

Excel Templates Guides, Description, Download and installation.

Basic Assumption Register

Assumption Register

| | | | | Assumptions Regi | ster | | pmo docs | |
|--|------------|--------------------|---|--------------------------------|---|-------------------------------------|-------------|--|
| Project Name: <add detail="" here=""> Client Name: <add detail="" here=""> Client Contact: <add detail="" here=""></add></add></add> | | | | | Project Code <add detail="" here=""> Project Manger <add detail="" here=""> Tech Lead <add detail="" here=""></add></add></add> | | | |
| 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 | Closed | |
| LG02 | 17/01/2021 | Building Readiness | Building not completed on time for fit out | Builders update status meeting | Meeting notes from Status meeting | project None | Open | |
| LG03 | | | | | | | | |
| LG04 | | | | | | | | |
| LG05 | | | | | | | | |
| LG06 | | | | | | | | |
| LG07 | | | | | | | | |
| LG08 | | | | | | | | |
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| LG18 LG19 | | | | | | | | |
| LG19 LG20 | | | | | | | | |
| LG20 | | | | | | | | |
| LG21 | | | | | | | | |
| LG22 | | | | | | | | |
| 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

d.

- 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.

| ieneral Secu | rity Details Previous Versions | |
|---------------|--|-----|
| X | AutoMacro_Basic | _ |
| Type of file: | Microsoft Excel Add-In (xlam) | |
| Opens with: | Excel Change | |
| Location: | C:\Users\StevePC2\Downloads | |
| Size: | 471 KB (482,960 bytes) | |
| Size on disk: | 472 KB (483,328 bytes) | |
| Created: | Wednesday, April 11, 2018, 8:29:28 AM | |
| Modified: | Wednesday, April 11, 2018, 11:18:10 PM | |
| Accessed: | Wednesday, April 11, 2018, 11:18:09 PM | |
| Attributes: | Read-only Hidden Advance | ced |
| Security: | This file came from another computer and might be blocked to Unblo help protect this computer. | xck |

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



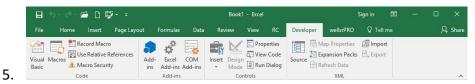
e. Trust Center --> Trust Center Settings

| Excel Options | | | 2 | |
|----------------------------|--|-----------------|--------|--|
| General Formulas | Help keep your documents safe and your computer secure and healthy. | | | |
| Data | Security & more | | | |
| Proofing | Visit Office.com to learn more about protecting your privacy and security. | | | |
| Save | Microsoft Trustworthy Computing | | | |
| Language Sale of Access | Microsoft Excel Trust Center | | | |
| Advanced | The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings. | Jrust Center Se | mings | |
| Customice Ribbon | | | | |
| Quick Access Toolbar | | | | |
| Add-ins | | | | |
| Trust Center | | | | |
| | | | | |
| | | OK | Cancel | |

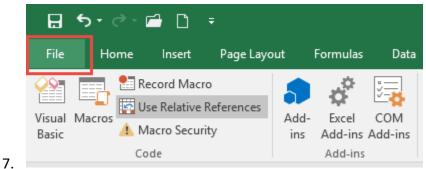
g. Trusted Locations > Add New Location

| | Trusted Locations | | |
|-------------------------|--|---|--------------------|
| Trusted Locations | Warning: All these locations are treated as trust | and an over the second and the second and the second | |
| Trusted Documents | sure that the new location is secure. | teo sources for opening files. If you change | or also a location |
| Trusted Add-in Catalogs | Path | Description | Date Mo |
| | User Locations | | |
| Add-ins | C:\Files\Microsoft Office\Root\Templates\ | Excel default location: Application Templ | ates |
| ActiveX Settings | C:\ata\Roaming\Microsoft\Excel\XLSTART\ | Excel default location: User StartUp | |
| | C:\icrosoft Office\Root\Office16\XLSTART\ | Excel default location: Excel StartUp | |
| Macro Settings | C:\ppData\Roaming\Microsoft\Templates\ | Excel default location: User Templates | |
| Protected View | C\icrosoft Office\Root\Office16\STARTUP\ C\\Microsoft Office\Root\Office16\Library\ | Excel default location: Office StartUp Excel default location: Add-ins | |
| Message Bar | | | |
| | Policy Locations | | |
| External Content | | | |
| File Block Settings | | | |
| | | | |
| | | | |
| Privacy Options | | | |
| Privacy Options | Path: C/\Program Files\Microsoft | Office\Root\Templates\ | |
| Privacy Options | Pathe C/\Program Files\Microsoft Description: Excel default location: Appl | | |
| Privacy Options | | | |
| Privacy Options | Description: Excel default location: Appl | | |
| Privacy Options | Description: Excel default location: Appl Date Modified: | ication Templates | emove M |
| Privacy Options | Description: Excel default location: Appl Date Modified: Sub Folders: Allowed | Add new location | emove M |
| Privacy Options | Description: Excel default location: Appl Date Modified: | Add new location | emove M |

- 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



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



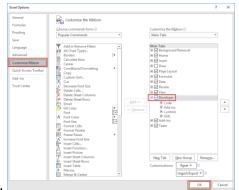
8. Click Options

f.

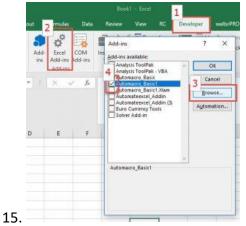


9.

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.
 - 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.



- 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.

| File Home PMOdocs Basic Insert Draw Page Layout Formulas Data Review View Developer Help Power Pivot Team Then click on the icon to open your new template. Remember to save to new location so as not to lose your data | |
|--|---|
| Assumptions new location so as not to lose your data | |
| Logs | |
| A1 \checkmark : $\times \checkmark f_r$ | |
| A B C D E F G H I J K L M N O P Q | R |