

# Project Programme Manager

An excel based solution, which is macro free, so can be viewed on tablets and smartphones. Providing the following advantages for project managers and business owners who wish to track the progression of their projects.

**Assign tasks to work flow categories**

**Assign tasks to only start when other tasks are complete**

**Assign a person responsible for each task**

**Decide on the duration allocated for each task**

**Add your own logo**

**See a Gantt chart report for your project**

**See a report of all active tasks**

**Easily keep track of tasks which are falling behind**

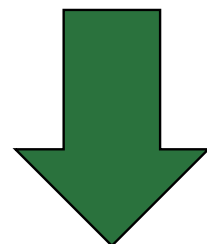
**Monitor 'critical tasks' to spot delays early**

**See automated project reports**

**And so much more...**



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## Project Setup & Settings

Your Company Name

### Drop Down Options

**Work Flow Options**

Market Research
Product Dev.
Marketing
Sales

**Personnel Options**

Wendy
Richard
Sarah
Dan

**Use Task Delay**

Yes

The Task Delay, is a simple function to check how late you are running on a task, and delay the start dates of any dependant tasks accordingly. This would also affect the Scheduled End Date for the project. Switching this function off, disregards how far behind you may be and begins the next task the day after the current task is scheduled to finish.

### Project Details

**Your Company Name:** Your Company Name

**Client's Name:** Spreadsheet Solutions

**Project Name:** Sample Project

**Project Start Date:** Wed, 15 Feb 2017

**Target End Date:** Thu, 15 Jun 2017

Spreadsheet created by:

Creating business solutions through custom spreadsheets  
www.spreadsheetsolutions.biz

SSS40400 - Project Programme Manager

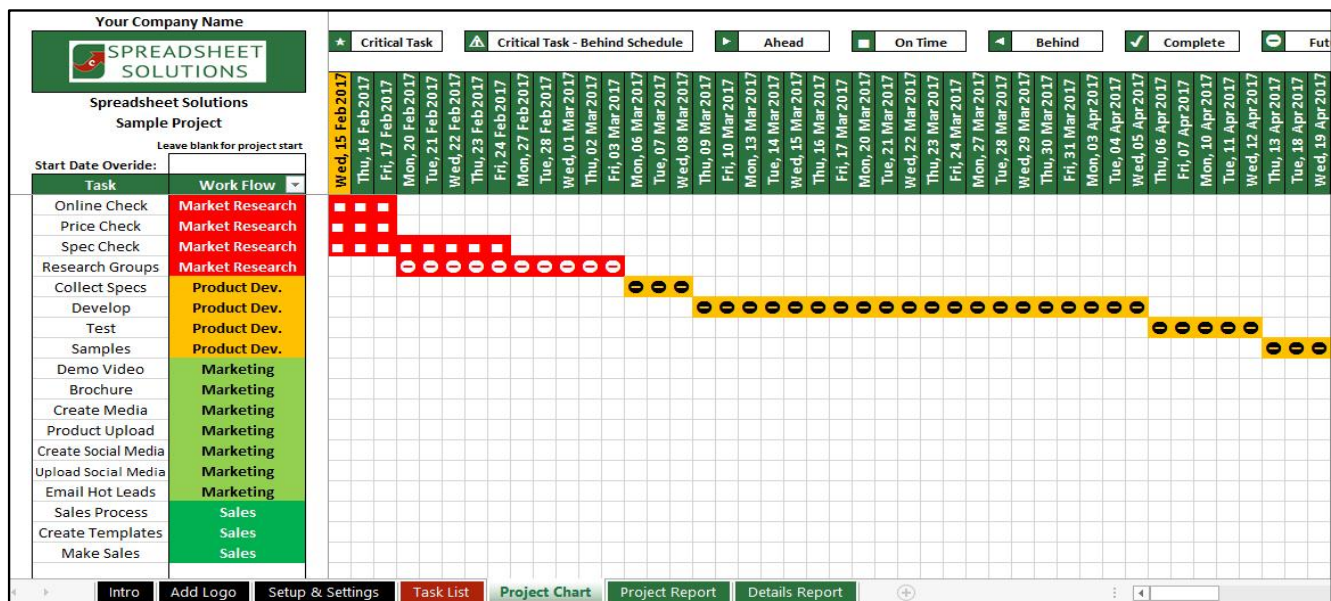
Use the setup sheet, in order to set up each project, as well as to assign work flow categories and personnel.

