# Excel Templates Guides, Description, Download and installation.

## Basic Project Change Request Template

# Project Change Request Register

## Project Change Request Register

| | |
|---|---|
| **Project Name:** | <Add Detail Here> |
| **Client Name:** | <Add Detail Here> |
| **Client Contact:** | <Add Detail Here> |

| | |
|---|---|
| **Project Code** | <Add Detail Here> |
| **Project Manger** | <Add Detail Here> |
| **Tech Lead** | <Add Detail Here> |

| ID | Date | Title | Description | Impact (Schedule - Scope) | Estimated Cost (Sell) | Approved By | Artifact | Status | Date Closed |
|---|---|---|---|---|---|---|---|---|---|
| D01 | 15/01/2021 | New workstations | It was identified that an additional 20 workstations are required for this project | This will impact the schedule by 3 weeks and is additional Scope | $ 24,000.00 | Internal steerco meeting | Email to Project Manager | Closed | 19/01/2021 |
| D02 | 17/01/2021 | Additional Testing | Testing was fixed at 3 weeks. An additional 2 weeks of testing is required | This will impact the schedule by 3 weeks and is additional Scope | $ 12,000.00 | | | 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

The change request register template keeps a record of all changes requested during the lifecycle of a project and tracks the acceptance or rejection of a change into the project with comments as appropriate. It also provides evidence to the approval process for governance purposes.

## How to Use

### ID

Give each PCR a unique ID so that it can be tracked easily and reported in a Status Report, if you are tracking project change requests. Example: PCR01, PCR02, PCR03...

### Date Raised

This is the date the Change Request was raised.

### Title

Provide a Title for the Change Request here

### Description

A clear description of the Change Request and why it is needed and if it has been raised in relation to a Risk or Issue, if so include Risk or Issue number

### Impact

Here you enter the impact this Change Request will have on the project. E.g. Schedule or Scope

### Estimated Cost

Here you enter the estimated cost of the Change Request.

### Approved By

Here you enter the details of the person or body who is approving the Change Request.

### Artefact

Describe the artefact provide as proof the Change Request has been approved or rejected. An email from approving authority or a signed Change Request document

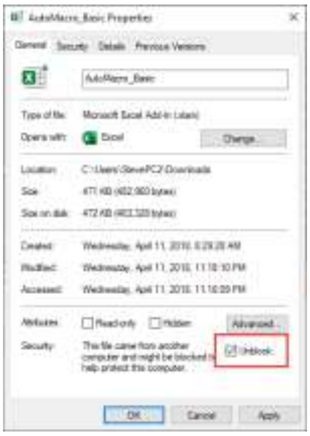
### Status

Here you enter the status of the Change Request. It will either be Open, Closed or Pending.

### Date Closed

Here you enter the date the Change Request was closed.

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

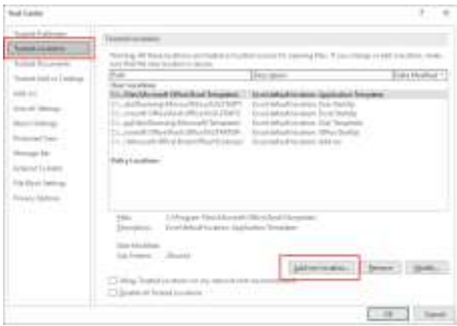
1. Save Add-in to Computer
    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)
2. Unblock the File.
    a. After saving the file, locate the file in the Windows Explorer.
    b. Right-click the file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

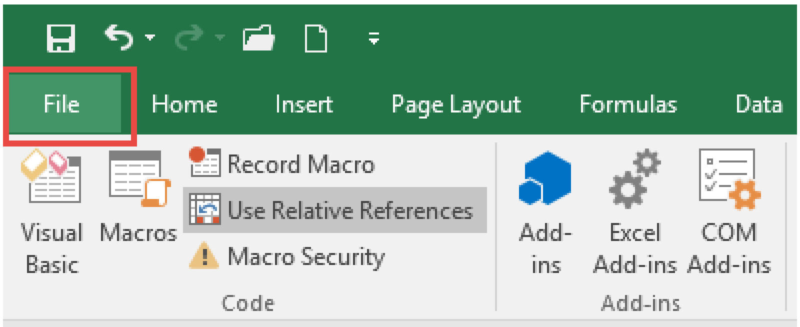
f. 

g. Trusted Locations > Add New Location

h. 

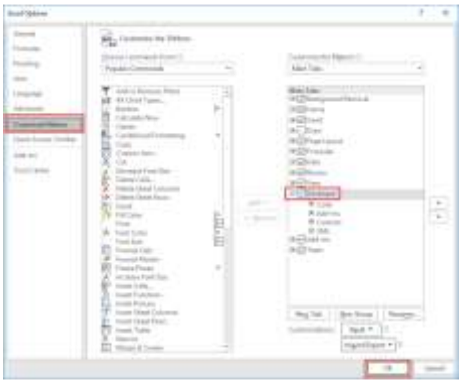
i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

4. Make Sure the Developer Tab is Visible
5. 

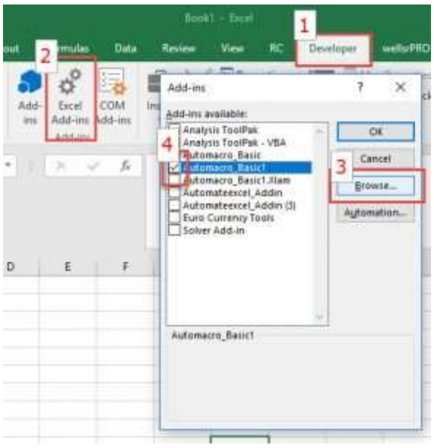

   a. If you don't see the Developer tab then follow these instructions: Add Developer Ribbon.
6. Click File as shown below
7. 

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.