pmodocs

Excel Templates Guides, Description, Download and installation.

SME Project Schedule Register

Project Schedule Register

PROJECT SCHEDULE

PROJECT TITLE [Project Title:]

PROJECT MANAGER [Project Manager:]

Thursday, 18 November 2021

COMPANY NAME [Company Name]

DATE [Date:]

Project Name:	Cloud Migration

Date Slider

TASK	ASSIGNED TO	% Complete	START	END	DAYS
Plan	Resource	% Complete	Start	End	Days
task 1.1	Engineer	100%	Fri 01/1/21	Tue 08/1/21	3
task 1.2	Architect	100%	Wed 09/1/21	Tue 12/1/21	5
task 1.3	Azure Engineer	75%	Wed 13/1/21	Thu 14/1/21	2
task 1.4	Consultant	100%	Fri 15/1/21	Wed 20/1/21	4
task 1.5	Senior Eng	100%	Thu 21/1/21	Thu 21/1/21	1
task 1.6	Senior Eng	40%	Fri 22/1/21	Tue 02/2/21	7
task 1.7	Senior Eng		Wed 03/2/21	Wed 03/2/21	1
task 1.8	Senior Eng	40%	Thu 04/2/21	Thu 11/2/21	6
task 1.9	Senior Eng		Fri 12/2/21	Tue 16/2/21	3
task 1.10	Engineer		Wed 17/2/21	Wed 17/2/21	1
task 1.11	Engineer	35%	Thu 18/2/21	Mon 22/2/21	3
task 1.11	Project Manager	25%	Tue 23/2/21	Tue 23/2/21	1
task 1.12	Engineer	25%	Wed 24/2/21	Thu 26/2/21	2
task 1.13	Engineer	25%	Fri 26/2/21	Mon 01/3/21	2
Design					
task 2.1	Project Manager	100%	Tue 02/3/21	Thu 04/3/21	3
task 2.2	Consultant	100%	Fri 05/3/21	Fri 05/3/21	1
task 2.3	Consultant	100%	Mon 08/3/21	Mon 08/3/21	1
task 2.4	Consultant		Tue 09/3/21	Tue 09/3/21	1
task 2.5	Senior Eng		Wed 10/3/21	Wed 10/3/21	1
task 2.6	Senior Eng		Thu 11/3/21	Thu 11/3/21	1
task 2.7	Senior Eng	0%	Fri 12/3/21	Thu 18/3/21	4
task 2.8	Senior Eng		Fri 19/3/21	Tue 23/3/21	3
task 2.9	Senior Eng		Wed 24/3/21	Thu 25/3/21	2
task 2.10	Senior Eng		Fri 26/3/21	Fri 26/3/21	1
task 2.11	Engineer		Mon 29/3/21	Mon 29/3/21	1
Build					
task 3.1	Senior Eng		Tue 30/3/21	Mon 05/4/21	5
task 3.2	Senior Eng		Tue 06/4/21	Fri 09/4/21	4
task 3.3	Senior Eng		Mon 12/4/21	Wed 14/4/21	3
task 3.4	Senior Eng	0%	Thu 15/4/21	Fri 16/4/21	2
task 3.5	Senior Eng		Mon 19/4/21	Mon 19/4/21	1
task 3.6	Senior Eng		Mon 19/4/21	Mon 19/4/21	1
task 3.7	Senior Eng		Tue 20/4/21	Tue 20/4/21	1
task 3.8	Senior Eng		Wed 21/4/21	Wed 21/4/21	1
task 3.9	Senior Eng		Thu 22/4/21	Thu 22/4/21	1
task 3.10	Engineer		Fri 23/4/21	Fri 23/4/21	1
task 3.11	Engineer		Mon 26/4/21	Tue 27/4/21	2
task 3.12	Engineer		Wed 28/4/21	Wed 28/4/21	1
task 3.13	Engineer		Thu 29/4/21	Thu 29/4/21	1
Implement					
task 4.1	Senior Eng		Fri 30/4/21	Fri 30/4/21	1
task 4.2	Senior Eng		Mon 03/5/21	Mon 03/5/21	1
task 4.3	Senior Eng		Tue 04/5/21	Tue 04/5/21	1
task 4.4	Senior Eng		Wed 05/5/21	Wed 05/5/21	1
task 4.5	Senior Eng		Thu 06/5/21	Thu 06/5/21	1
task 4.6	Senior Eng		Fri 07/5/21	Fri 07/5/21	1
task 4.7	Senior Eng		Mon 10/5/21	Mon 10/5/21	1
task 4.8	Senior Eng		Tue 11/5/21	Tue 11/5/21	1
task 4.9	Senior Eng		Wed 12/5/21	Wed 12/5/21	1
task 4.10	Engineer		Thu 13/5/21	Thu 13/5/21	1
task 4.11	Engineer		Fri 14/5/21	Fri 14/5/21	1
task 4.12	Engineer		Mon 17/5/21	Mon 17/5/21	1
Handover					
task 5.1	Senior Eng		Tue 18/5/21	Wed 19/5/21	2
task 5.2	Senior Eng		Thu 20/5/21	Fri 21/5/21	2
task 5.3	Engineer		Mon 24/5/21	Wed 26/5/21	3
task 5.4	Engineer		Thu 27/5/21	Tue 01/6/21	4
task 5.5	Engineer		Wed 02/6/21	Wed 09/6/21	5
task 5.6	SDM		Thu 10/6/21	Thu 17/6/21	6
task 5.7	SDM		Fri 18/6/21	Mon 28/6/21	7
task 5.8	SDM		Tue 29/6/21	Thu 08/7/21	8
task 5.9	SDM		Fri 09/7/21	Wed 21/7/21	9