Your Company Name										
TASK LIST						Status Totals				
Spreadsheet Solutions Sample Project						Complete	0	Active - Ahead	0	
						Completed Late	0	Active - On Time	3	
						Overdue	0	Active - Late	0	
Task Name	Task Description	Work Flow	Personnel	Proposed Start Date	Duration (Days)	Parent Task 1	Parent Task 2	Parent Task 3	Parent Task	
Research Groups	Meet with research groups to discuss	Market Research	Wendy		10	Online Check	Price Check			
Online Check	Check online to see competitor products	Market Research	Wendy		3					
Price Check	Check to see what price people will pay	Market Research	Wendy		3					
Spec Check	Check to see what specifications needed	Market Research	Wendy		8					
Collect Specs	Collect specifications to start dev	Product Dev.	Richard		3	Spec Check	Research Groups			
Develop	Create the project as discussed	Product Dev.	Richard		20	Collect Specs				
Test	Test the project to make sure it works	Product Dev.	Richard		5	Develop				
Samples	Send project samples out to be checked	Product Dev.	Richard		10	Test				
Demo Video	Create a demo video	Marketing	Richard		2	Samples				
Brochure	Create a brochure for the product	Marketing	Sarah		2	Samples				
Product Upload	Upload the product to the online store	Marketing	Richard		1	Demo Video	Brochure			
Create Media	Create advertising media like images	Marketing	Sarah		3	Samples				
Create Social Media	Create social media content	Marketing	Sarah		3	Create Media				
Upload Social Media	Upload social media content	Marketing	Sarah		2	Create Social Media				
Email Hot Leads	Email potential clients	Marketing	Sarah	Mon, 15 May 2017	2	Upload Social Media				
Sales Process	Confirm the sales process	Sales	Dan		4	Samples				
Create Templates	Create sales templates	Sales	Dan		5	Sales Process				
Make Sales	Accept online sales	Sales	Dan		20	Email Hot Leads				

Add tasks, which can be assigned to a work flow category, and a staff member. Here you can set the length of a task, as well as any parent tasks, which need to finish first before the task in question can start. You can set the preferred start date, but this will be ignored should it be before any parent tasks have been completed. Each of these tasks will appear on your project chart.

Task Name	Task Description	Work Flow	Parent /Critical	Scheduled Start Date	Scheduled End Date	% Into Time	Days Diff.	#	Status	Warnings
Research Groups	Meet with research groups to discuss	Market Research	✓	Mon, 20 Feb 2017	Fri, 03 Mar 2017				Future	
Online Check	Check online to see competitor products	Market Research	✓	Wed, 15 Feb 2017	Fri, 17 Feb 2017	33%	0.2	■	Active - On Time	
Price Check	Check to see what price people will pay	Market Research	✓	Wed, 15 Feb 2017	Fri, 17 Feb 2017	33%	0.2	■	Active - On Time	
Spec Check	Check to see what specifications needed	Market Research	✓	Wed, 15 Feb 2017	Fri, 24 Feb 2017	13%	-0.2	■	Active - On Time	
Collect Specs	Collect specifications to start dev	Product Dev.	✓	Mon, 06 Mar 2017	Wed, 08 Mar 2017				Future	
Develop	Create the project as discussed	Product Dev.	✓	Thu, 09 Mar 2017	Wed, 05 Apr 2017				Future	
Test	Test the project to make sure it works	Product Dev.	✓	Thu, 06 Apr 2017	Wed, 12 Apr 2017				Future	
Samples	Send project samples out to be checked	Product Dev.	✓	Thu, 13 Apr 2017	Fri, 28 Apr 2017				Future	
Demo Video	Create a demo video	Marketing	✓	Tue, 02 May 2017	Wed, 03 May 2017				Future	
Brochure	Create a brochure for the product	Marketing	✓	Tue, 02 May 2017	Wed, 03 May 2017				Future	
Product Upload	Upload the product to the online store	Marketing	✓	Thu, 04 May 2017	Thu, 04 May 2017				Future	
Create Media	Create advertising media like images	Marketing	✓	Tue, 02 May 2017	Thu, 04 May 2017				Future	
Create Social Media	Create social media content	Marketing	✓	Fri, 05 May 2017	Tue, 09 May 2017				Future	
Upload Social Media	Upload social media content	Marketing	✓	Wed, 10 May 2017	Thu, 11 May 2017				Future	
Email Hot Leads	Email potential clients	Marketing	★	Mon, 15 May 2017	Tue, 16 May 2017				Future	
Sales Process	Confirm the sales process	Sales	✓	Tue, 02 May 2017	Fri, 05 May 2017				Future	
Create Templates	Create sales templates	Sales		Mon, 08 May 2017	Fri, 12 May 2017				Future	
Make Sales	Accept online sales	Sales		Wed, 17 May 2017	Wed, 14 Jun 2017				Future	

