Excel Templates Guides, Description, Download and installation.

SMB Issue Template

Issue Register

Last Date Updated: Monday, 2 August 2021

Identifier	Title	Date Raised	Description	Impact (L/M/H)	Impact description (time/cost/quality)	Resolution Progress	Owner	Status	Date Closed
I01	Contract	1/06/2021	Contract not signed will affect forecast revenues, and put pressure on the set schedule	Low	Quality/Time	PM speaking with the client to bring this issue to a close	Project Manager	Open	
I02	Internet Connection	2/06/2021	Internet contention issue.	Medium	Cost /Time	Upgrade internet to cater for new users on the network	Cloud Engineer	Closed	21/06/2021
I03									
I04									
I05									
I06									
I07									
I08									
I09									
I10									
I11									
I12									
I13									
I14									
I15									
I16									
I17									
I18									
I19									
I20									
I21									
I22									
I23									
I24									
I25									
I26									

Description

The Issue Register captures and keeps track of all formal issues. It is regularly monitored by the Project Manager throughout the project. The purpose of the Issue Register is to capture and maintain information on all the formal issues, informal issues are normally placed in the Daily Log by the Project Manager

How to Use

ID

Give each Issue a unique ID so that it can be tracked easily and cross referenced for example in a Status Report. Numbering Example: IS01, IS02, IS03...

Title

In this column, provide a Title for the Issue. If this is a Risk that has been elevated to an Issue, keep the same name, and close the Risk.

Date Raised

This is the date the Issue was raised and first entered into the Issue Register.

Description

Provide a clear description of the Issue here and how it is impacting the project.

Impact

Rate the Impact this Issue will have on the project. Is the Impact Low, Medium, or High

Probability

Rate the Probable impact this Issue will have on the project, as an example, impact on Quality/Time, Cost/Time, Cost/Quality or Time.

Resolution Progress

Describe the response plan here. E.g. If you are going to Share the issue, your plan could be to bring in third party to assist in resolution as the third party will have expertise in this area to resolve the issue.

Response Owner

Here you enter the person's name or Department who owns the Issue, they will also be responsible for updating progress on the response.

Status

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

Date Closed

Here you enter the date the Issue was closed. Can also be referenced in a report along with the issue ID.

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.
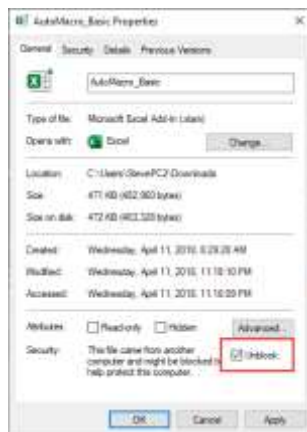
3. **This step in optional as the issue has been resolved in recent updates.**

    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 Centre > Trust Centre Settings**
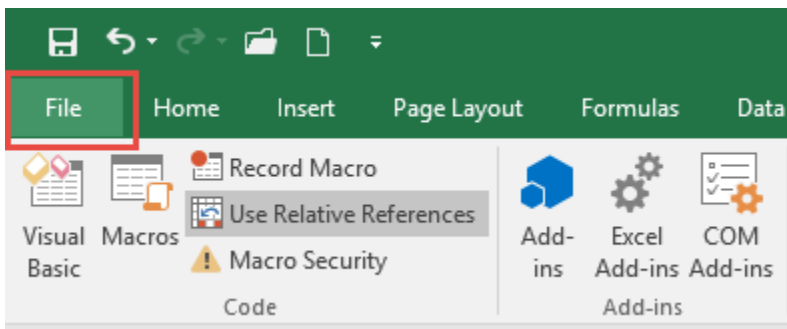
f.

g. Trusted Locations > Add New Location
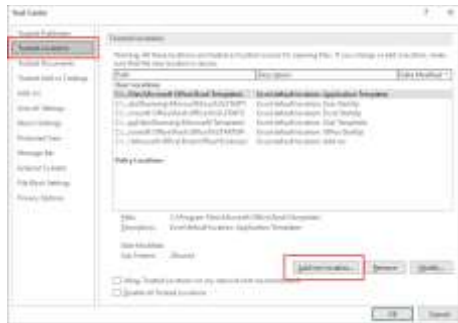
h.

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.

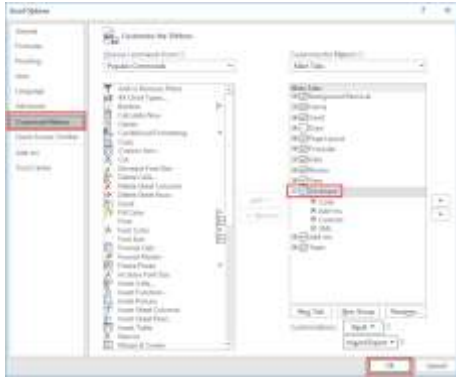a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

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.
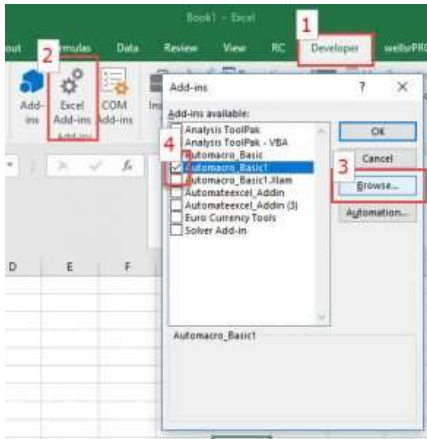
15.

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.