



Easy Office Management [®] Trademark

Software to run with your office like a Project Manager
without hiring a project manager.

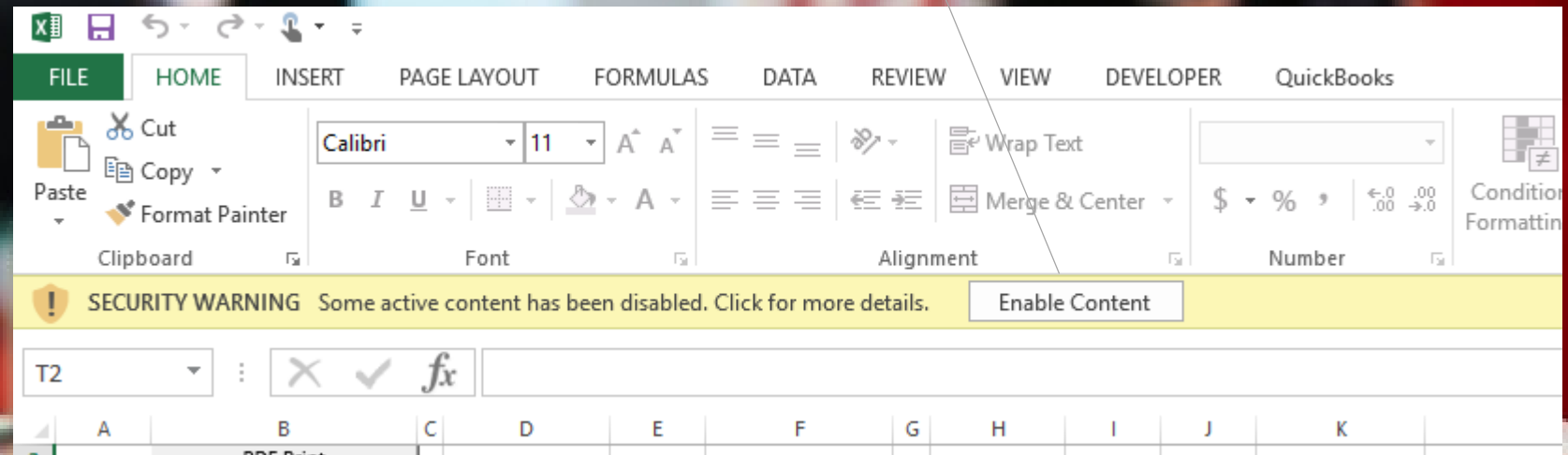
Finance – Personnel – Order Management – Scheduling - Issues

First download the ZIP file and install the files.

Open “Easy Office Management V1.xlsm”

When you open in EXCEL, be sure to Enable Content.

Click here



PDF Print

User Project Information

Project Totals (Calculated)

Project Health

Rather than SAVE, a PDF Print option is available. The location for the save is the SAME location as the **Easy Office Management** spreadsheet.

The "Tab Name" and "Date" are part of the file name to help you find the PDF file with ease.

Validation Code Field

Web Support Links

Story Points

Points Used

Story Name

Sprint Tracking

Burn Up Chart

BK Vision Management Easy Office w Agile 2018 Protected - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Calibri 11

Clipboard Font Alignment Number Styles Cells Editing

Story Points	Points Used	Priority	Task Name	Sprint 1	Sprint 2	Sprint 3	Sprint 4	Sprint 5	Sprint 6	Sprint 7	Sprint 8	Sprint 9	Sprint 10	Sprint 11	Sprint 12	Sprint 13	Sprint 14
10	0	1	Project Start	0%	Discover												
10	3	2	First Delivery	30%	Discover	Design	Design	Develop									
10	5	3	Second Delivery	50%	Discover	Design	Design	Develop	Test								
10	8	4	Test - Validate	80%	Discover	Design	Design	Develop	Test	Test							
10	10	5	Release	100%	Discover	Design	Design	Develop	Test	Test	accepted						
10	10	6	Close									Cancel					