Each task which is entered, will automatically use your data, to produce a very simple report. This will show you when each task is due to start and finish, how far you should be into each task, the category of the task (ahead of schedule, completed etc), as well as whether or not the task is a parent task or critical task. This section updates each day, keeping you up to date with the management of each task.



This is one of the best aspects of this spreadsheet. A Gantt chart, showing when each task is due to be done, and the current status. You can filter this chart by work flow categories, in order to focus on a specific aspect of the project. All tasks appear in order of categories, as well as in order of their start dates. This chart is not only automatically updated when you update each task, but you can set the starting date of the chart, and view up to a year at a time. Excluding weekends and bank holidays.



## Project Report for Spreadsheet Solutions



### Sample Project

Project Start Date	Wednesday, 15 February 2017
Target End Date	Thursday, 15 June 2017
The current last scheduled end date for the last task	
Current Scheduled End Date	Wednesday, 14 June 2017
Current Schedule v Target	You are currently ahead of target by 1 day.

★	Project Critical Tasks - Currently on Track	1
▲	Project Critical Tasks - Currently on Late or Behind	0
▶	Active Tasks which - Ahead of Schedule	0
■	Active Tasks which - On Schedule	3
◀	Active Tasks which - Behind Schedule	0
✓	Completed Tasks	0
⊖	Future Tasks - Not Yet Due to Start	14

Select page number

### 30 ACTIVE TASKS - Ranked in order of Days Late

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Task	Work Flow	Days +/-	Parent/Critical	Task	Work Flow	Days +/-	Parent/Critical
1 Spec Check	Market Research	-0.2	✓	16			
2 Online Check	Market Research	0.2	✓	17			
3 Price Check	Market Research	0.2	✓	18			

There is also an automated reports page, showing you all the active tasks, and how they are progressing. Should there be any 'problem tasks', you would be able to identify them easily here, in order to take any necessary action. This sheet also gives an overview of the project, ideal if you have a meeting with a client, or a director who wishes to know the progress of the project. When you add this sheet to the overall project chart, you will get a 'birds' eye view of your project, enabling you to make a judgement of progress.

## Internal Report for Spreadsheet Solutions



### Sample Project

#### Statistics by Work Flow

Work Flows	Completed		Active			Specials	
	Early	Late	◀	■	▶	✓	★
Market Research	0	0	0	3	0	0	0
Product Dev.	0	0	0	0	0	0	0
Marketing	0	0	0	0	0	0	1
Sales	0	0	0	0	0	0	0

#### Statistics by Personnel

Personnel	Completed		Active			Specials	
	Early	Late	◀	■	▶	✓	★
Wendy	0	0	0	3	0	0	0
Richard	0	0	0	0	0	0	0
Sarah	0	0	0	0	0	0	1
Dan	0	0	0	0	0	0	0

Lastly, there is an internal report. This contains details which you may not want to show your client, but it will help you to get a better idea of how your project performed, in order to address any issues before the next project. It shows you some statistics about the status of each task, broken down by category or personnel. This will allow you to spot any work flow categories or people who did not perform as required.

As these are spreadsheets, and not programmed software, you can decide how you use them. Each spreadsheet can be saved into the file of your choice, and renamed as desired. You can set up your own system, to your own requirements, and then use the spreadsheets within that system. You can use as many of these spreadsheets as you require within your business, and you can choose which staff have access to them.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.

All the other links you may need for more information, or to purchase this product, are below.



In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

**£350**

This product is created by:



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