BK Vision Management

Easy Office Management

Easy Office Management ®

Trademark

Software to run with your office like a Project Manager

without hiring a project manager.

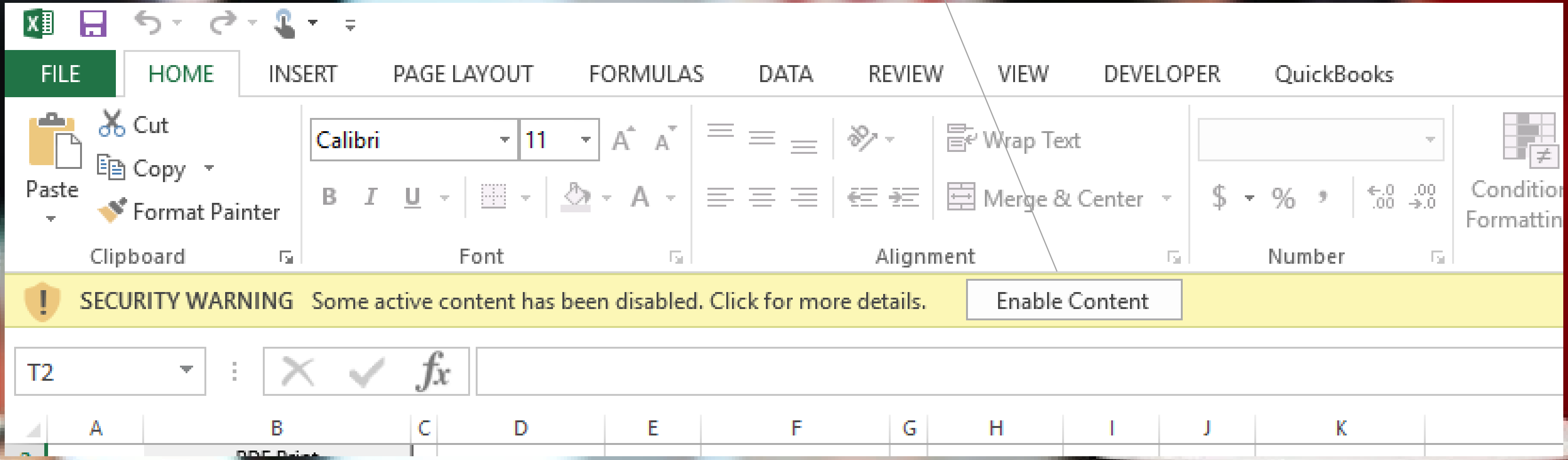
Finance – Personnel – Order Management – Scheduling - Issues