Agile Method

```

    graph TD
      subgraph Sprint1 [Sprint #1]
        D1[Discover] --> S1[Develop]
        S1 --> T1[Test]
        T1 --> D1
      end
      subgraph Sprint2 [Sprint #2]
        D2[Discover] --> S2[Develop]
        S2 --> T2[Test]
        T2 --> D2
      end
      subgraph Sprint3 [Sprint #3]
        D3[Discover] --> S3[Develop]
        S3 --> T3[Test]
        T3 --> D3
      end
      D1 --> D2
      D2 --> D3
    
```

Total	Story Points
Total	60
Sprint 1	0
Sprint 2	3
Sprint 3	6
Sprint 4	11
Sprint 5	16
Sprint 6	21
Sprint 7	24
Sprint 8	26
Sprint 9	26
Sprint 10	26
Sprint 11	26
Sprint 12	26
Sprint 13	26
Sprint 14	26

Burn Up Chart

Story Points vs Sprints

Project Health Agile Task List Tracked and Approved Resources Meeting Purchase Orders P O Report Supply-Demand S D Report Customer Supplier Forecast Actuals Forecast Report Actuals Report ...

Blue User
Input

Yellow
Calculated

PDF
Print

Tracked and Approved

Extremely helpful for tracking deliveries on process managed items.

Column C: Tracked Item Name
Column D: Task id from "Task List"
Column E: Row number from "Task List"
Column F: % Complete from "Task List"
Column G: Status from "Task List"

Use columns H – J for audit tracking adding links and/or signoff information at review meetings.

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The "Tab Name" and "Date" are part of the file name to help you find the PDF file with ease.

If you are managing multiple projects in the same document, a prefix can be used to identify project specific tracking items.

Prefix	Name	Lookup Name	Task ID	Row	% Complete	Status	Document Evidence Link	Status	Date
	Project Definition	Project Definition							
	Risk Analysis	Risk Analysis							
	Statement of Work	Statement of Work							
	Business Requirements	Business Requirements							
	Project Budget	Project Budget							
	Solution Design	Solution Design							
	Requirement Traceability	Requirement Traceability							
	Project Plan	Project Plan							
	Project Status Report	Project Status Report							
	Issue Management	Issue Management							
	Risk Management Plan	Risk Management Plan							
	Change Management	Change Management							
	Test Plans	Test Plans							
	Test Results	Test Results							
	Implementation Readiness	Implementation Readiness							
	Project Review	Project Review							
Q1	Project Sponsor	[Q1] Project Sponsor							
Q2	Project Sponsor	[Q2] Project Sponsor							
PDD	Project Definition	[PDD] Project Definition							
PDD-Q1	Project Definition	[PDD-Q1] Project Definition							
2017-Q1	Quarterly Review	[2017-Q1] Quarterly Review							
2017-Q2	Quarterly Review	[2017-Q2] Quarterly Review							
2017-Q3	Quarterly Review	[2017-Q3] Quarterly Review							
2017-Q4	Quarterly Review	[2017-Q4] Quarterly Review							
Final	Quarterly Review	[Final] Quarterly Review							
ABC	Project Start	[ABC] Project Start							
ABC	Project Definition	[ABC] Project Definition							
ABC	Statement of Work	[ABC] Statement of Work							
ABC	Project Budget	[ABC] Project Budget							
ABC	Test Plans	[ABC] Test Plans							
ABC	Test Results	[ABC] Test Results							
	Start Date	Start Date							
	Hello	Hello							

Blue User Input

Resources

BK Vision Management Easy Office v1.00 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER QuickBooks

