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[SMB Weekly Status Report Template](#)

Project Weekly Status Report		Created by		pma docs			
This weekly status reports documents the current status of the project for the current Period							
Week Ending:	Monday, 7 December 2020	Project Code:	SI12345				
Client Name:	Someone International	Client Contact:	Mr i am the Owner				
Project Name:	Office 365	Project Code:	SI12345				
Project Manager:	Bill Smithy	Overall Status	Amber				
Project Status Health		Comments					
Schedule	Amber	Currently on Schedule -					
Budget	Amber	Budget is currently on target					
Resources	Green	No resource issues					
Quality	Green	All products completed have passed QA					
Scope	Green	No Changes					
Risks	Amber	3 known Risks - all being managed					
Issues	Green	4 Issues - currently being managed					
Change Mgt	Green	6 Changes completed 3 more scheduled for the project					
Project Schedule Phase Milestones							
Phase	Baseline	Forecast Delivery	Actual Delivery	% Complete	Reg	Comment	
Plan	12/12/2020	19/12/2020	19/12/2020	100%	Amber		
Design	20/12/2020	24/12/2020			Green		
Build	24/12/2020	10/01/2021			Red		
Closed Pilot	11/01/2021	13/01/2021			Green		
Implement	13/01/2021	19/01/2021			Red		
Handover	19/01/2021	22/01/2021			Green		
Tasks Completed this Period		Tasks Delayed this Reporting Period		Tasks Planned Next Period			
Project Kick off with client				completion of discovery			
Discovery underway				Completion of Schedule v1.0			
Schedule v0.01 underway				Sign off of PMP			
PMP with client for review							
Top 5 Risks Actions Issues and Decisions							
Risks	Actions	Issues	Decisions				
Project Financial Summary							
Description	Project Total	Amount Invoiced to date	Remaining to be Invoiced	% Bdgt Used			
Professional Services	\$28,575.00	\$25,000.00	\$3,575.00	87%			
Hardware	\$29,000.00	\$15,000.00	\$14,000.00	52%			
Expenses	\$2,900.00	\$1,500.00	\$1,400.00	52%			
<b>Total</b>	<b>\$60,475.00</b>	<b>\$41,500.00</b>	<b>\$18,975.00</b>	<b>64%</b>			
Professional Services Financials		Project Budget	\$28,575.00	Total Project Hours	160.00		
Resource	Budget Hrs	Hrs actually Worked	Hrs Remaining	Rate	Actuals	ETC	EAC
Project Manager	30.00	15.00	15.00	195.00	\$2,925.00	\$2,925.00	\$5,850.00
Senior Engineer 1	30.00	12.00	18.00	185.00	\$2,220.00	\$3,330.00	\$5,550.00
Senior Engineer 2	30.00	18.00	12.00	185.00	\$3,330.00	\$2,220.00	\$5,550.00
Senior Engineer 3	20.00	7.00	13.00	185.00	\$1,295.00	\$2,405.00	\$3,700.00
Senior Engineer 4	25.00	9.00	16.00	185.00	\$1,665.00	\$2,960.00	\$4,625.00
Consultant	15.00	11.00	4.00	220.00	\$2,420.00	\$880.00	\$3,300.00
<b>Total</b>	<b>150.00</b>	<b>72.00</b>	<b>78.00</b>		<b>\$18,865.00</b>	<b>\$14,720.00</b>	<b>\$28,575.00</b>

## 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 Amber 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

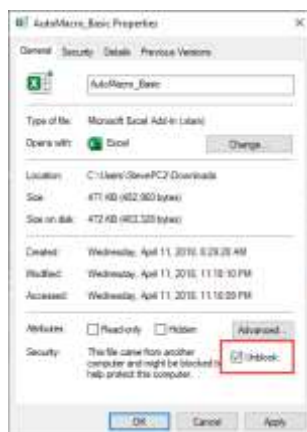
In this section you can keep track of Actuals forecast and estimate to complete for the entire project and for each phase. The only requirement here is to get your resources actuals from your time keeping system, once you have those you enter the total time in the actuals Row for the current phase. The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



- 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

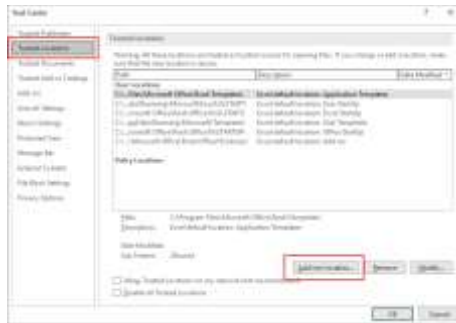


- d.
- e. **Trust Centre > Trust Centre Settings**



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)

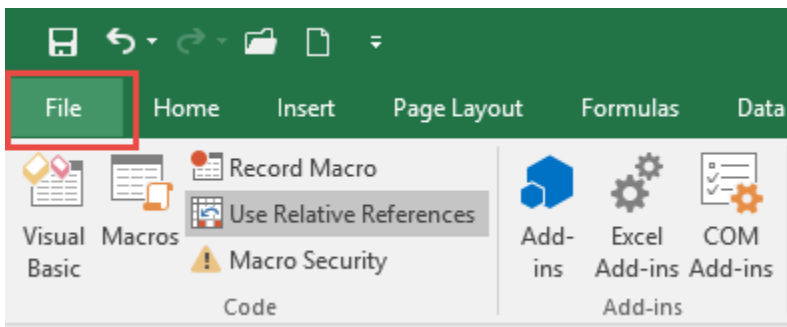
4. Make Sure the Developer Tab is Visible



5.

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

6. Click File as shown below



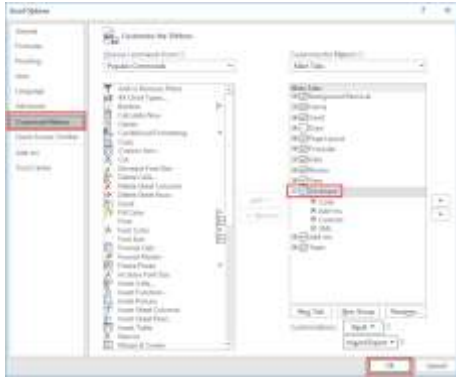
7.

8. Click Options

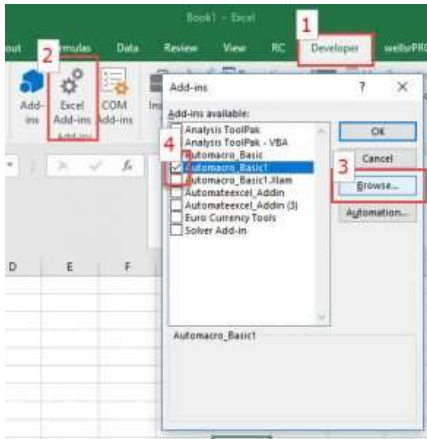


9.

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\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.