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

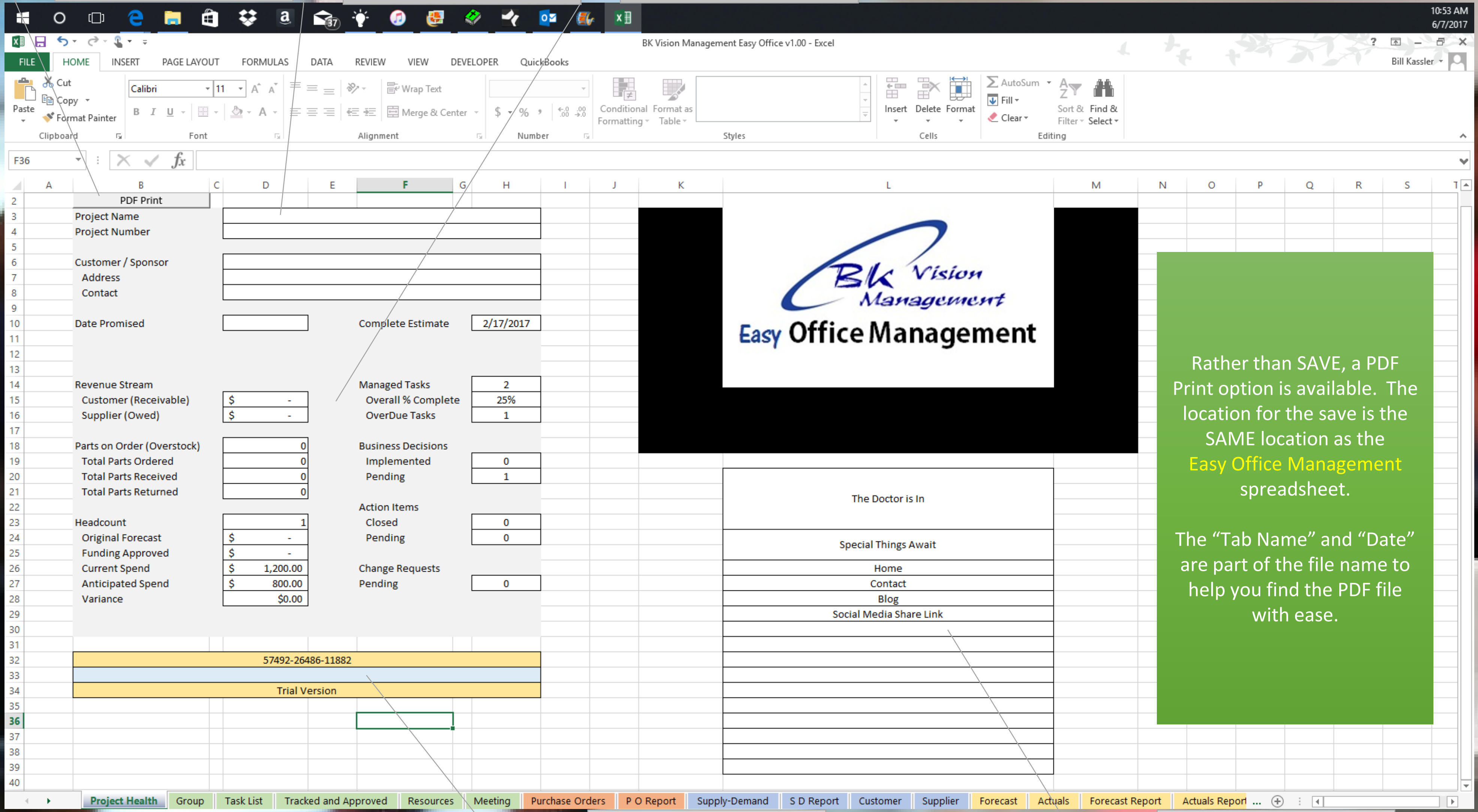


PDF Print

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.

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Validation Code Field

Web Support Links

Agile Story Board / Sprint Tracking

Agile

Story Points | Points Used | Story Name | Sprint Tracking | Burn Up Chart

BK Vision Management Easy Office w Agile 2018 Protected - Excel

A	Story Points	Points Used	Priority	Task Name	52%	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
<< Action						0	3	6	11	16	21	24	26	26	26	26	26	26	26
<< Tasks																			
1	10	0	1	Project Start	0%	Discover													
2	10	3	2	First Delivery	30%	Discover	Design												
3	10	5	3	Second Delivery	50%		Discover	Design	Develop										
4	10	8	4	Test - Validate	80%			Discover	Design	Develop	Test								
5	10	10	5	Release	100%				Discover	Design	Develop	Test	Accepted						
6	10		6	Close										Cancel					
7																			
8																			
9																			
10																			
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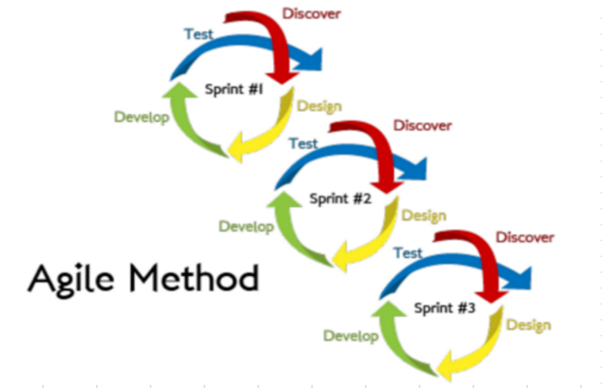
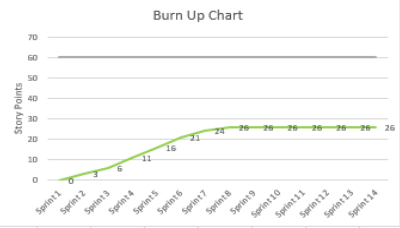


Total		60
Sprint 1	0	60
Sprint 2	3	60
Sprint 3	6	60
Sprint 4	11	60
Sprint 5	16	60
Sprint 6	21	60
Sprint 7	24	60
Sprint 8	26	60
Sprint 9	26	60
Sprint 10	26	60
Sprint 11	26	60
Sprint 12	26	60
Sprint 13	26	60
Sprint 14	26	60