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

Resource

Resource	Full Name	Role	email	Phone	Manager	Department
Ane	Ane Beck	Project Sponsor	Ane.Beck@email.com			
Arifa	Arifa Boon	Developer of Widget	Arifa.Boon@email.com			
Ashwini	Ashwini Bradnos	Developer of Fidget	Ashwini.Bradnos@email.com			
Bill	Bill Crown	Project Manager	Bill.Crown@email.com			
Chandra	Chandra Dillan	Resource Manager	Chandra.Dillan@email.com			
Cheryl	Cheryl Donway	Computer Specialist	Cheryl.Donway@email.com			
Costa Rica	Costa Rica	Marketting	Costa.Rica@email.com			
Jagadeesh	Jagadeesh Klink	Night Support Project Manager	Jagadeesh.Klink@email.com			
Janet	Janet Kerney	Tester of Widget	Janet.Kerney@email.com			
Joe	Joe Klan	Tester of Fidget	Joe.Klan@email.com			
Josie	Josie Kilpatrick	Budget Analyst	Josie.Kilpatrick@email.com			
Luis	Luis Mellon	Program Manager	Luis.Mellon@email.com			
Lynda	Lynda Margot	Help Desk	Lynda.Margot@email.com			
Mauricio	Mauricio Numan	Assistant	Mauricio.Numan@email.com			

Project Health Group Task List Tracked and Approved Resources Meeting Purchase Orders P O Report Supply-Demand S D Report Customer Supplier Forecast Actuals Forecast Report Actuals Report ...

Blue User Input

Meeting

This is a general meeting form.

Rather than SAVE, a PDF Print option is available. The location for the save is the SAME location as the **Easy Office Management** spreadsheet.

The “Tab Name” and “Date” are part of the file name to help you find the PDF file with ease.

Project	Meeting Organizer	Location
6/7/2017		
Purpose		
Participants		
Old Business		
Issues Since Last Meeting		
Item Tracking		
Follow Up	Tracking Item	Owner
Business Decisions		
Action Items		
Change Requests		
More...		

Blue User Input

Found Record Number

Yellow Calculated

Filters

Purchase Orders

BK Vision Management Easy Office v1.00 - Excel

Product Name - Component	Vendor Type	Vendor Name	Contact	Phone	Order Date	Our Order #	Customer Order #	Quantity Ordered	Cost	Extended	Received	Quantity Received	Invoice Date	Payment Term Days	Last Paid Date	Payment Amount	Due (Credit)	Liability
	Customer	2 ABC	Bob Smith	(800) 800-0000														
	Supplier	2 Main Goods	Robert Smith	(800) 800-0002														

Any Values.
Use "<" or ">" for logical grouping as needed.
Add or Remove record data then hit "Renumber"

To use this first add names to the "Customer" or "Supplier" tabs.
Column C: Pull Down to select Customer or Supplier
Column E: Pull Down to refine by name.

Basic Order Tracking:
Column H: Order Date
Column I: Order Number (if known)
Column J: Order Number (if known)
Column K: Quantity Ordered
Column L: Piece Price (Useful for tracking portions of assemblies when doing logical grouping.)

Basic Order Tracking:
Column N: Received (Yes, No, Partial, etc.)
Column O: Quantity Received (Number)
Column P: Invoice Date
Column Q: Payment Terms in days. (Used if a delay is OK for this payment.)
Column R: Last Paid Date
Column S: Payment Amount

Calculated cost without Tax if both quantity and cost are provided.

Calculated amount due after payments. Liability status examples: Overdue

Blue User
Input

PDF
Print

Purchase Order Report

The screenshot shows an Excel spreadsheet with the following data table:

Vendor Name	Vendor Type	Customer Order #	Our Order #	Quantity Ordered	Quantity Received	Payment Amount	Due (Credit)
Main Goods				0	0	\$0.00	\$0.00
ABC				0	0	\$0.00	\$0.00

Reference Grid (J2-K5):

Hint:	Pull Down Column Names
B	Product Name - Component
C	Vendor Type
E	Vendor Name
I	Our Order #
J	Customer Order #

Callout Boxes:

