Excel Templates Guides, Description, Download and installation.

Basic Dependency Template

Dependency Register

Dependency Register

pmo docs

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	Title	Description	Person Responsible	Resolution Date	Notes	Status
D01	15/01/2021	Customer Contract	Customer Contract needs to be signed so as the project can be assigned to the delivery team	Account Executive	16/01/2021	16/01/21 - Contract has been submitted to customer for review and approvial	Closed
D02	17/01/2021	Schedules	Schedule needs to be approved to get resources assigned to the project	Project Manager		17/01/21 - Schedules being created by Project Manager due for release for review on the 21/01/21	Open
D03							
D04							
D05							
D06							
D07							
D08							
D09							
D10							
D11							
D12							
D13							
D14							
D15							
D16							
D17							
D18							
D19							
D20							
D21							
D22							
D23							
D24							
D25							

Description

Project dependencies are any tasks, events or situations that are either dependent on a previous completion of a task or on which a task is dependent on. It is the relationship between two separate activities within one larger project. Project dependencies can be internal, waiting on another dept to provide something to the project, they can also be external to the business and project. An external party could be providing or supplying goods for the project but are dependent on another third party to test and validate before they are released or delivered to the project.

How to Use

ID

Give each Dependency a unique ID so that it can be tracked easily and cross referenced for example in a Change Request or in a Risk or Issue Register. Example: D01, D02, D03...

Date Raised

This is the date the Dependency was raised.

Title

This is where you give a title to the Dependency

Description

A clear description of the Dependency is required

Person Responsible

Here you enter the person's name or Department who owns the Dependency.

Resolution Date

Here you enter the date the required for the Dependency to be closed or updated

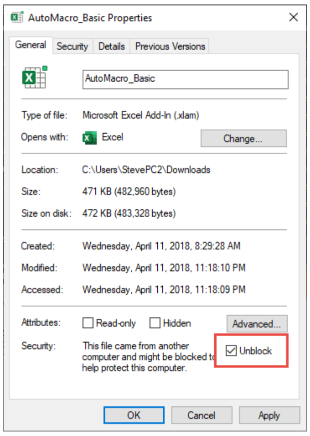
Note

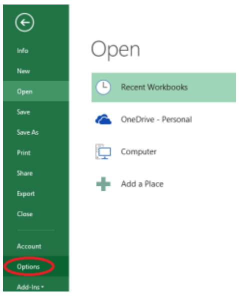
Here you enter the notes in relation to the Dependency, how it is progressing, if you are blocked or waiting on someone within the team to action a related item before you can close yours. Always start with a date MM/DD/YY – add note

Status

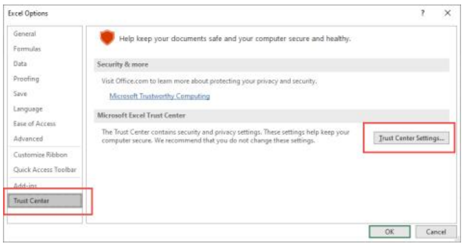
Here you enter the Status of the Action, either still Open or Closed

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

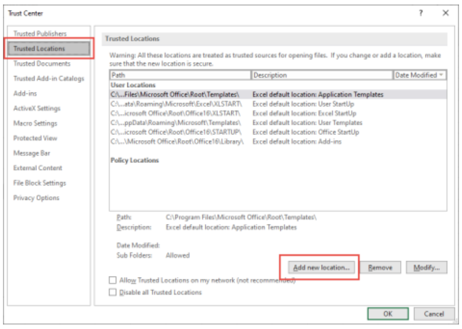
1. Save Add-in to Computer
    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)
2. Unblock the File.
    a. After saving the file, locate the file in the Windows Explorer.
    b. Right-click the file 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. 

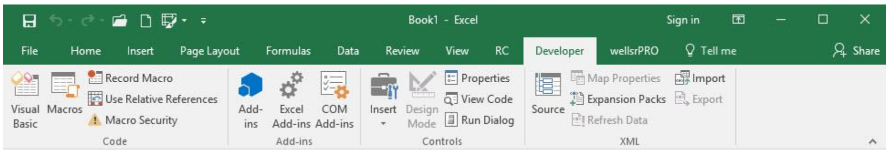
    e. **Trust Centre > Trust Centre Settings**

f. 

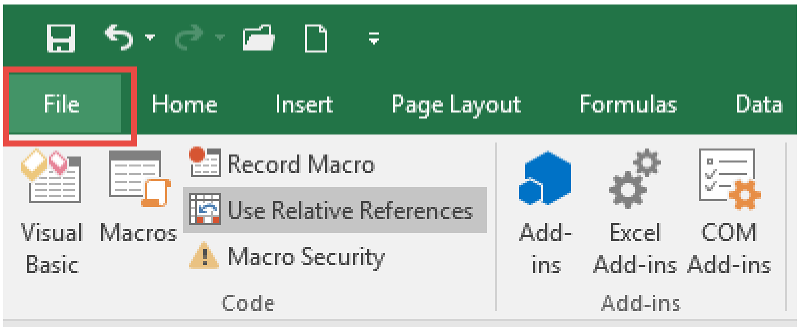
g. Trusted Locations > Add New Location

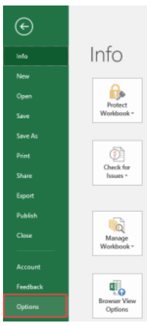
h. 

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)

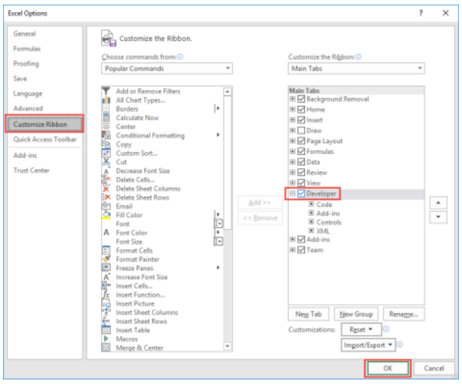
4. Make Sure the Developer Tab is Visible
5. 

    a. If you don't see the Developer tab then follow these instructions: Add Developer Ribbon.

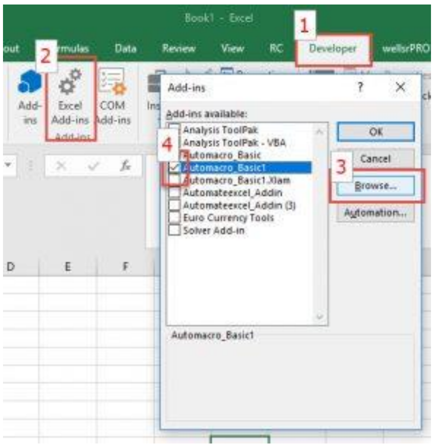
6. Click File as shown below
7. 

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.