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

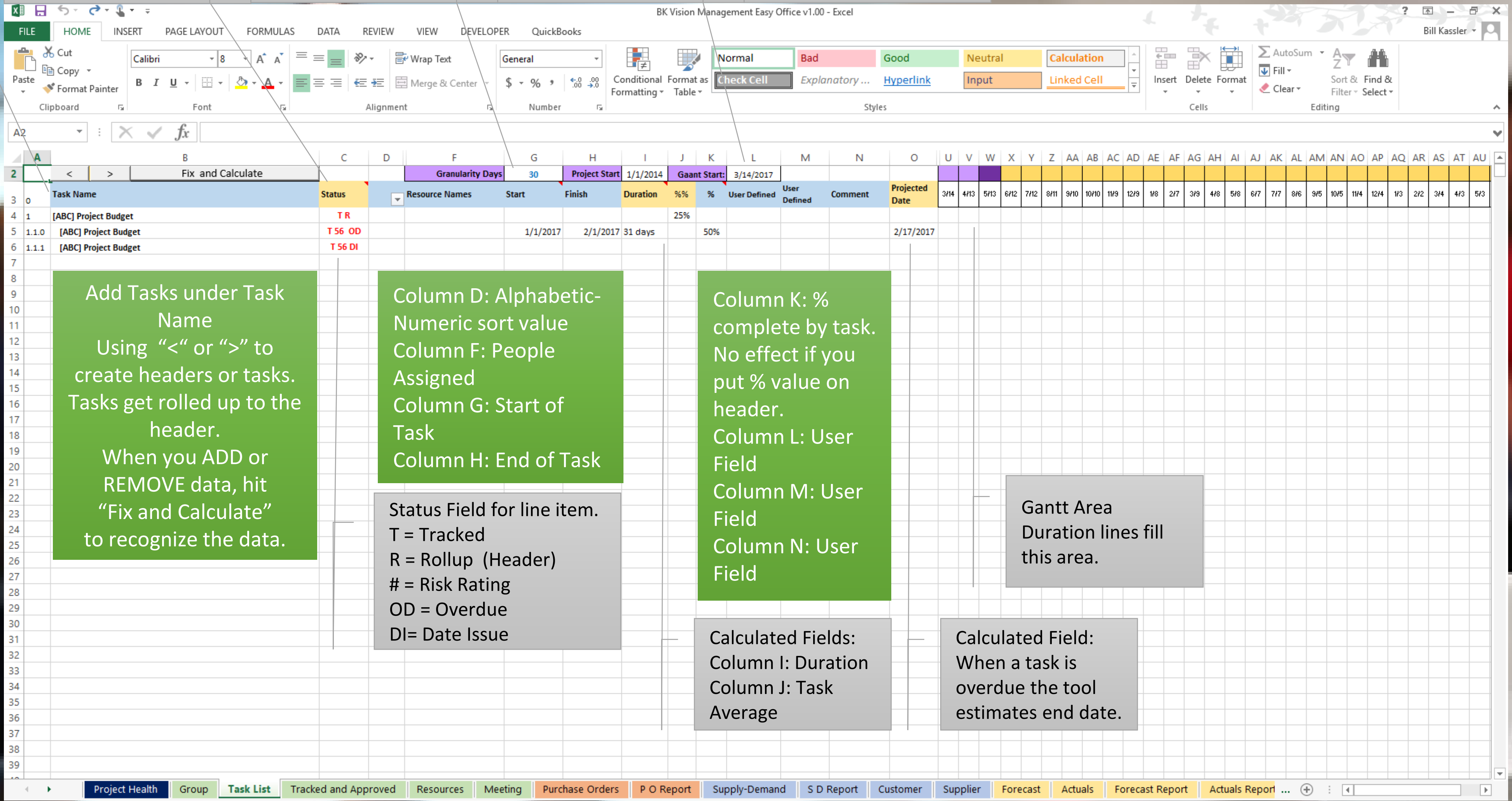
Task List

Blue User Input

Yellow Calculated

Change Period

Change Start Date



Add Tasks under Task Name
Using "<" or ">" to create headers or tasks.
Tasks get rolled up to the header.
When you ADD or REMOVE data, hit "Fix and Calculate" to recognize the data.