- Blue User Input:** Points to the input fields in the spreadsheet.
- PDF Print:** Points to the PDF Print button in the ribbon.
- Each box contains drop-down fields to select specific data. The selectable data is based on the name on line 3.** (Green box)
- The report will populate based on the criteria on the specific line. Adding criteria further limits the results. Filters will be honored from left to right, meaning column A, then column B through D. Be sure to choose your drop-down data from Left to Right. Blanks in the Right-most columns will be ignored. Blanks in skipped columns are considered as "blanks" in the lookup.** (Green box)
- This is a reference grid. On line 2 are values. You can select via drop-down values from this reference grid. It will change name on line 3.** (Grey box)
- Rather than SAVE, a PDF Print option is available. The location for the save is the SAME location as the Easy Office Management spreadsheet. The "Tab Name" and "Date" are part of the file name to help you find the PDF file with ease.** (Green box)

Blue User Input

Yellow Calculated

Month

Supply-Demand

BK Vision Management Easy Office v1.00 - Lock Isiah61 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER QuickBooks

Normal Page Break Preview Page Layout Custom Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Hide Synchronous Scrolling Switch Windows Macros

R11

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	U	V	BB	BC	BD	BE	BF	BG	BH	BI
7	Relationship	xx	Customer Supplier Name	Part Name Part Number	Funding Bucket	Account	FY Parts Forecast	FY Parts Ordered	FY Parts Received	FY Parts Returned	FY Forecast Dollars	Purchases to Date	Current Month Order	Current Month Received	Current Month Settlement	Remaining Forecast	FY Projection	Rate Change Date	Rate Override	Rate	Return Restock %	1-Jun Forecast Parts	Current Ordered Parts	Current Forecast Dollars	Current Parts Returned	Current Parts Received	Current Settlement Dollars	1-Jul Forecast Parts	Order Pa
8	Add Records																												
10	Customer	1	ABC				1	1	0	0	\$70.00	\$0.00	1	0	\$0.00	\$0.00	\$0.00	1/1/2017	\$70.00	\$70.00		1	1	\$70.00			\$0.00		
11	Supplier	1	Main Goods				0	0	0	0																			
12																													
13																													
14																													
15																													
16																													
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Project Health Group Task List Tracked and Approved Resources Meeting Purchase Orders P O Report Supply-Demand S D Report Customer Supplier Forecast Actuals Forecast Report Actuals Report ...

Use pull-down in column A to select Customer or Supplier. Then pull down the name in column C.

Any values

Forecast Columns
(By line item)
Column G: Full Year Forecast (What you need)
Column H: Full Year Order (What you asked for)
Column I: Full Year parts received
Column J: Full Year parts returned

Revenue Columns
These are optional columns. If both the Rate Date (Column R) and Rate Value (Column S) are provided, additional financial information is available.
Column K: Full Year Forecast Dollars
Column L: Money Spent, not necessarily paid.
Column M: This month Orders
Column N: This month received
Column O: This month paid
Column P: Money you will need to satisfy upcoming forecast
Column Q: Full Year projection of actuals (past) plus future projection.

Special case usage. In case you don't get full credit for returns.

Grouping by Month
Each month has the same categories:
a. Forecast Parts (Integer)
b. Ordered Parts (Integer)
c. Forecast Dollars (Calculated)
d. Parts Returned (Integer)
e. Parts Received (Integer)
f. Settlement Dollars (Calculated)

Always add the forecast, orders, etc. to the correct month. 12 month limit.

Nothing is added in Yellow (calculated) boxes. Instead, you will enter your Forecast, Orders, Parts Received, Parts Returned by month by scrolling using bottom right scroll bar.

Scroll to expose dates for past - upcoming months.

