

Excel Templates Guides, Description, Download and installation.

SME Project Schedule Register

Project Schedule Register

PROJECT	SCHEDU	E														pmo _{docs}
PROJECT TITLE	[Project Title:]										_			COMPANY NA	ME [Company Name]	l
PROJECT MANAGER	[Project Manager:]							п	huneday, 18 N	ovember 2021				DATE	[Date:]	
					1											
		Project Name: Cloud Migration				Date Silder					0 11 12 13 14	15 15 17	18 19 20 21	2 21 24 25	26 27 26 20	30 31
TASK	ASSIGNED TO	% Complete	START	END	DAYS	N T W T						1 1 1	NTWT	9 9 H		
Plan	Recource	% Complete	Start	End	Daya											
task 1.1	Engineer	100%	Fel 01/1/21	Teo 66/1/21	3											
task 1.2	Architect	100%	Wed 06/1/21	Teo 12/1/21	5											-
task 1.4	Consultant	100%	Put 18/1/21	Wed 20/1/21	4											
task 1.5	Senior Eng	100%	The 21/1/21	The 21/1/21	1											1
task 1.6	Senior Eng	40%	Fri 22/1/21	Teo 02/2/21	7							_				4
task 1.8	Senior Eng	40%	The 04/2/21	The 11/2/21	6											-
task 1.9	Senior Eng		PH 12/2/21	Teo 16/2/21	3											1
task 1.10 task 1.11	Engineer	35%	Wed 17/2/21 The 16/2/21	Wed 17/5/21												-
task 1.11	Project Manager	25%	Tee 28/2/21	Teo 26/2/21	1											
task 1.12	Engineer	25%	Wed 24/2/21	The 26/2/21	2											1
task 1.13	Engineer	25%	Fil 20/2/21	Han 01/8/21	2											
task 2.1	Project Manager	100%	Tue 02/6/21	The 04/8/21	3											
task 2.2	Consultant	100%	Fri 06/8/21	Fri 05/6/21	1 1											1
task 2.3 task 2.4	Consultant	100%	Two 08/8/21	Tue 08/8/21												-
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Build																
task 3.1 task 3.2	Senior Eng		Tee 90/8/21	Pise 06/4/21	5											
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task 3.4	Senior Eng	0%	Thu 18/4/21	Fri 16/4/21	2							_				-
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task 3.11	Engineer		Mon 26/4/21	Tue 27/4/21	2											_
task 3.12	Engineer		Thu 29/4/21	Thu 29/4/21												-
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task 4.8 task 4.9	Senior Eng		Wed 12/5/21	Wed 12/5/21												-
task 4.10	Engineer		Thu 18/6/21	The 16/8/21	1											
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task 5.1	Senior Eng		Tee 16/6/21	Wed 19/6/21	2											-
task 5.3	Engineer		Mon 24/6/21	Wed 26/5/21	3											-
task 5.4	Engineer		Thu 27/6/21	Tue 01/6/21	4											
task 5.5 task 5.6	Engineer		Wed 02/6/21	Wed 00/6/21	5											-
task 5.7	SDM		PH 18/6/21	Hon 28/6/21	7											
task 5.8	SDM		Tue 29/6/21	Thu C6/7/21	8				Page 1 of							_
task 5.9	SDM		141 00/7/21	103 21/7/21	9											

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

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.



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 Center > Trust Center 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
Customice Ribbon			
Quick Access Toolbar			
Add-ins			
Trust Center			
		OK	ancel

g. Trusted Locations > Add New Location

	Trusted Locations		
Trusted Locations	Warning: All these locations are treated as trust	ted sources for opening files. If you chan	oe or add a location.
Trusted Documents	sure that the new location is secure.		
Trusted Add-in Catalogs	Path	Description	Date Modif
	User Locations		
Add-ins	Cr\Files\Microsoft Office\Root\Templates\	Excel default location: Application Ten	nplates
ActiveX Settings	C:\ata\Roaming\Microsoft\Excel\XLSTART\	Excel default location: User StartUp	
Marca California	Cit_actosoft Office(voot(Office)o/ALSTART(Excel default location: Excel startOp Excel default location: User Templater	
mecro aeunigs	C/icrosoft Office\Root\Office16\STARTUP\	Excel default location: Office StartUp	
Protected View	C/\Microsoft Office\Root\Office16\Library\	Excel default location: Add-ins	
Message Bar			
	Policy Locations		
External Content			
File Block Settings			
File Block Settings			
File Block Settings Privacy Options			
File Block Settings Privacy Options	Bathe C//Program Files/Microsoft	Office\Root\Templates\	
File Block Settings Privacy Options	Daths C/Program Files/Microsoft Description: Excel default location: Appl	: Office\Root\Templates\ ication Templates	
File Block Settings Privacy Options	Exthe C\/Program Files\/Microsoft Description: Excel default location: Appl	Office/Root/Templates/ ication Templates	
File Block Settings Privacy Options	Eathe C\/Program Files\/Microsoft Description: Excel default location: Appl Date Modified: To b folder Allowed	Office/Root\Templates\ ication Templates	
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File Block Settings Privacy Options	Baths Ci/Program Files/Microsoft Bescription: Excel default location App Date Modified: Sub Folders: Allog: Tosted Locations on my network (nr	Office/Root/Templates/ ication Templates Add new location	Bernove Moo

- 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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