Column D: Alphabetic-Numeric sort value
Column F: People Assigned
Column G: Start of Task
Column H: End of Task

Column K: % complete by task. No effect if you put % value on header.
Column L: User Field
Column M: User Field
Column N: User Field

Status Field for line item.
T = Tracked
R = Rollup (Header)
# = Risk Rating
OD = Overdue
DI= Date Issue

Gantt Area
Duration lines fill this area.

Calculated Fields:
Column I: Duration
Column J: Task Average

Calculated Field:
When a task is overdue the tool estimates end date.

Blue User Input

Yellow Calculated

PDF Print

Tracked and Approved

		PDF Print	Tracked Item				Audit Information		
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							

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

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.

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

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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

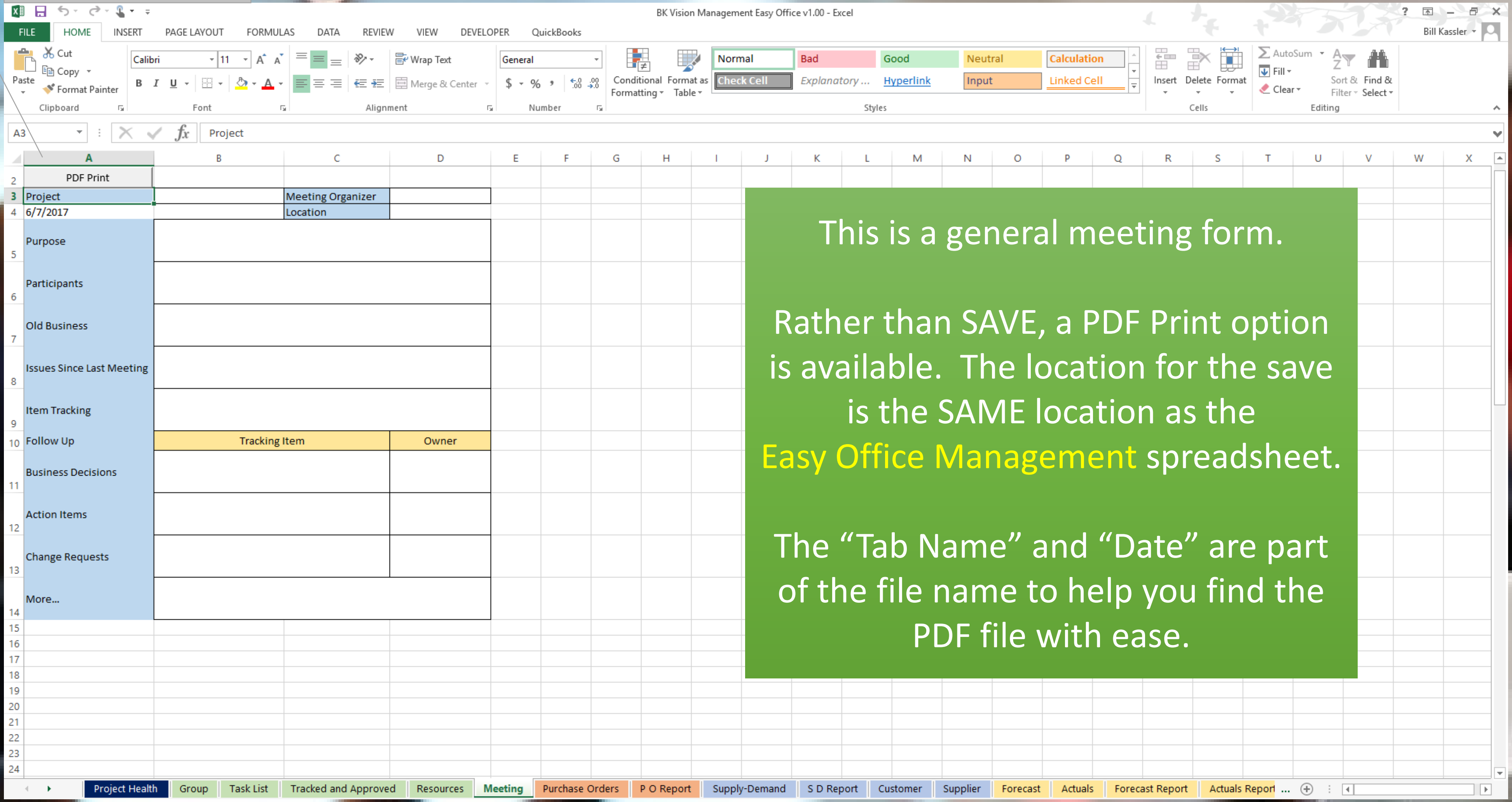
Blue User Input

Resources

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			

Meeting

Blue User Input



This is a general meeting form.