Blue User Input

Supply-Demand Report

The screenshot shows an Excel spreadsheet with the following data table:

Relationship	Customer Supplier Name	Customer Supplier Name	Relationship	FY Parts Received	FY Parts Ordered	FY Forecast Dollars	Purchases to Date	Current Month Settlement	Remaining Forecast
Customer				0	0	\$0.00	\$0.00	\$0.00	\$0.00
Supplier				0	0	\$0.00	\$0.00	\$0.00	\$0.00

Annotations and text boxes include:

- Blue User Input:** Points to the 'Relationship' column header.
- Supply-Demand Report:** Points to the 'PDF Print' tab.
- Reference Grid:** A list of column names (A-P) with a 'Hint: PullDown Column Names'.
- Green Text Boxes:**
 - Each box contains drop-down fields to select specific data. The selectable data is based on the name on line 3.
 - The report will populate based on the criteria on the specific line. Adding criteria further limits the results. Filters will be honored from left to right, meaning column A, then column B through D. Be sure to choose your drop-down data from Left to Right. Blanks in the Right-most columns will be ignored. Blanks in skipped columns are considered as "blanks" in the lookup.
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Blue User Input

Customer

Quick calculations for each company by name. This is a roll up of money spent, paid, and outstanding balance. Uses data from Purchase Orders sheet.

Company	Address	City	State	Zip	Contact	Phone	Contact 2	Phone	Discount	Terms	Ordered	Paid	Outstanding
ABC	1 ABC Way	Hometown	OH	12345	Bob Smith	(800) 800-0000	Fred Smith	(800) 800-0001	0	30 days	\$ -	\$ -	

Blue User Input

Supplier

Company

Company	Address	City	State	Zip	Contact 1	Phone	Contact 2	Phone	Discount	Terms	Ordered	Paid	Outstanding
Main Goods	1 Main Street	Maintown	KY	98765	Robert Smith	(800) 800-0002			None	On Demand	\$ -	\$ -	
Main Goods											\$ -	\$ -	
Main Goods											\$ -	\$ -	
Main Goods											\$ -	\$ -	
Main Goods											\$ -	\$ -	

Any values

Quick calculations for each company by name. This is a roll up of money spent, paid, and outstanding balance. Uses data from Purchase Orders sheet.

Blue User Input

Yellow Calculated

Month

Forecast

BK Vision Management Easy Office v1.00 - Lock Isaih61 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER QuickBooks

Normal Page Break Preview Page Custom Workbook Views Ruler Formula Bar Gridlines Headings Show Zoom 100% Zoom to Selection Window New Window Arrange All Freeze Panes Split Hide Synchronous Scrolling Reset Window Position Switch Windows Macros

A10

	A	B	C	E	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	Z	AA	AB	AC	AD
7	Details	Selective Use First/Last	or Resource Full Name	Mixed	Rec	Lookup Name	Report Manager	Report Employee Type	Report Role	Report Approved Dollars	Report FY Estimate Over (Short)	Report FY Forecast Dollars	Report FY Actual Dollars	Report Current Month Forecast	Report Current Month Spend	Report Remaining Forecast	Report FY Projection	Rate Change by Month	Rate Override	Rate	1-Jan Forecast Hours	Final Forecast Dollars	Final Actual Hours	Final Actual Dollars	1-Feb Forecast Hours	
8	Add Details	First Name	Last Name	Full Name																						
10		Bob	Smith	Dan Man	3	Bob Smith						\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$800.00			T	\$10.00			40	\$400.00	
11		Bob	Smith	Bob Smith	3	Bob Smith						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			T	\$10.00					
12				Fred Smith	5	Smith, Fred						\$0.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$1,350.00			T	\$10.00			40	\$400.00	
13				Dan Man		Man, Dan																				

People Planning
Use both column B and column C to enter a name.
OR
Use only Column E to enter a name.
If using only column E, duplicate entries are highlighted in yellow.
Note: If ALL are supplied, columns B&C are favored.

Any values

If Approved Dollars in column L is provided, gives an estimate of excess or shortage of cash.

People Forecast Financials
Column N: Full Year Forecast by line
Column O: Full Year Actual by line
Column P: Current Month Forecast
Column Q: Current Month Spend (Useful if you do your financials more than 1x per month)
Column R: Remaining Forecast for the month
Column S: Full Year projection of Actuals + Remaining Forecast (Duplicate names will have a value of zero in all calculated records.)

