pmodocs

Excel Templates Guides, Description, Download and installation.

Basic Assumption Register

Assumption Register

| Assumptions Register |

Project Name:	<Add Detail Here>			Project Code	<Add Detail Here>
Client Name:	<Add Detail Here>			Project Manger	<Add Detail Here>
Client Contact:	<Add Detail Here>			Tech Lead	<Add Detail Here>

ID	Date	Assumption Title	Description	Reason for Assumption	Action to Validate	Impact if Assumption Incorrect	Status
LG01	15/01/2021	Network Readiness	Network inplace and ready for use	Advise by cient		16/01/21 -Delay to the start of the project	Closed
LG02	17/01/2021	Building Readiness	Building not completed on time for fit out	Builders update status meeting	Meeting notes from Status meeting	None	Open
LG03							
LG04							
LG05							
LG06							
LG07							
LG08							
LG09							
LG10							
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LG21							
LG22							
LG23							
LG24							
LG25							

Description

The Assumption Log is a document which the project manager and team use to capture, document, and track assumptions throughout a project's lifecycle. ... Many assumptions may be project risks or may become risks during the life of the project. It is important for the Project Manager to validate all assumptions, whether they be business technical or customer related assumptions.

How to Use

Assumption ID

This is the number or ID of the Assumption. You can reference this number in your status reports or in emails to alert a resource that the Assumption needs to be updated or closed.

Date

This is the date the Assumption was raised.

Assumption Title

This is where you give a title to the assumption

Description

Here you add the description of the Assumption as known at the time of writing.

Reason for Assumption

Here you document the reason for the Assumption. Where it came from and whom.

Action to Validate

Here you enter details of how the Assumption was validated and what the outcome was. Is it still an Assumption, is it now new scope, is it out of scope or Business Assumption from a client third party?

Impact is Assumption Incorrect

If the Assumption is proved down the track to be incorrect, what impact does or could have on the project. Additional scope not costed. Scope completed that is no longer required.

Status

Here you enter the Status of the Assumption, either still Opened or Closed

How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer

    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that's easy to find (E.g., My Documents\PMOdocs\xlam files)

2. Unblock the File

    a. After saving the file, locate the file in the Windows Explorer.

    b. Right-click the file and select Properties.

   c. Make sure the Unblock box is checked near the bottom of General Tab.

    d.
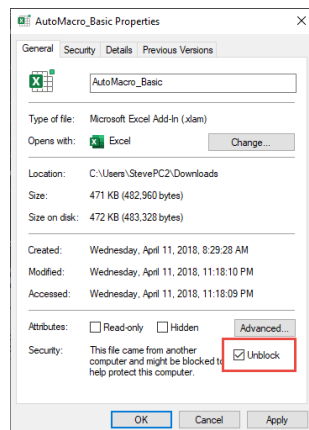
3. **This step in optional as the issue has been resolved in recent updates.**

    a. Trust the File Location

    b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location in order for the add-in to work.

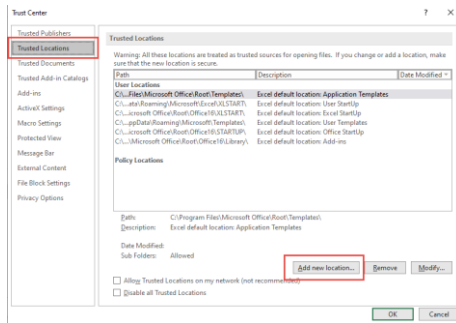   c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location

    d.

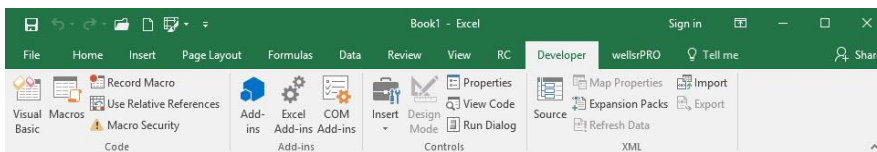   e. **Trust Center --> Trust Center Settings**
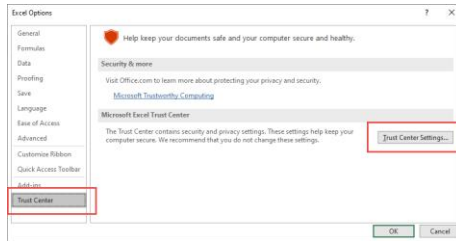
f.

g. Trusted Locations > Add New Location

h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)
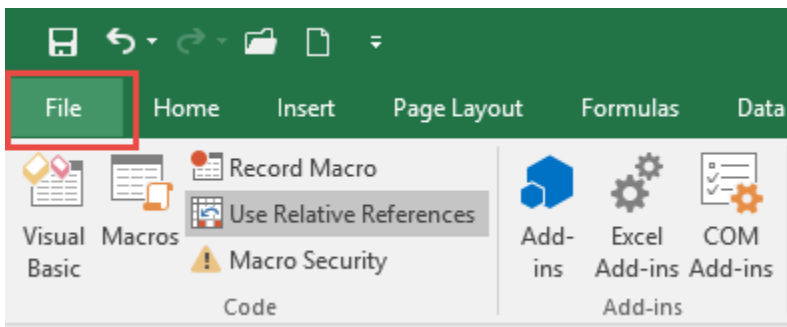
4. Make Sure the Developer Tab is Visible
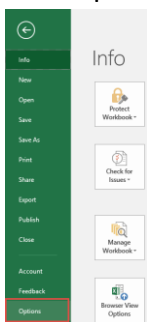

5.

a. If you don't see the Developer tab, then follow these instructions: Add Developer Ribbon.
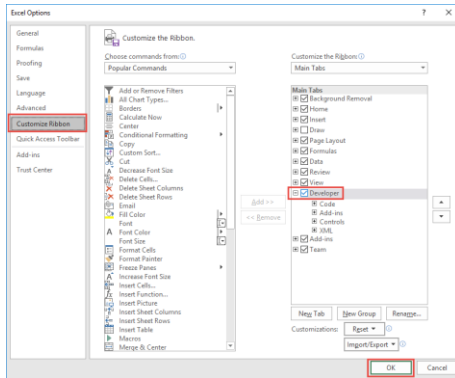
6. Click File as shown below

7.
8. Click Options

9.
10. In the left-hand pane, click Customise Ribbon.

11.

12. Click the developer check box and click OK at the bottom.

13. Once you have the Developer Tab appearing on the ribbon

14. Browse to File.

    a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)

    b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.
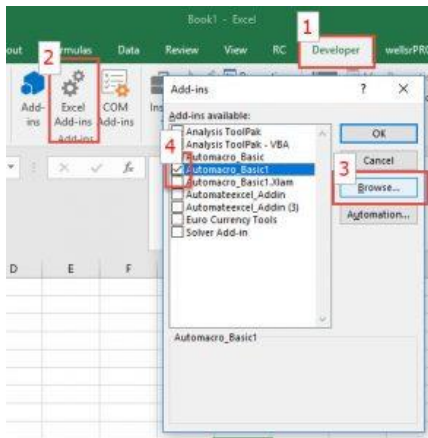
15.

16. Make sure the add-in has a check mark next to it and click OK.

17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.