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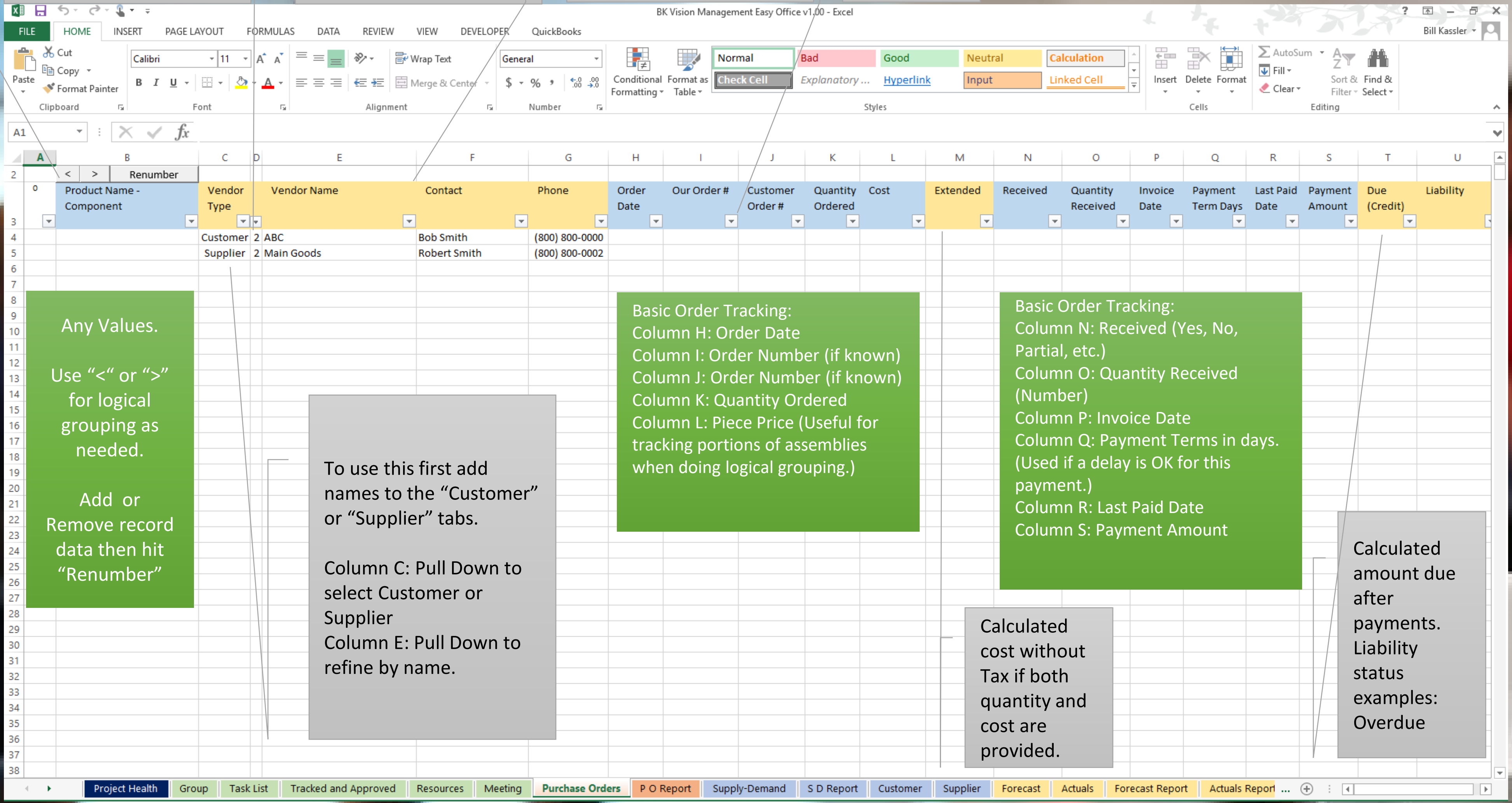
Purchase Orders

Blue User Input

Found Record Number

Yellow Calculated

Filters



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.)

