

# Excel Templates Guides, Description, Download and installation.

Basic Deliverable Register

# Deliverable Register

Deliverable Register										
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ID 🔻	Date 💌	Phase	Deliverable Title	Deliverable Description 💌	Date Delivered 🔽	Approved By	Artifact	Status	✓ Date Closed ✓	
D01	15/01/2021	Initiate	Requirements Document	Detailed Requirements for the project	21/01/2021	Internal steerco meeting	Email to Project Manager	Closed	19/01/2021	
D02	17/01/2021	Design	Design Document	Detailed Solution Design				Open		
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### Description

#### How to Use

A deliverables register is a list of all the documentation deliverables for a specific project. The deliverables register tracks the deliverable status, expected and actual delivery dates, RACI matrix and acceptance criteria.

#### ID

Give each Deliverable a unique ID so that it can be tracked easily and referenced in other registers or documents

#### **Project Phases**

Here you enter the phase in which the deliverable is due

#### Deliverable Title

Provide the title of the Deliverable. If the Deliverable is a document use the document name. If product, name the product.

#### **Date Delivered**

This is the date the Deliverable needs to be submitted (due date).

#### Approved by

This is the name of the person or body that approves the Deliverable.

#### Artifact

This can be a signed document or email advising the Deliverable has been accepted.

#### **Status**

Here you enter the Status of the Deliverable, either Open or Closed.

#### Date Closed

This will be the date that the Deliverable was accepted.

## 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	urity 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	ed
Security:	This file came from another computer and might be blocked to Unblo help protect this computer.	ck

#### 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



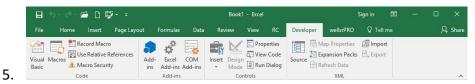
e. Trust Center > Trust Center Settings

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		
Ease of Access 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	ittings
Customice Ribbon			
Quick Access Toolbar			
Add-ins			
Trust Center			
		OK	Cancel

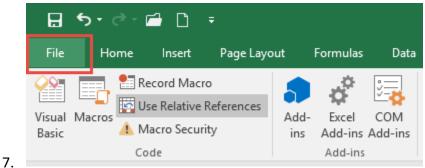
g. Trusted Locations > Add New Location

	Trusted Locations					
Trusted Locations	Warning: All these locations are treated as trust	ted sources for opening files. If you chang	ge or add a location, r			
Trusted Documents	sure that the new location is secure.	In the Internet of Internet				
Trusted Add-in Catalogs	Path User Locations	Description	Date Modi			
Add-ins	C\Files\Microsoft Office\Root\Templates\	Excel default location: Application Tem	unlatar			
ActiveX Settings	C:\ata\Roaming\Microsoft\Excef\XLSTART\ C:\icrosoft Office\Root\Office16\XLSTART\	Excel default location: User StartUp Excel default location: Excel StartUp	parcs.			
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						
External Content	Policy Locations					
File Block Settings						
File Block Settings Privacy Options						
	Bath: CI/Program Files/Microsoft	Office\Root\Templates\				
	Baths         C:\Program Files\Microsoft           Description:         Excel default location: Appl					
	Description: Excel default location: App					
	Description: Excel default location: App Date Modified:		Bernove Moo			
	Description: Excel default location: App Date Modified:	Add new location	Bemove Moo			

- 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



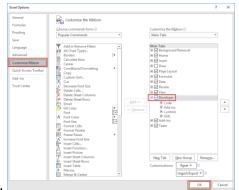
8. Click Options

f.

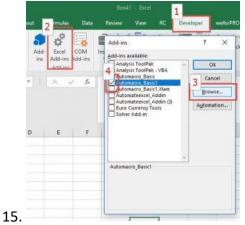


9.

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.

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	Deliverable Logs															
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1	A	B C	D	E F	G	н	T	J	К	L	М	N	0	Р	Q	R