Icon

Description automatically generated

Excel Templates Guides, Description, Download and installation.

# SMB Decision Register

# Decision Register

Graphical user interface, text, application, table

Description automatically generated

Description

A decision log is simply a list of all the key decisions made on the project. It includes A reference for the decision. Date decision was made and who made the decision, person, or body (Project Board) that approved the decision.

How to Use

Decision ID

Give each Decision a unique ID so that it can be tracked easily and cross referenced if required in a Change Request or in a Risk or Issue Register. Example: D01, D02...

Decision Required

Here you enter a brief description of the Decision that is required also the impact to the project in making or not making that decision.

Date Raised

This is the date the Decision was entered into the Decision Register.

Raised By

This is the name of the person who requested the Decision.

Alternative Considered

Was this the only Decision considered, or were there alternatives considered, if so, what were they and why did then not get put forward.

Rationale for Decision

The reason for the Decision being made in the positive or negative.

Approved By

This is the name of the Person or body (SteerCo) that has made the decision

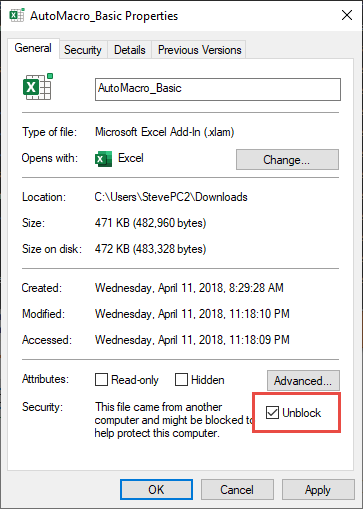
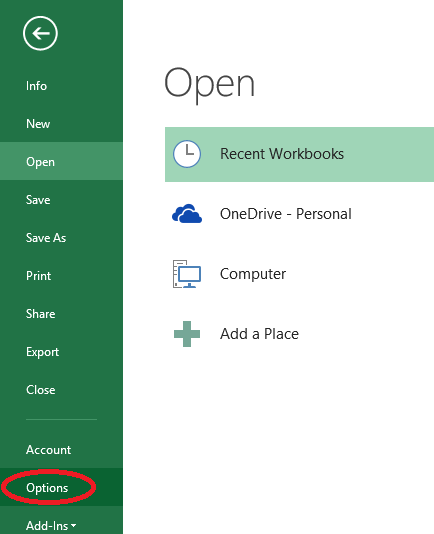
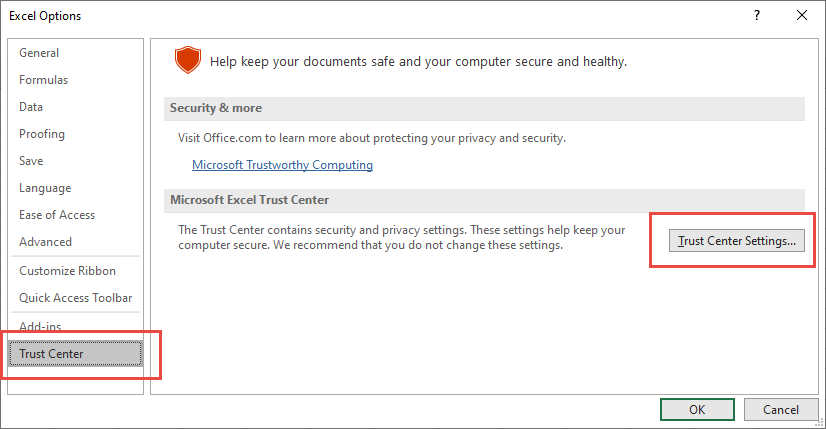
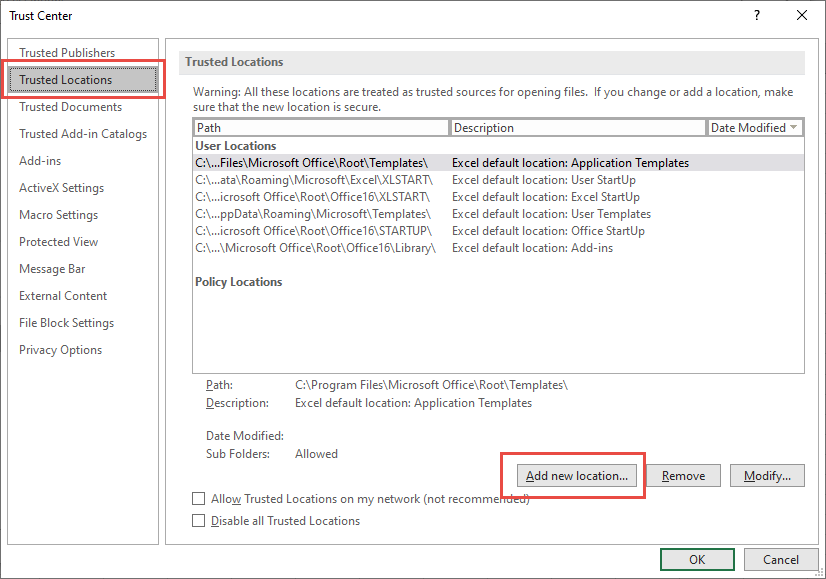
