

Excel Templates Guides, Description, Download and installation.

SMB Weekly Status Report Template

110	ject wee	kly Status Re	oort		Created by	(C)	omo	
	i e	atus reports document		tus of the proid	oct for the o	urrent Period		
		10.						
Week Ending:		Monday, 7 December 20	20	Project Code:		SI12345		
Client Name:		Someone International		Client Contact:		Mr I am the Owner		
Project Name:		Office 365				SI12345		
Project Manager:		Bill Smithy		Project Code: Overall Status		Amber		
, aja ar maragar.		and arriving				- Contract		
Project Status Ho	alth			Comments				
Schedule	Nati	Currently on Schedule -						
Budget	Amber	Budget is currently on targe	t					
Resources	Green	No resouce issues						
Quality	Green	All products completed have	cts completed have passed QA					
cope	Green	No Changes						
lisks.	Amber	3 known Risks - all being m	honoria					
1000	Grawn	4 Isaues - currently being in						
Thange Mgt	Green	6 Changes completed 3 mg		minet				
- ange my	- termina	d Charges congresses 3 Hz	TO SECURITIONS TO THE	riopici.				
roject Schedule	Phase Milasto	nes						
tiase	Baselina	Forecast Ballyary	Actual Delivery	% Complete	Rag	Comment		
Nan	12/12/2020	19/12/2020	19/12/2020	100%	Ammer			
Design	20/12/2020	24/12/2020		3000	Green			
Build	24/12/2020	10/01/2021			Bull I			
Closed Pilot	11/01/2021	13/01/2021			Green			
mplement	13/01/2021	19/01/2021			Table 1	71		
landover	19/01/2021	22/01/2021		_	Green			
77705070		D 1897 ST 1				-		
Tasks Complet	ed this Period	Tasks Delaye	d this Reporting	Period	Tai	ks Planned Nex	Period	
Project Kick off with o	ient	***************************************		100000	completion of discovery			
Discovery underway					Completion of Schedule v1.0			
Schedule v0.01 under	way				Sign off of Pt			
PMP with client for re-	dair							
	HUW.							
	now.							
	NUW				Ċ			
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Ris		######################################		and Decisions Issu		Decis	lons	
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		Action	19	nmary	Remaining	Becia		
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Description

How to Use

A project status report is a document that summarises a project's overall progress against the projected project plan. The goal of a project status report is to keep all stakeholders informed of progress, to mitigate Risks and Issues before they arise, and to ensure that the project will complete on time and on budget

Project Summary

In this section the Project Manager provides a summary of the week's activities, highlighting anything that needs to be brought to the stakeholders' attention.

Project Phases

In this section, you insert the start date of the project and the proposed end date for the project. For each phase in the project, you can update the % Complete, this will highlight progress to your customer or stakeholders.

RAG Status

In this section the phases of the project are laid out in order and next to each phase you can provide a RAG update. (Red Ambler Green). Also provided is a comments section where you can articulate the reason for the rating.

Tasks

In this section you provide detail for Tasks completed, Tasks delayed (need to be rescheduled) and upcoming Planned Tasks.

Project Financials

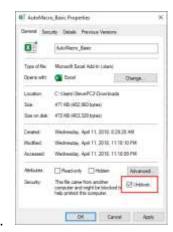
In this section you can keep track of Actuals forecast and estimate to complete for the entire project and for each phase. The only requirement here is to get your resources actuals from your time keeping system, once you have those you enter the total time in the actuals Row for the current phase. The only Row you need to enter data is the actuals Row as the other cells are calculations.

Top five

In this section you insert your top 5 Actions from your Action Register, your top Risks from your Risk Register and your top 5 Issues from your issue register.

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\Excel 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.



- 3. This step in optional as the issue has been resolved in recent updates.
 - a. Trust the File Location
 - 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



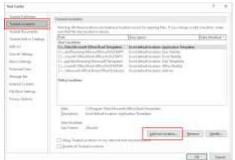
d.

e. Trust Centre > Trust Centre Settings



f.

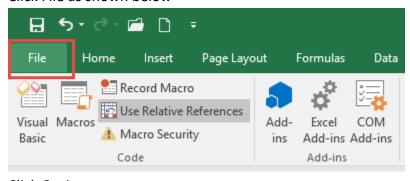
g. Trusted Locations > Add New Location



- 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



- a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
- 6. Click File as shown below



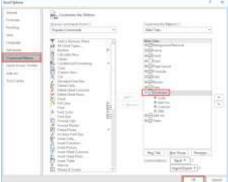
8. Click Options



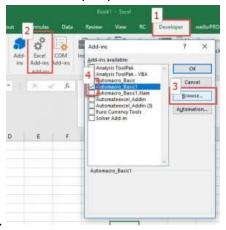
9.

7.

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\Excel 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.