Grouping by Month
Each month has the same categories:
a. Forecast Hours (Integer)
b. Forecast Dollars (Calculated)
c. Actual Hours (Extracted from sheet "ACTUALS")
d. Actual Dollars (Extracted from sheet "ACTUALS")

The key to names is to find a matching record in the tab "ACTUALS." Matching records produce a matching line number.
Wildcard * is valid in some cases.

Name Lookup Modifier with Column E use ONLY:
Example: "Bob Smith"
Results for each selection.
Mixed: Smith, Bob
As Is: Bob Smith
Upper: SMITH, BOB
The goal is to match a name in tab "ACTUALS"

Rates and Calculations:
The rate is the "hourly rate" and it can be derived from the "ACTUALS" table.
T = Value from table in a column.
C = Value calculated (Paid / Hours)
O = Override by specifying values in column T and column U.

Scroll to expose dates for past - upcoming months.

Project Health Group Task List Tracked and Approved Resources Meeting Purchase Orders P.O Report Supply-Demand S D Report Customer Supplier Forecast Actuals Forecast Report Actuals Report ...

Blue User Input

Actuals

1	A	B	C	D	E	F	G	H	I	J	K	L
2	Project	Full Name	Activity	Accounting Date	Department	Hours	Amount	First Name	Last Name	Start Date	End Date	Rate
3	ABCProject	x	PMP	1/15/2017	Test	40	400	Bob	Smith	1/1/2017	1/15/2017	10
4	ABCProject	x	DEV	1/15/2017	Construction	40	400	Robert	Smith	1/1/2017	1/15/2017	10
5	ABCProject	Smith, Fred	TEST	1/15/2017	Bricks	40	400	x		1/1/2017	1/15/2017	10
6	ABCProject	x		2/1/2017	Support	40	400	Bob	Smith	1/18/2017	2/1/2017	10
7	ABCProject	x		2/1/2017	Demolition	30	300	Robert	Smith	1/18/2017	2/1/2017	10
8	ABCProject	Smith, Fred		2/1/2017	Nursing	30	300	x		1/18/2017	2/1/2017	10
9	NOTSame	x		12/1/2017	Armed Forces	40	400	Bob	Smith	11/17/2017	12/1/2017	10
10	NOTSame	x	PMP	2/1/2017	Cleaning	20	200	Robert	Smith	1/18/2017	2/1/2017	10
11	NOTSame	Smith, Fred	PMP	3/1/2017	Ministry	20	200	x		2/15/2017	3/1/2017	10
12	Bonus	Smith, Fred	None	4/15/2017	Developer	0	450	x		4/1/2017	4/15/2017	

The ACTUALS sheet is a “demo” sheet. You may continue to use this table, or you may have another timekeeping method. You are welcome to use the timekeeping method of your choice. The key is that you COPY the entire EXCEL spreadsheet of data into THIS SHEET for your actuals.

A note of caution: If you choose to use another timekeeping program, like CLARITY, or any other – the sheet will not look like the one above. You will have to reach out to us and get some configuration work done on your version of the program to “match” values. For example, configuration will tell the program which column of data is HOURS vs. RATE. If you choose to use this table for timekeeping, keep lines 1 & 2 in tact (no changes). Add data below each header.

Configuration charges are extra, and you must contact us to do the configuration at a moderate charge.

It can be done via email, or in some cases, live via a remote connected session.

Blue User Input

Forecast Report

Lookup Name	Manager	Employee Type	Role	FY Projection	FY Actual Dollars	FY Estimate Over (Short)	Approved Dollars
Bob Smith				\$800.00	\$1,200.00	\$0.00	\$0.00
Smith, Fred				\$0.00	\$0.00	\$0.00	\$0.00

Hint: PullDown Column Names
H Lookup Name
I Manager
J Employee Type
K Role
E Full Name
S FY Projection
O FY-Actual Dollars
M FY EstimateOver (Short) Dollars

PDF Print

Project Health Group Task List Tracked and Approved Resources Meeting Purchase Orders P O Report Supply-Demand S D Report Customer Supplier Forecast Actuals Forecast Report Actuals Report ...

