Excel Templates Guides, Description, Download and installation.

SMB Assumption Register

Assumption Register

Project Assumptions Register | Created By | pmo docs

Last Date Updated: Monday, 16 August 2021

Identifier	Date	Assumption Owner	Assumption Title	Description	Reason for Assumption	Action to Validate	Impact if Assumption is Incorrect	Status	Date Closed
A001	23/07/2021	Network Engineer	Network Readiness	Network in place, firewall rules ready to go	Advised by client this is ready to go	Need to get network access	23/07/21 - If network not ready, there will be a delay in the start date, risk of losing resources	Open	
A002	26/07/2021	Solutions Consultant	Data Centre Readiness	Racks, power cabling and hardware installed and tested	Client has advised a completion date	Need access to the data centre	26/07/21 - Additional delay and risk of losing resources	Open	
A003	28/07/2021	Cloud Engineer	Express Route	Express up and running by due date	Due date advised by customer	Confirm with vendor - This has been confirmed	28/07/21 - this could be a lengthy delay	Closed	28/07/2021
A004	3/08/2021	Project Manager	Customer MSP onboard with the current project	Customer MSP has yet to accept any meeting requests, need to understand that they are on board with the project and have assigned resources ready to assist	No contact with customer MSP	Escalate to customer	Need to revisit SOW and work with customer as to who is taking on the responsibilities of the MSP	Closed	3/08/2021
A005									
A006									
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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 Assumption owner 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 Owner

This is the name of the person, dept or body that owns the Assumption. It is their responsibility to confirm the Assumption and update the register.

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.

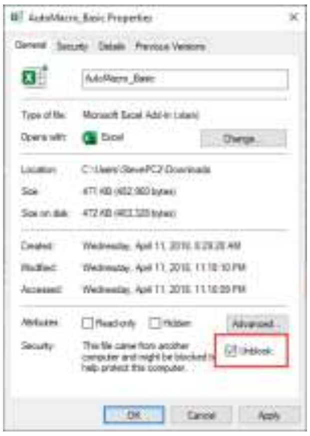
Status

Here you enter the Status of the Assumption, either still Opened or Closed

Date Closed

Here you enter the date the Assumption was Closed

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

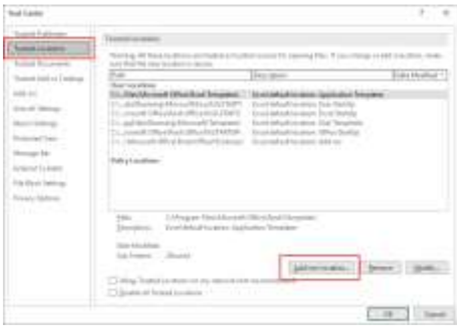
1. Save Add-in to Computer
    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)
2. Unblock the File
    a. After saving the file, locate the file in the Windows Explorer.
    b. Right-click the file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

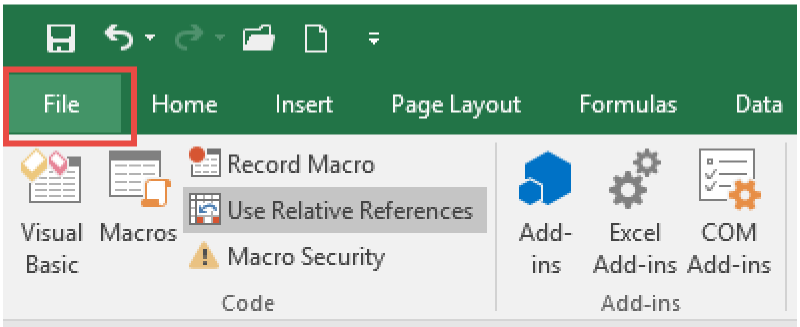
g. Trusted Locations > Add New Location

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)

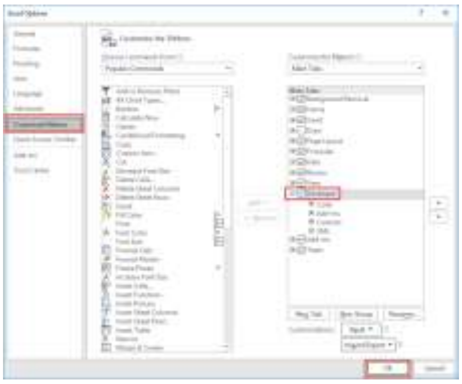
4. Make Sure the Developer Tab is Visible
5. 

   a. If you do not see the Developer tab, then follow these instructions: Add Developer Ribbon.

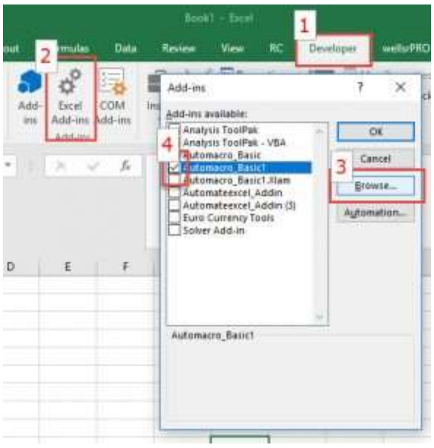
6. Click File as shown below
7. 

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.