Icon

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Excel Templates Guides, Description, Download and installation.

# SME Decision Register

# Decision Register

Table

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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.

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...

Date Raised

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

Decision Owner

This is the name of the person who is responsible to ensuring the Decision is made. Also responsible for providing updates into the register

Description of Decision

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.

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 reasons for the Decision being made. Provide the Positive and Negative reasons for the decision.

Approved By

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

Decision Artefact

Who or what group made the Decision and the method used to record that decision. A meeting minute, an email or direct entry into a register. This needs to be documented here and a location.

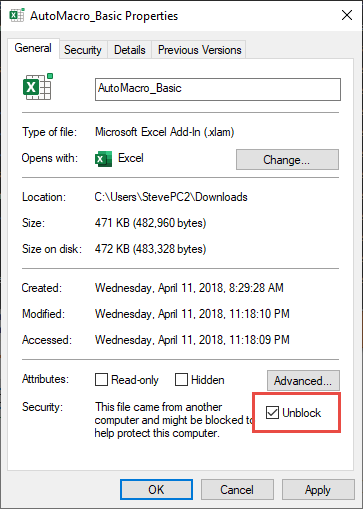
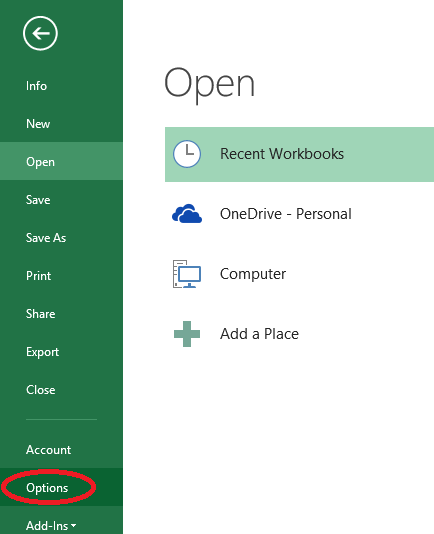
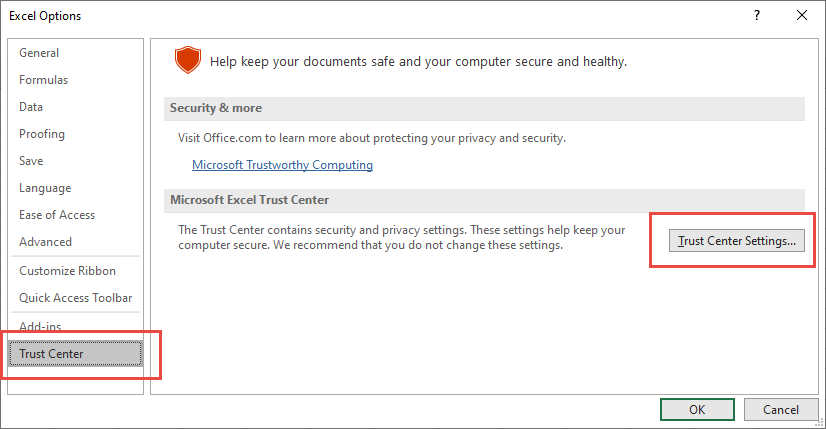
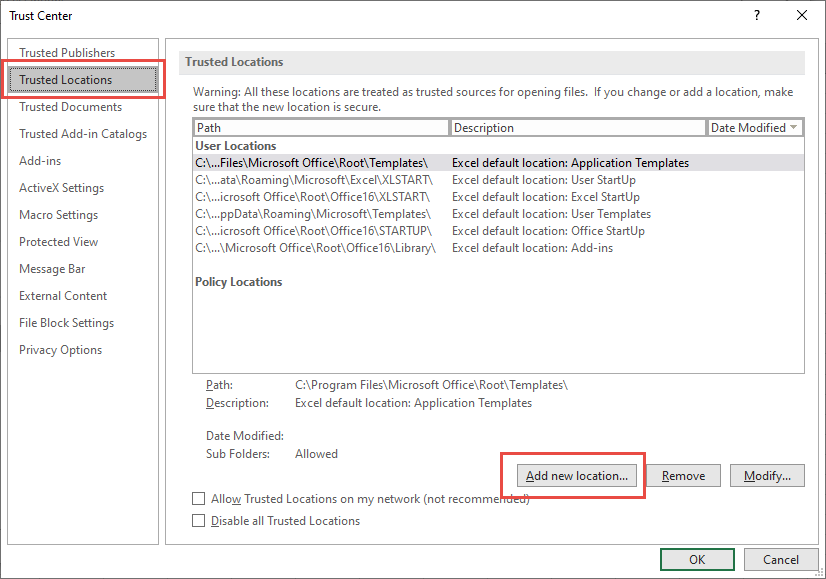
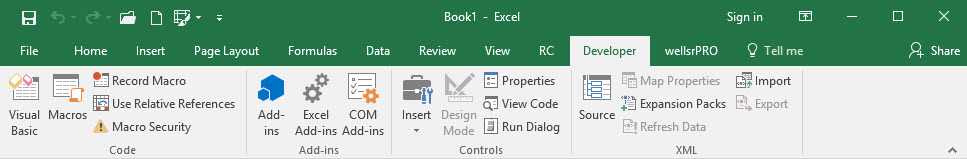
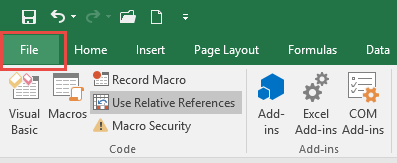
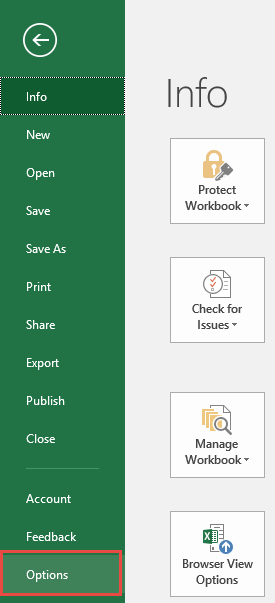
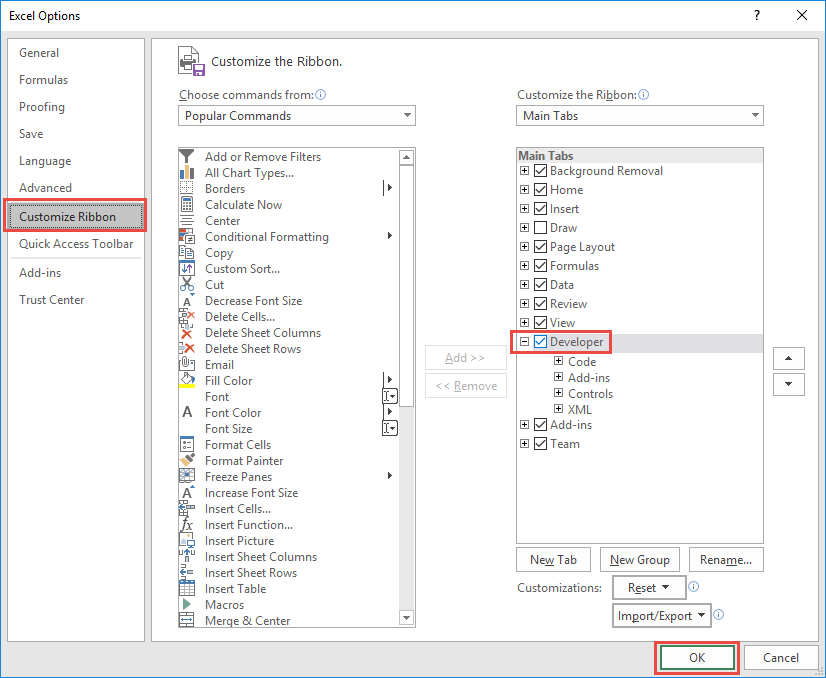
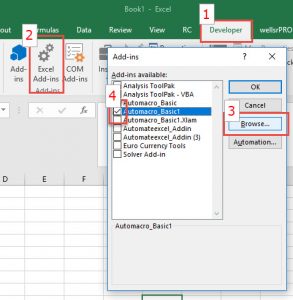
Status

Shows the status of the decision, still Open or Closed

Date Closed

Here you enter the date the Decision was closed.

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, text, application

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