**PLEASE READ ALL INSTRUCTIONS**

You must complete and return this form before being accepted as a participant on the *Project* course.

**You should complete and save the file on your computer.**

**Alternatively you can print the file and complete it by hand – you will then need to scan the document.**

**You may be requested to ENABLE CONTENT if your security level is set too high.**

**Email your completed form to** **tna@dti.ie** **no later than 10 days before the course date.**

**Please provide your direct contact details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Email:** |  |
| **Company:** |  | **Department:** |  |

|  |  |
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| **Course Date:**If you are already booked on a course OR intend booking a scheduled course – what date is the course scheduled for? |  |

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| Have you ever attended a formal course in this subject? |  |  |

|  |  |  |
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| If Yes – Was the Course delivered by D.T,I,? |  |  |

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| --- |
| If you attended a formal training course in the past, please indicate when this training took place and at what level it was aimed *(Click Dropdown Arrows)*. |
| When |  | Level |  |

|  |  |
| --- | --- |
| What version of Project are you using? |  |

|  |  |  |
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| Why are you attending training?  |  |       |

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| What specific objectives do you want to achieve by the end of the training event?  |  |       |

**Please indicate if you can comfortably perform the following tasks:**

| Task Or Feature |  | Yes | No |
| --- | --- | --- | --- |
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| Have you used Microsoft Project before? |  |  |  |
| Can you Open, Close & Save files? |  |  |  |
| Can you use the Undo and Redo options for correcting mistakes? |  |  |  |
| Can you Cut, Copy & Paste? |  |  |  |
| Can you use common formatting options such as Font Size, Colour, Type, Bold, Italic, Underlined etc? |  |  |  |
| Can you create a new project? |  |  |  |
| Can you set up work calendars for individuals people? |  |  |  |
| Can you import tasks from another source such as Excel? |  |  |  |
| Can you insert new tasks or delete tasks? |  |  |  |
| Can you rearrange tasks? |  |  |  |
| Do you understand estimated durations? |  |  |  |
| Do you understand Elapsed time and know how to set it? |  |  |  |
| Do you know how to create Milestones? |  |  |  |
| Can you organise tasks into phases by creating summary tasks? |  |  |  |
| Do you know how to link tasks? |  |  |  |
| Can you create text boxes and link documents to tasks? |  |  |  |
| Do you know how to check the projects duration and statistics? |  |  |  |
| Have you ever set up resources? |  |  |  |
| Do you know the difference between People and Material as a resource? |  |  |  |
| Can you adjust the availability of a resource? |  |  |  |
| Do you know how to enter pay-rates for resources? |  |  |  |
| Can you assign a resource to a task? |  |  |  |
| Do you understand “Effort Driven”? |  |  |  |
| Can you format a Gantt Chart? |  |  |  |
| Can you Print a report? |  |  |  |
| Do you know what a baseline is and how to set it? |  |  |  |
| Have you ever tracked a project by entering completion dates and data? |  |  |  |
| Do you understand and use LAG and LEAD time? |  |  |  |
| Can you create links between several different phases and tasks? |  |  |  |
| Do you know how to set constraints on a task? |  |  |  |
| Do you understand and know how to view the project’s critical path? |  |  |  |
| Can you split tasks? |  |  |  |
| Can you adjust work calendars for individual tasks? |  |  |  |
| Do you know how to set a deadline? |  |  |  |
| Can you set up recurring tasks? |  |  |  |
| Do you know how to enter multiple pay rates for a resource? |  |  |  |
| Can you set up pay rates to apply at different times? |  |  |  |
| Do you understand and know how to apply contouring to tasks? |  |  |  |
| Do you understand material resource consumption rates? |  |  |  |
| Do you know how to examine resource allocation to see how is over-allocated? |  |  |  |
| Can you manually resolve over-allocations? |  |  |  |
| Can you set automatically resource levelling? |  |  |  |
| Can you sort projects details? |  |  |  |
| Have you worked with grouping or filtering tasks? |  |  |  |
| Have you ever created a “Resource Pool”? |  |  |  |
| Can you create new customised tables and reports? |  |  |  |
| Can you create new views? |  |  |  |

IMPORTANT

**Not everything listed above will be covered on your course.** Your training department has already indicated what their Aims & Objectives are for the course. This will be the determining factor in deciding the course content. To facilitate your training group we will customise the content so that it reflects the overall level of training required by the whole group. Therefore many items on the course might already be familiar to you. We would ask for your patience and understanding while we take everyone in the group to the next level.

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| What kind of problems are you continually experiencing while using this application?  |  |       |

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| Are there specific features - other than those listed above - which you wish to be able to understand? *(These can only be covered if there is sufficient time and it does not detract from the learning already complete)* |  |       |

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| Do you have any special needs or requirements which the tutor should know about in advance of the course? |  |       |