Excel Templates Guides, Description, Download and installation.

Basic Project Schedule Register

PROJECT Schedule

Created by

Project Start: Fri, 1-Jan-2021
Display Week: 6

TASK	ASSIGNED TO	% Complete	START	END	DAYS
Plan					
task 1.1	Project Manager	100%	Fri 01/1/21	Mon 04/1/21	2
task 1.2	Architect	100%	Tue 05/1/21	Mon 11/1/21	5
task 1.3	Architect	50%	Tue 12/1/21	Wed 13/1/21	2
task 1.4	Consultant	75%	Thu 14/1/21	Tue 19/1/21	4
task 1.5	Senior Eng	100%	Wed 20/1/21	Wed 20/1/21	1
task 1.6	Senior Eng	40%	Thu 21/1/21	Mon 01/2/21	7
task 1.7	Senior Eng		Tue 02/2/21	Tue 02/2/21	1
task 1.8	Senior Eng	40%	Wed 03/2/21	Tue 09/2/21	5
task 1.9	Senior Eng		Wed 10/2/21	Wed 10/2/21	1
task 1.10	Engineer		Thu 11/2/21	Thu 11/2/21	1
task 1.11	Engineer	35%	Fri 12/2/21	Tue 16/2/21	3
task 1.11	Engineer		Wed 17/2/21	Wed 17/2/21	1
Design					
task 2.1	Project Manager	50%	Thu 18/2/21	Fri 19/2/21	2
task 2.2	Consultant		Mon 22/2/21	Mon 22/2/21	1
task 2.3	Consultant		Tue 23/2/21	Tue 23/2/21	1
task 2.4	Consultant		Wed 24/2/21	Wed 24/2/21	1
task 2.5	Senior Eng		Thu 25/2/21	Thu 25/2/21	1
task 2.6	Senior Eng		Fri 26/2/21	Fri 26/2/21	1
task 2.7	Senior Eng	75%	Mon 01/3/21	Thu 04/3/21	4
task 2.8	Senior Eng		Fri 05/3/21	Tue 09/3/21	3
task 2.9	Senior Eng		Wed 10/3/21	Thu 11/3/21	2
task 2.10	Senior Eng		Fri 12/3/21	Fri 12/3/21	1
task 2.11	Engineer		Tue 16/3/21	Tue 16/3/21	1
Build					
task 3.1	Senior Eng		Wed 17/3/21	Tue 23/3/21	5
task 3.2	Senior Eng		Wed 24/3/21	Mon 29/3/21	4
task 3.3	Senior Eng		Tue 30/3/21	Thu 01/4/21	3
task 3.4	Senior Eng	50%	Tue 06/4/21	Wed 07/4/21	2
task 3.5	Senior Eng		Thu 08/4/21	Thu 08/4/21	1
task 3.6	Senior Eng		Thu 08/4/21	Thu 08/4/21	1
task 3.7	Senior Eng		Fri 09/4/21	Fri 09/4/21	1
task 3.8	Senior Eng		Mon 12/4/21	Mon 12/4/21	1
task 3.9	Senior Eng		Tue 13/4/21	Tue 13/4/21	1
task 3.10	Engineer		Wed 14/4/21	Wed 14/4/21	1
task 3.11	Engineer		Thu 15/4/21	Fri 16/4/21	2
task 3.12	Engineer		Mon 19/4/21	Mon 19/4/21	1
task 3.13	Engineer		Tue 20/4/21	Tue 20/4/21	1
Implement					
task 4.1	Senior Eng		Wed 21/4/21	Wed 21/4/21	1
task 4.2	Senior Eng		Thu 22/4/21	Thu 22/4/21	1
task 4.3	Senior Eng		Fri 23/4/21	Fri 23/4/21	1
task 4.4	Senior Eng		Mon 26/4/21	Mon 26/4/21	1
task 4.5	Senior Eng		Tue 27/4/21	Tue 27/4/21	1
task 4.6	Senior Eng		Wed 28/4/21	Wed 28/4/21	1
task 4.7	Senior Eng		Thu 29/4/21	Thu 29/4/21	1
task 4.8	Senior Eng		Fri 30/4/21	Fri 30/4/21	1
task 4.9	Senior Eng		Mon 03/5/21	Mon 03/5/21	1
task 4.10	Engineer		Tue 04/5/21	Tue 04/5/21	1
task 4.11	Engineer		Wed 05/5/21	Wed 05/5/21	1
task 4.12	Engineer		Thu 06/5/21	Thu 06/5/21	1
Handover					
task 5.1	Senior Eng		Fri 07/5/21	Mon 10/5/21	2
task 5.2	Senior Eng		Tue 11/5/21	Wed 12/5/21	2
task 5.3	Engineer		Thu 13/5/21	Mon 17/5/21	3
task 5.4	Engineer		Tue 18/5/21	Fri 21/5/21	4
task 5.5	Engineer		Mon 24/5/21	Fri 28/5/21	5
task 5.6	SDM		Mon 31/5/21	Mon 07/6/21	6
task 5.7	SDM		Tue 08/6/21	Thu 17/6/21	7
task 5.8	SDM		Fri 18/6/21	Tue 29/6/21	8
task 5.9	SDM		Wed 30/6/21	Mon 12/7/21	9

