Excel Templates Guides, Description, Download and installation.

Basic Weekly Status Report Template

Weekly Status Report

Project Name:	<Add Detail Here>	**Project Code**	<Add Detail Here>
Client Name:	<Add Detail Here>	**Project Manger**	<Add Detail Here>
Client Contact:	<Add Detail Here>	**Tech Lead**	<Add Detail Here>

Weekly Projet Summary	Project Summary point here

Project Phases	Start Date	Plan % Complete	Design % Complete	Build % Complete	Implement % Complete	Handover % Complete	Finish Date
		10%	0%	0%	0%	0%	

RAG Status	Phase	RAG	Comments
	Plan	Red	
	Design	Green	
	Build	Green	
	Implement	Amber	
	Handover	Red	

Tasks Complete	Tasks Delayed	Planned Tasks

Project Financials		Plan	Design	Build	Implement	Handover	Total
	Budgeted	$2,000.00	$4,000.00	$6,000.00	$8,000.00	$10,000.00	$30,000.00
	Actuals	$2,000.00	$4,000.00	$3,000.00	$0.00	$0.00	$9,000.00
	ETC	$0.00	$0.00	$3,000.00	$8,000.00	$10,000.00	$21,000.00
	EAC	$2,000.00	$4,000.00	$6,000.00	$8,000.00	$10,000.00	$30,000.00

Top 5 Risk Issue Action	Actions	Risks	Issues

Description

How to Use

A project status report is a document that summarises a project's overall progress against the projected project plan. The goal of a project status report is to keep all stakeholders informed of progress, to mitigate Risks and Issues before they arise, and to ensure that the project will complete on time and on budget

Project Summary

In this section the Project Manager provides a summary of the week’s activities, highlighting anything that needs to be brought to the stakeholders’ attention.

Project Phases

In this section, you insert the start date of the project and the proposed end date for the project. For each phase in the project, you can update the % Complete, this will highlight progress to your customer or stakeholders.

RAG Status

In this section the phases of the project are laid out in order and next to each phase you can provide a RAG update. (Red Ambler Green). Also provided is a comments section where you can articulate the reason for the rating.

Tasks

In this section you provide detail for Tasks completed, Tasks delayed (need to be rescheduled) and upcoming Planned Tasks.

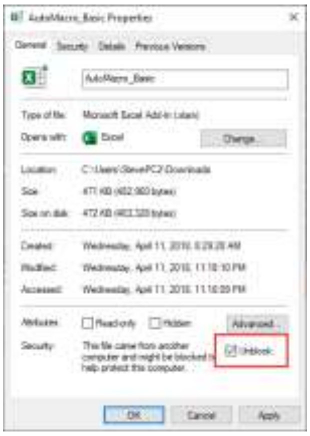
Project Financials

In this section you can keep track of Actuals forecast and estimate to complete for the entire project and for each phase. The only requirement here is to get your resources actuals from your time keeping system, once you have those you enter the total time in the actuals Row for the current phase. The only Row you need to enter data is the actuals Row as the other cells are calculations.

Top five

In this section you insert your top 5 Actions from your Action Register, your top Risks from your Risk Register and your top 5 Issues from your issue register.

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

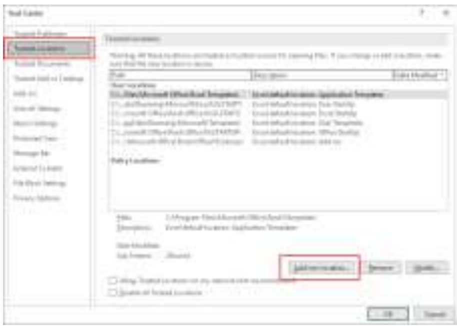
1. Save Add-in to Computer
    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\Excel Files)
2. Unblock the File.
    a. After saving the file, locate the file in the Windows Explorer.
    b. Right-click the file and select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

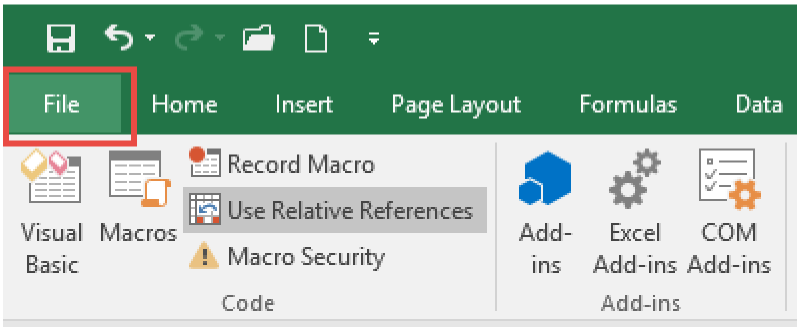
    e. **Trust Centre > Trust Centre Settings**

f. 

g. Trusted Locations > Add New Location

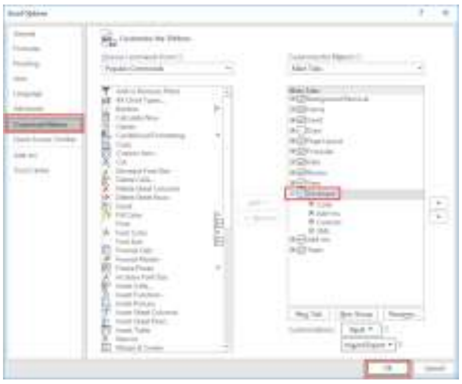
h. 

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)

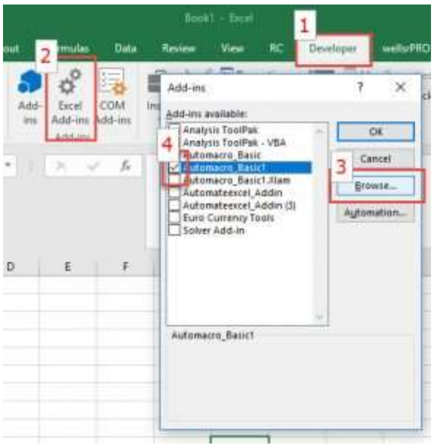
4. Make Sure the Developer Tab is Visible
5. 
    a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
6. Click File as shown below
7. 

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\Excel 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.