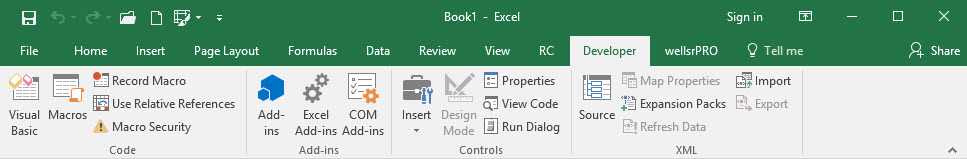
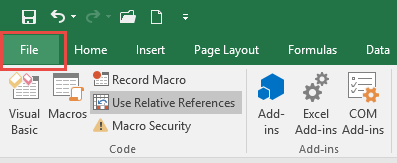
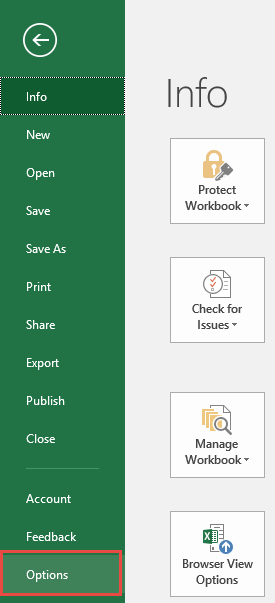
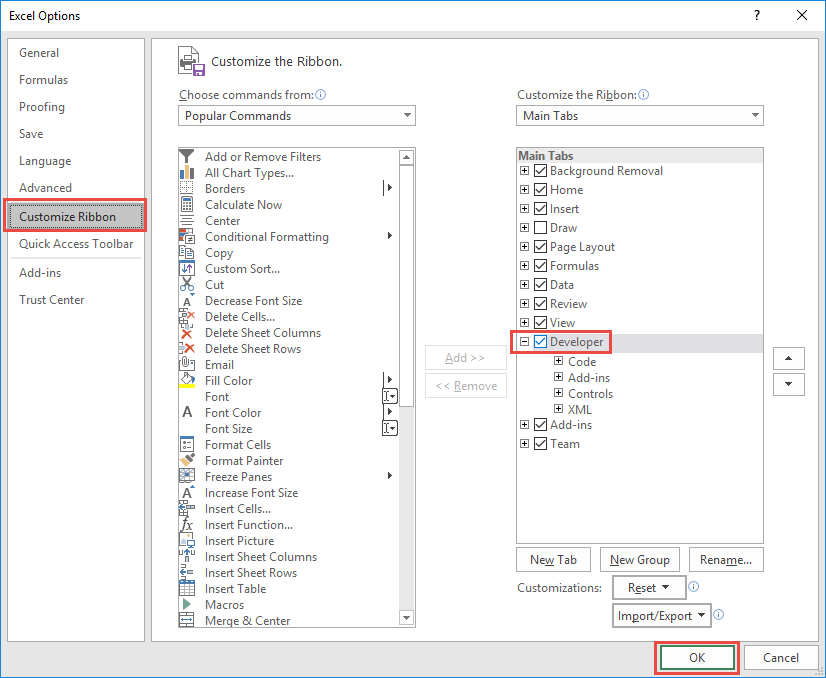
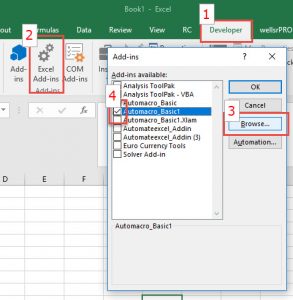
Date Approved

Here you enter the date the Decision was made.

Status

Is the Decision still pending, waiting on further up the chain approvals or is it closed, change the status here.

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

1. Save Add-in to Computer
   1. 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
   1. After saving the file, locate the file in the Windows Explorer.
   2. Right-click the file and select Properties.
   3. Make sure the Unblock box is checked near the bottom of General Tab.
   4. 
3. **This step in optional as the issue has been resolved in recent updates.**
   1. Trust the File Location
   2. 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.
   3. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location
   4. 
   5. **Trust Center > Trust Center Settings**
   6. 
   7. Trusted Locations > Add New Location
   8. 
   9. 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. 
   1. 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.
    1. Go to Developer > Excel Add-ins > Select Browse and navigate to your file   
       (E.g., My Documents\PMOdocs\xlam files)
    2. 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.

Graphical user interface, application, table, Excel

Description automatically generated