CREATE A SELF QUALIFICATION REPORT

Before You Begin

Ensure that you have read and understood the resources within the **Create Self Qualification Reports** Task before completing this exercise.

If there is a Knowledge Assessment for this Task, it should also be completed prior to beginning this exercise.

Learning Exercise

1. For the **Use TRACCESS CI** and **Use TRACCESS CI to Learn** Processes, create a Self Qualification Report Template for the current date. Name this Template **Current Statuses**

2. Using the **Current Statuses** Template, generate a report. Name this report **Current Statuses - <current date>**

3. For the **Use TRACCESS CI** and **Use TRACCESS CI to Learn** Processes, create a Self Qualification Report Template that reports on the Completion changes that have occurred during the current month. Name this report **Change Report - <Current Month>**.

4. For the **Use TRACCESS CI** and **Use TRACCESS CI to Learn** Processes, explain why a Forecast report would not generate useful information.

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.