



Excel Templates Guides, Description,
Download and installation.

[SME Project Change Request Template](#)

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

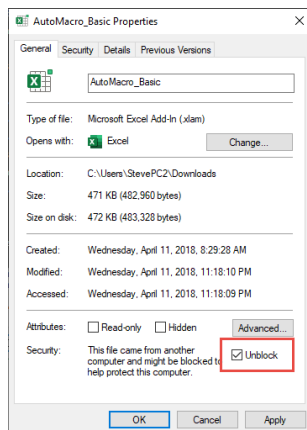
Here you enter the status of the Change Request. It will either be Submitted, Pending, Approved or Rejected.

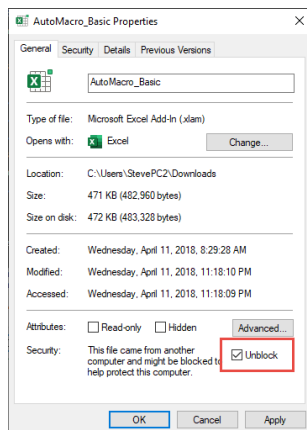
Date Closed

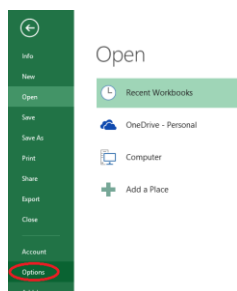
Here you enter the date the Change Request was closed, add notes if the change was closed as not complete or unsuccessful.

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

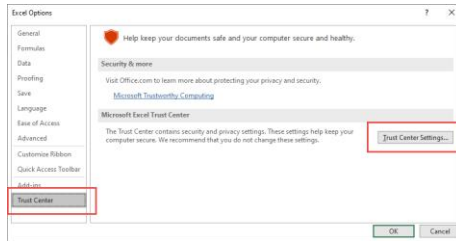
1. Save Add-in to Computer
 - a. Make sure to download and save the add-in (.XLAM file) to your computer.
Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)
2. Unblock the File.
 - a. After saving the file, locate the file in the Windows Explorer.
 - b. Right-click the file and 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

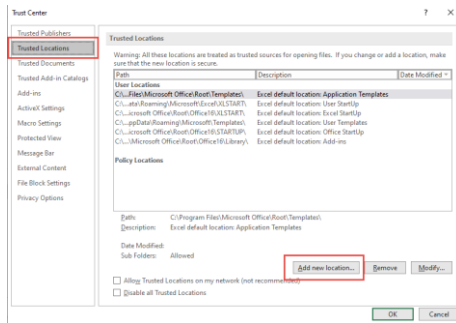


- d. 
- e. **Trust Centre > Trust Centre Settings**



f.

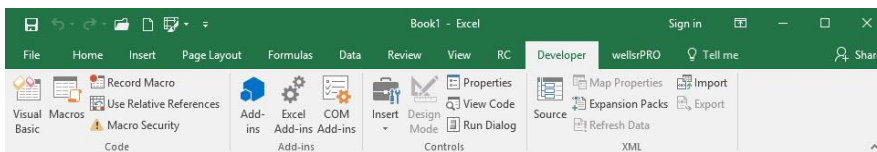
g. Trusted Locations > Add New Location



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)

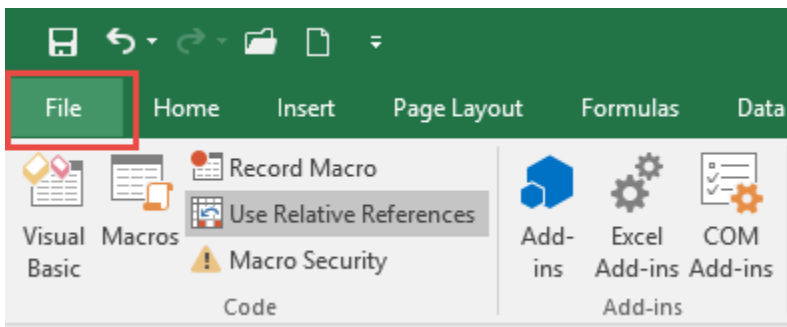
4. Make Sure the Developer Tab is Visible



5.

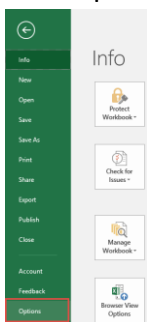
a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

6. Click File as shown below



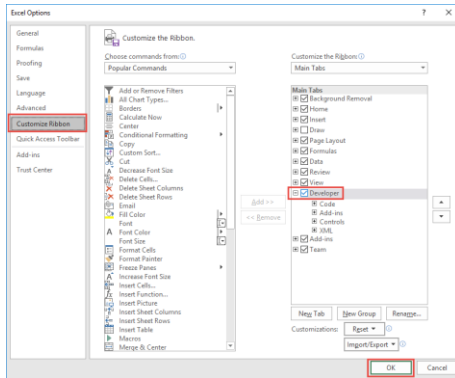
7.

8. Click Options



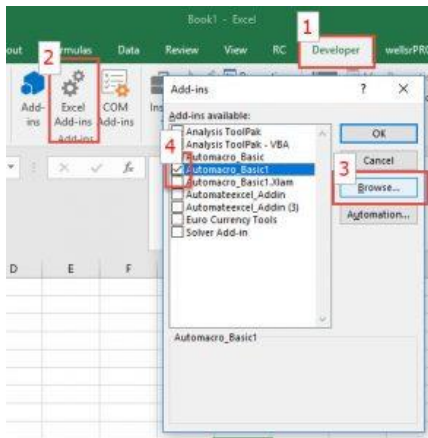
9.

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\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.

