



Excel Templates Guides, Description,  
Download and installation.

[SMB Deliverable Register](#)



## 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

#### Date Raised

Date the deliverable was entered into the Register. Note, deliverables can be added throughout the project, scope change via Project Change Request or Additional scope requested by your customer, again added via Project Change Request process.

#### Deliverable Owner

Here you enter the person responsible for delivering the deliverable. Deliverable could be a design document, so add the persons name who is producing the design

#### 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

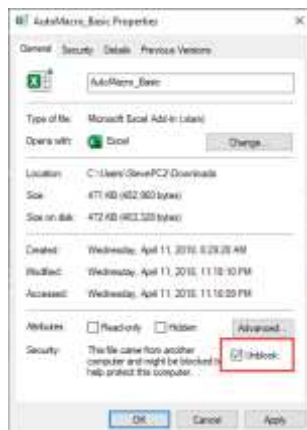
Here you enter the Status of the Deliverable, either Open or Closed.

#### 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 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 is 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

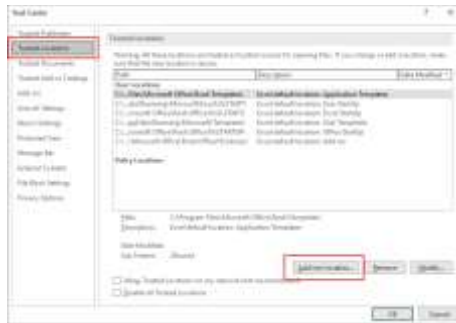


- d.
- e. **Trust Center > Trust Center Settings**



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)

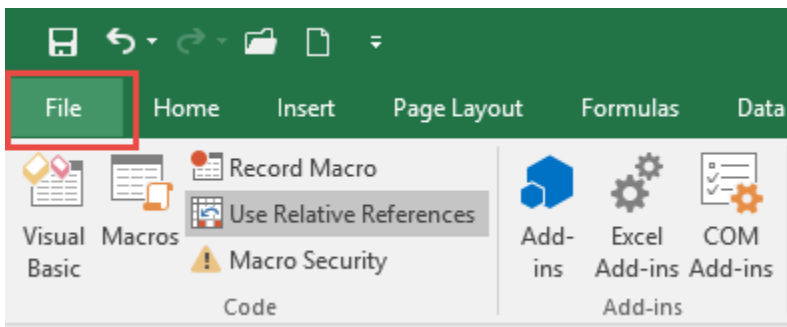
4. Make Sure the Developer Tab is Visible



5.

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

6. Click File as shown below



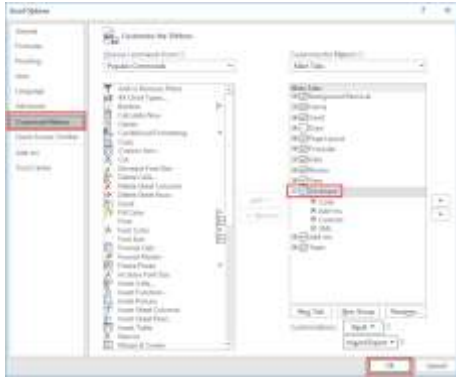
7.

8. Click Options

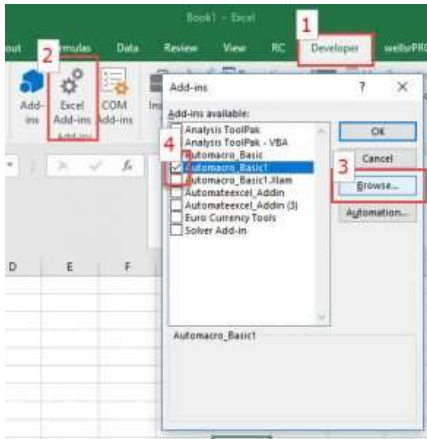


9.

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.