Each box contains drop-down fields to select specific data. The selectable data is based on the name on line 3.

The report will populate based on the criteria on the specific line. Adding criteria further limits the results. Filters will be honored from left to right, meaning column A, then column B through D. Be sure to choose your drop-down data from Left to Right. Blanks in the Right-most columns will be ignored. Blanks in skipped columns are considered as "blanks" in the lookup.

This is a reference grid. On line 2 are values. You can select via drop-down values from this reference grid. It will change name on line 3.

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Blue User Input

Actuals Report

The screenshot shows an Excel spreadsheet titled "BK Vision Management Easy Office v1.00 - Excel". The spreadsheet has a header row (line 6) with the following columns: Full Name, First Name, Project, Hours, Amount, Pay Periods, and PDF Print. The data rows (lines 7-15) show entries for "Smith, Fred" (90 hours, \$1,350.00, 4 pay periods), "Smith" (0 hours, \$0.00, 0 pay periods), and "Bonus" (0 hours, \$450.00, 1 pay period). The spreadsheet is annotated with several callout boxes:

- Blue User Input:** Points to the "Full Name" column header.
- Green Box 1:** "Each box contains drop-down fields to select specific data. The selectable data is based on the name on line 6." (Points to the "Full Name" column header)
- Green Box 2:** "The report will populate based on the criteria on the specific line. Adding criteria further limits the results. Filters will be honored from left to right, meaning column A, then column B through C. Be sure to choose your drop-down data from Left to Right. Blanks in the Right-most columns will be ignored. Blanks in skipped columns are considered as 'blanks' in the lookup." (Points to the "Project" column header)
- Green Box 3:** "Rather than SAVE, a PDF Print option is available. The location for the save is the SAME location as the Easy Office Management spreadsheet. The 'Tab Name' and 'Date' are part of the file name to help you find the PDF file with ease." (Points to the "PDF Print" column header)
- Grey Box:** "This is a pull-down. Choose either Full Name or Last Name to populate the column of data." (Points to the "Full Name" column header)

The spreadsheet also shows a ribbon with tabs for "Meeting", "Purchase Orders", "P O Report", "Supply-Demand", "S D Report", "Customer", "Supplier", "Forecast", "Actuals", "Forecast Report", "Actuals Report", "Business Decisions", "Action Items", "Change Requests", and "Risk".

PDF Print

Project Totals
(Calculated)

Project Health

The screenshot shows an Excel spreadsheet with the following data:

Project Name	
Project Number	
Customer / Sponsor	
Address	
Contact	
Date Promised	Complete Estimate 2/17/2017
Revenue Stream	Managed Tasks 2
Customer (Receivable) \$ -	Overall % Complete 25%
Supplier (Owed) \$ -	OverDue Tasks 1
Parts on Order (Overstock)	Business Decisions
Total Parts Ordered 0	Implemented 0
Total Parts Received 0	Pending 1
Total Parts Returned 0	Action Items
Headcount 1	Closed 0
Original Forecast \$ -	Pending 0
Funding Approved \$ -	Change Requests
Current Spend \$ 1,200.00	Pending 0
Anticipated Spend \$ 800.00	
Variance \$ 0.00	

At the bottom of the spreadsheet, there are two highlighted rows:

- 57492-26486-11882
- Trial Version

The green callout box contains the following text:

Project Health tab gives you the summaries from all the tabs in the workbook in this handy overview.

Good record keeping on your part will keep your project healthy with good communication through reports and summaries.

User Project Information

Validation Code Field

Web Support Links



Easy Office Management [®] Trademark

Software to run with your office like a Project Manager
without hiring a project manager.

Finance – Personnel – Order Management – Scheduling - Issues