can set up a sub-project			