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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.
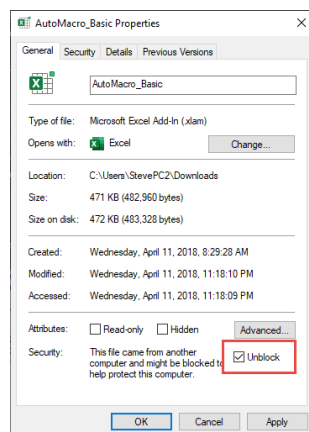
3. **This step in optional as the issue has been resolved in recent updates.**

   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
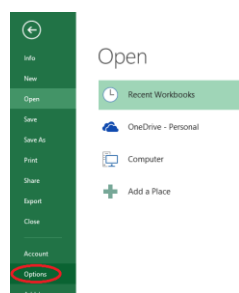
   d.

   e. **Trust Center > Trust Center Settings**
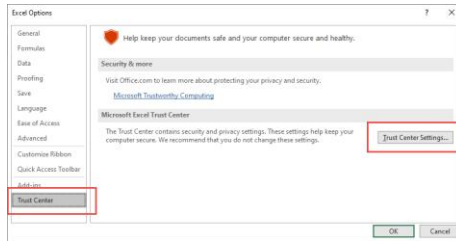
f.

g. Trusted Locations > Add New Location
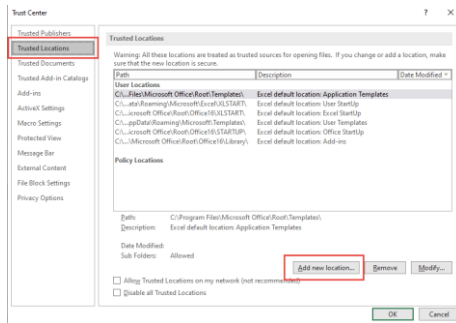
h.

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
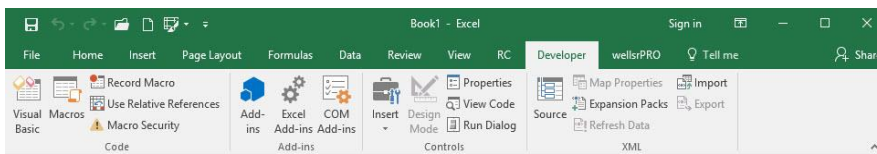
5.

a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
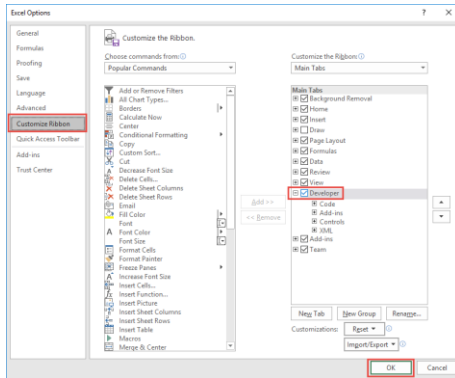
6. Click File as shown below
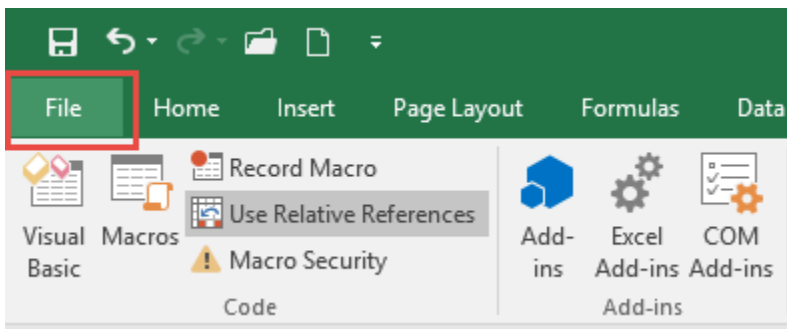
7.
8. Click Options
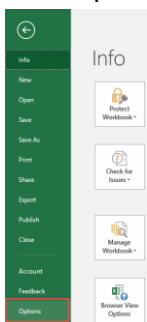
9.
10. In the left-hand pane, click Customise Ribbon.

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.
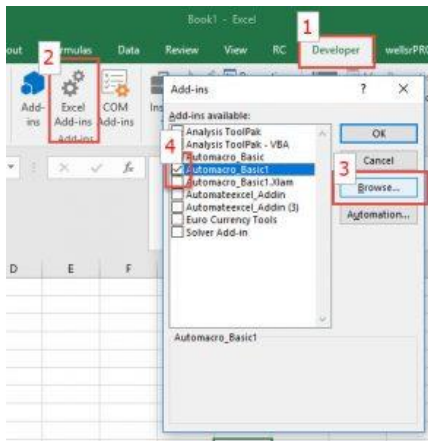
15.

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.