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|------------------------------------|--|
| Name | |
| Job title | |
| Company name | |
| Your contact details (email/phone) | |

How long have you been using Project?

What do you use Project for?

What version do you use? 2003 XP 2007 2010 2013 2016 other (please circle)

| | Would like to learn/improve (please tick) | I can already do this | I don't need this |
|---|---|--------------------------|-------------------|
| Working with Tasks | | | |
| · Entering tasks and setting properties | | | |
| · Working with task durations | | | |
| · Creating Milestones | | | |
| · Recurring Tasks | | | |
| · Task Information & Task Notes | | | |
| · Linking and unlinking tasks | | | |
| · Splitting tasks | | | |
| · Setting deadlines and constraints | | | |
| · Task Calendars | | | |
| Working with Resources | | | |
| · Creating a resource sheet | | | |
| · Entering resource availability | | | |
| · Assigning work and material resources | | | |
| · Entering Costs | | | |
| Working with the Project Database | | | |
| · Using the common views | | | |
| · Using split views | | | |
| · Using tables | | | |
| · Sorting information | | | |
| · Using filters | | | |
| · The Critical Path | | | |
| Update and View Progress | | | |
| · Updating Tasks, Resources & Costs | | | |
| · Checking duration, cost & work variance | | | |
| · Project statistics | | | |
| Working with Reports | | | |
| · Choosing a report | | | |
| · Using report details | | | |
| · Sorting a report | | | |

Any comments on what is a priority for you, any common difficulties, anything else you need to know and special requirements: