

# Excel Templates Guides, Description, Download and installation.

SME Project Change Request Template

## Project Change Request Register

#### PROJECT CHANGE REQUEST REGISTER

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Created By

### **Description**

The change request register template keeps a record of all changes requested during the lifecycle of a project and tracks the acceptance or rejection of a change into the project with comments as appropriate. It also provides evidence to the approval process for governance purposes.

#### How to Use

#### ID

Give each PCR a unique ID so that it can be tracked easily and reported in a Status Report, if you are tracking project change requests. Example: PCR01, PCR02, PCR03...

#### **Project Number**

This is the project number of the project requesting the Project Change Request

#### **Project Name**

This is the name of the project requesting the Project Change Request

#### **Date Raised**

This is the date the Change Request was raised.

#### Requestor

This is the person who has requested the Project Change Request

#### Description

A clear description of the Change Request and why it is needed and if it has been raised in relation to a Risk or Issue, if so, include Risk or Issue number

#### Priority

Select from the drop-down list if this is Important, Essential or a Nice to Have.

#### **Estimated Cost**

Here you enter the estimated cost of the Change Request.

#### Impact to Project

Here you enter the impact this will have on the project. Will it impact schedule, if so by how much, require additional resources, if so, are they available.

#### **Status**

Here you enter the status of the Change Request. It will either be Submitted, Pending, Approved or Rejected.

#### **Date Closed**

Here you enter the date the Change Request was closed, add notes if the change was closed as not complete or unsuccessful.

## 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.

d.

- 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.

ieneral Secu	urity Details Previous Versions	
X	AutoMacro_Basic	
Type of file:	Microsoft Excel Add-In (xlam)	
Opens with:	Excel Change	
Location:	C:\Users\StevePC2\Downloads	
Size:	471 KB (482,960 bytes)	
Size on disk:	472 KB (483.328 bytes)	
Created:	Wednesday, April 11, 2018, 8:29:28 AM	
Modified:	Wednesday, April 11, 2018, 11:18:10 PM	
Accessed:	Wednesday, April 11, 2018, 11:18:09 PM	
Attributes:	Read-only Hidden Advance	ed
Security:	This file came from another computer and might be blocked to Unblo help protect this computer.	ck

#### 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



e. Trust Centre > Trust Centre Settings

Excel Options		7	×
General Formulas	Help keep your documents safe and your computer secure and healthy.		
Data	Security & more		
Proofing	Visit Office.com to learn more about protecting your privacy and security.		
Save	Microsoft Trustworthy Computing		
Language	Microsoft Excel Trust Center		
Advanced	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Trust Center Setti	ngs
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Quick Access Toolbar			
Add-ins			
Trust Center			
		OK	ancel

g. Trusted Locations > Add New Location

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indited water in Catalogs	User Locations								
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indrege our	Policy Locations								
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- 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

f.



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.
  - 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.



- 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.

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