pmo docs

Excel Templates Guides, Description, Download and installation.

Basic Daily Log Register

Daily Log

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 Raised	Phase	Description	Raised By	Impact	Date Required	Notes	Status	Date Closed
DL01	1/01/2021	Design	Requirements not fully defined	Solutions Consultant	Medium	15/01/2021	12/01/21 - Email exchange with customer, decision to re do requirements workshop at customer expense	Closed	13/01/2021
DL02	1/01/2021	Initiate	New tech lead assigned to project	Project Manager	Low	1/01/2021	01/01/21 - New tech lead onboarded as original resource has gone on holiday	Open	
DL03									
DL04									
DL05									
DL06									
DL07									
DL08									
DL09									
DL10									
DL11									
DL12									
DL13									
DL14									
DL15									
DL16									
DL17									
DL18									
DL19									
DL20									
DL21									
DL22									
DL23									
DL24									
DL25									

Description

A Daily Log is used to record informal issues, required actions or significant events not caught by other registers or logs. It acts as the project diary for the Project Manager.

How to Use

ID

This is the number or ID of the Daily Log entry. You can reference this number in your status reports, if you are reporting on these or in emails to alert the resources that there may be an entry in the Daily Log they need to action.

Date Raised

This is the date the entry was made into the Daily Log

Phase

This is the phase of the project in which the entry was made into the Daily Log.

Description

Here you add the description of the item entered into the Daily Log.

Raised By

This is the name of the person who brought this to your attention to be logged into the Daily Log.

Impact

Here you enter the impact this will have on the project. High Medium or Low

Date Required

Here you enter the date the Daily Log entry needs to be closed or updated

Notes

Here you enter the notes in relation to the Daily Log entry, how it is progressing, if you are blocked or waiting on a dependency to be completed.

Status

Here you enter the Status, either still Opened or Closed

Date Closed

Here you enter the date the Daily Log entry was 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.
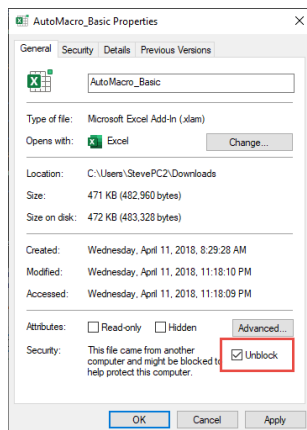
3. **This step in optional as the issue has been resolved in recent updates.**

   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
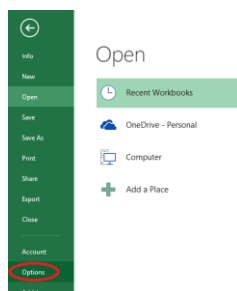
   d.

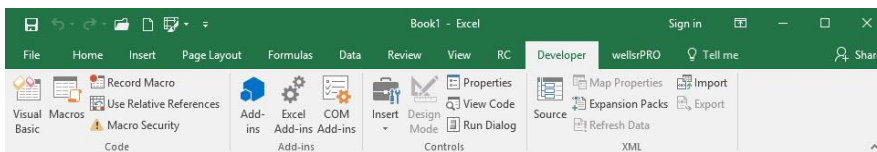   e. **Trust Center > Trust Center Settings**
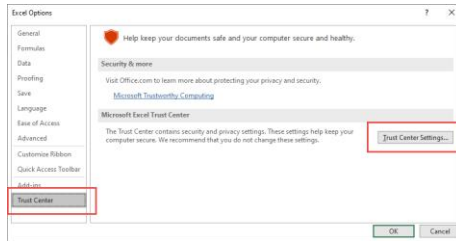
f.

g. Trusted Locations > Add New Location
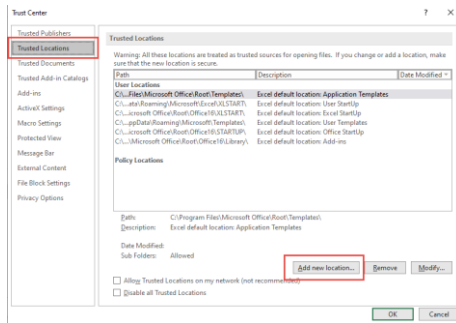
h.

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)
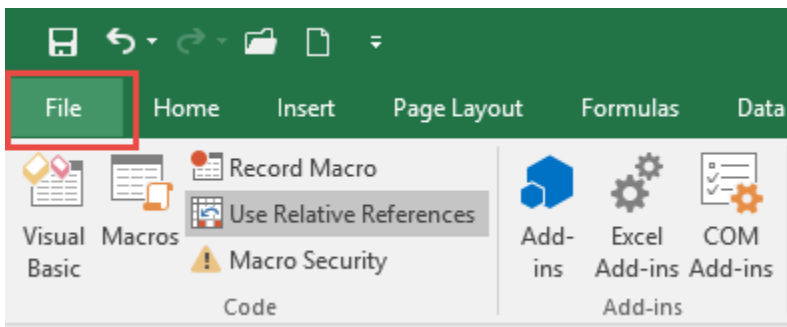
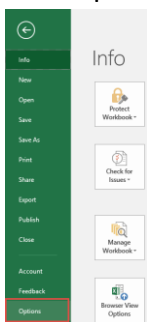4. Make Sure the Developer Tab is Visible

5.

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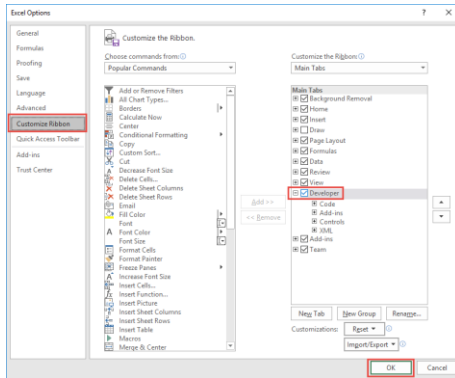
6. Click File as shown below

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.
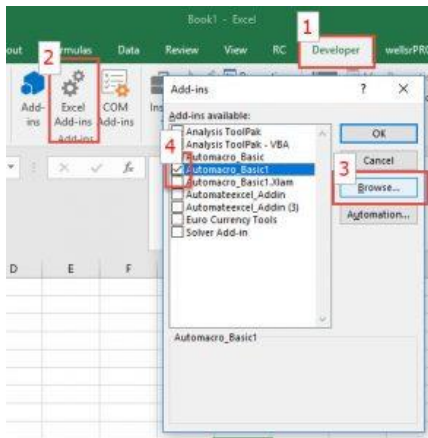
15.

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.