Timeline headers: 1-Feb-21, 8-Feb-21, 15-Feb-21, 22-Feb-21, 1-Mar-21

Description

A project schedule indicates what needs to be done, which resources must be utilised, 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 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.

Assigned to

Add the resource name or resource type in this column, who is going to complete this task

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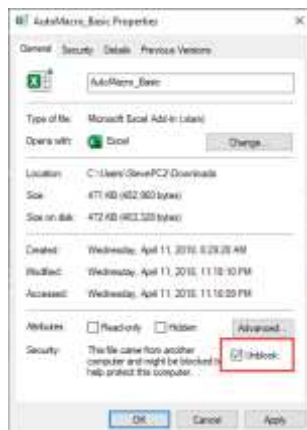
3. **This step in optional as the issue has been resolved in recent updates.**

   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
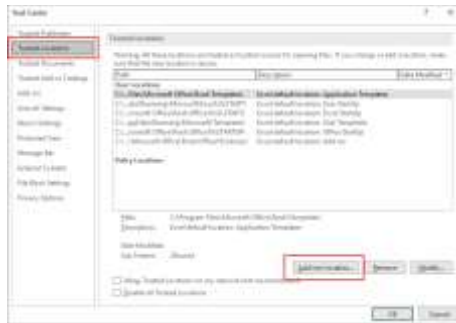
h.

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.
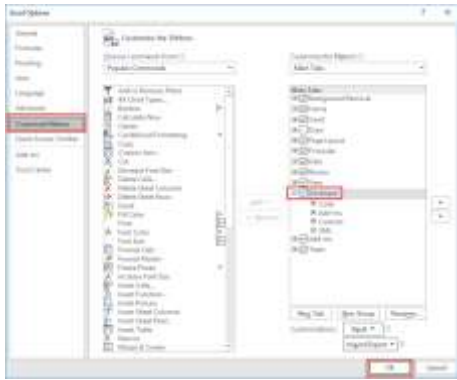
6. Click File as shown below
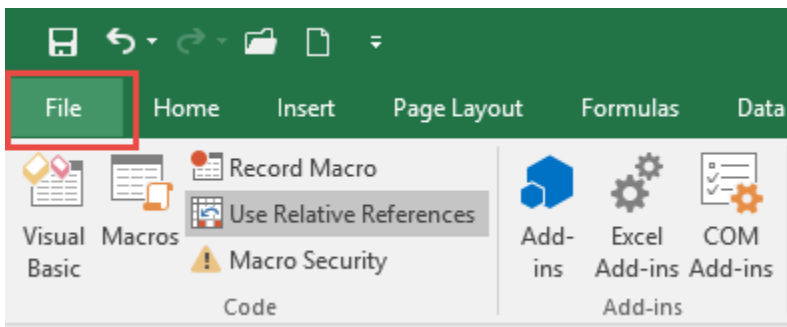
7.

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.
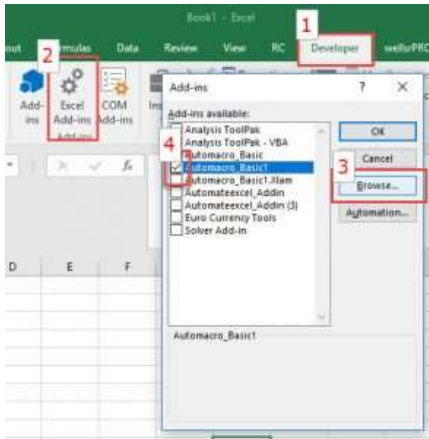
15.

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.