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PROJECT Schedule

Created by



Project Name: Cloud Migration  
 Project Start: Fri 1 Jan 2023  
 Display Work: 1



Task	Resource	% Complete	START	END	ES	EF	LS	LF
Task 1.1	Project Manager	80%	Fri 09/01/23	Mon 04/02/23	0	0	0	0
Task 1.2	Architect	100%	Tue 09/01/23	Mon 16/01/23	0	0	0	0
Task 1.3	Architect	50%	Tue 09/01/23	Mon 16/01/23	0	0	0	0
Task 1.4	Consultant	100%	Mon 16/01/23	Tue 23/01/23	0	0	0	0
Task 1.5	Senior Eng	100%	Wed 18/01/23	Wed 18/01/23	0	0	0	0
Task 1.6	Senior Eng	100%	Thu 23/01/23	Mon 30/01/23	0	0	0	0
Task 1.7	Senior Eng	100%	Tue 09/01/23	Tue 09/01/23	0	0	0	0
Task 1.8	Senior Eng	80%	Wed 18/01/23	Wed 18/01/23	0	0	0	0
Task 1.9	Senior Eng	100%	Thu 23/01/23	Thu 23/01/23	0	0	0	0
Task 1.10	Engineer	100%	Fri 02/02/23	Fri 02/02/23	0	0	0	0
Task 1.11	Engineer	100%	Mon 05/02/23	Mon 05/02/23	0	0	0	0
Task 1.12	Engineer	100%	Tue 06/02/23	Mon 05/03/23	0	0	0	0
Task 2.1	Project Manager	80%	Tue 23/01/23	Thu 02/02/23	0	0	0	0
Task 2.2	Consultant	100%	Fri 16/01/23	Fri 16/01/23	0	0	0	0
Task 2.3	Consultant	100%	Mon 09/01/23	Mon 09/01/23	0	0	0	0
Task 2.4	Consultant	100%	Tue 02/01/23	Tue 02/01/23	0	0	0	0
Task 2.5	Senior Eng	100%	Wed 03/01/23	Wed 03/01/23	0	0	0	0
Task 2.6	Senior Eng	100%	Thu 04/01/23	Thu 04/01/23	0	0	0	0
Task 2.7	Senior Eng	100%	Fri 05/01/23	Wed 10/01/23	0	0	0	0
Task 2.8	Senior Eng	100%	Thu 11/01/23	Tue 16/01/23	0	0	0	0
Task 2.9	Senior Eng	100%	Wed 17/01/23	Thu 16/01/23	0	0	0	0
Task 2.10	Senior Eng	100%	Fri 19/01/23	Fri 19/01/23	0	0	0	0
Task 2.11	Engineer	100%	Mon 02/02/23	Mon 02/02/23	0	0	0	0

## Description

A project schedule indicates what needs to be done, which resources must be used, and when the project is due. It is a timetable that outlines start and end dates and milestones that must be met for the project to be completed on time.

## How to Use

### Project Name

Enter the name of the project here.

### Project Slider

Next to the project start input, there is a slider. Move the slider to the right to see more of the schedule. One click of the arrow on the slider moves the schedule 2 weeks

### Project Start

Enter the start date of the project here. It will auto update the Gantt area

### Display Week

Use this drop-down list to jump to the week you are wanting to review.

### Task

Add task number and a description of the task that is to be undertaken.

### Resource

Click on the drop-down list to select the resource for this task. Resources in the drop down can be updated on the settings tab. Overwrite any of the names in the table or click on the last cell under the table to add a new Resource.

### % Complete

This is where you enter the % complete for this task. The Gantt bar will change colour as you increase or decrease the % Complete. This is a manual entry

### START

This entry is updated when you put the Project Start Date in next to Project Start: **Do not** put manual entry in here, this is a calculated field.

### END

This entry is updated when you put the Project Start Date in next to Project Start: and when you put in a duration under the DAYS column. **Do not** put manual entry in here, this is a calculated field.

### DAYS

This is a manual entry field. You can add ½ days or full days in this column, once entered the schedule and Gantt chart will update automatically

## HOLIDAYS and WEEKENDS

Weekends update automatically. ON the holidays Tab, you can overwrite any of the entries to put in your own local Public and National holidays.

## Today's Date

This is represented by two vertical red lines. This will show up automatically.

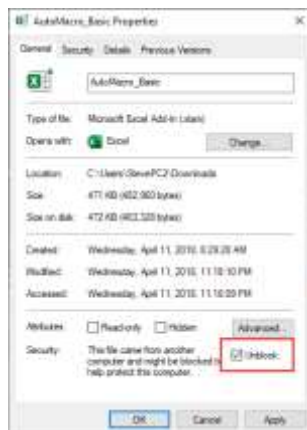
## How to install the Excel .xlam file (Add-in)

### 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



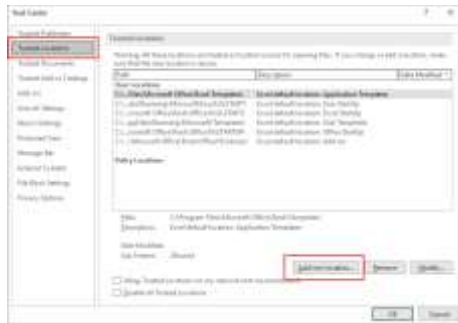
d.

### 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)

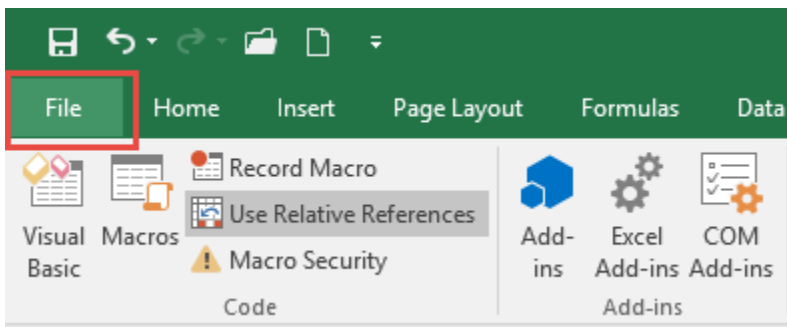
4. Make Sure the Developer Tab is Visible



5.

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

6. Click File as shown below



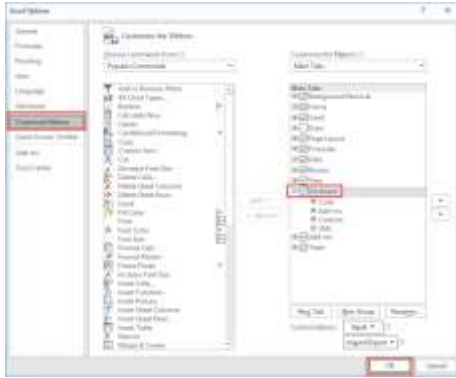
7.

8. Click Options

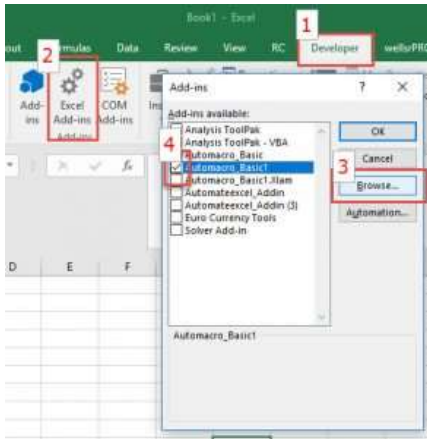


9.

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.