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

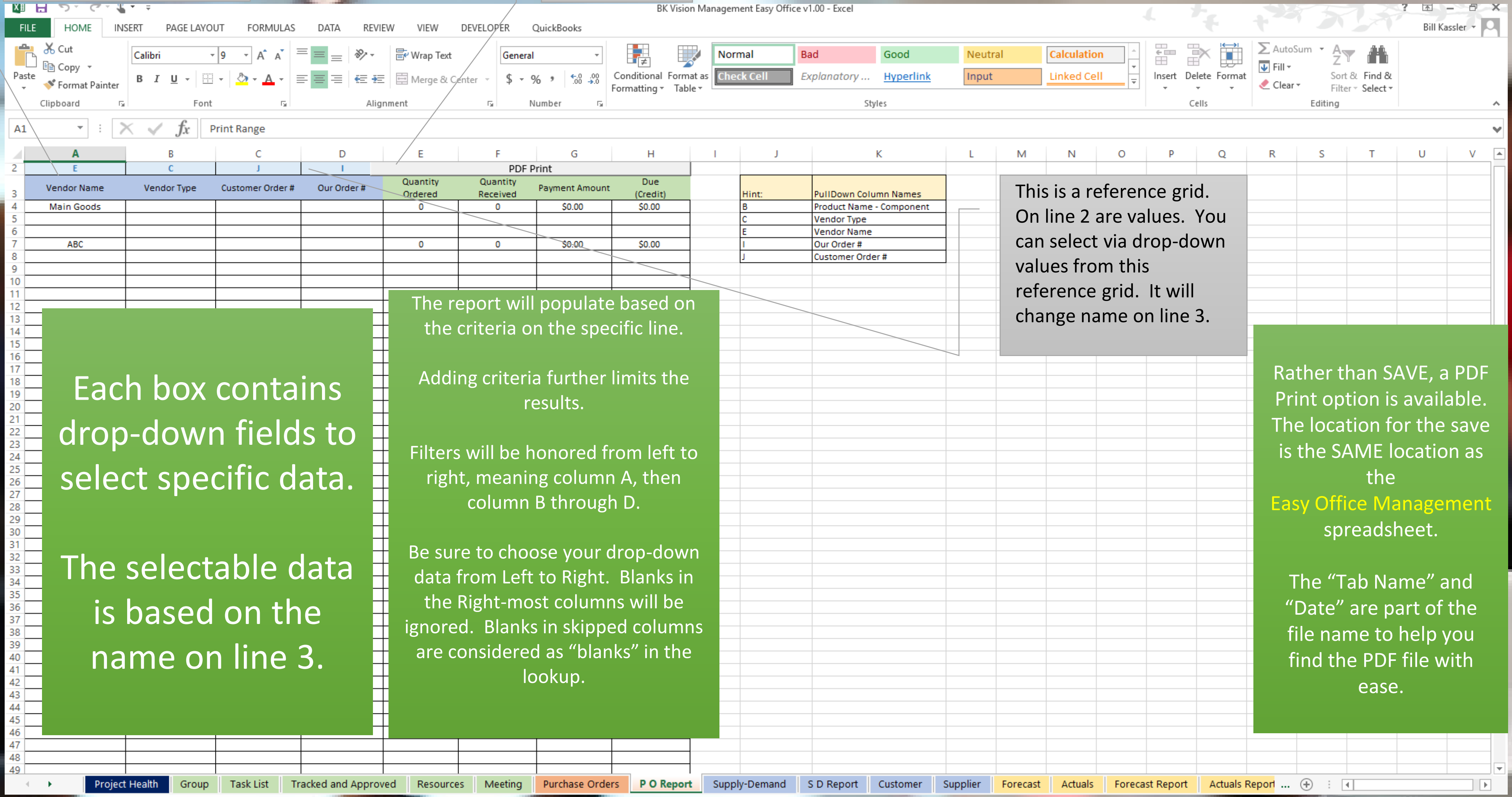
Basic Order Tracking:
Column N: Received (Yes, No, Partial, etc.)
Column O: Quantity Received (Number)
Column P: Invoice Date
Column Q: Payment Terms in days. (Used if a delay is OK for this payment.)
Column R: Last Paid Date
Column S: Payment Amount

Calculated amount due after payments. Liability status examples: Overdue

Purchase Order Report

Blue User Input

PDF Print



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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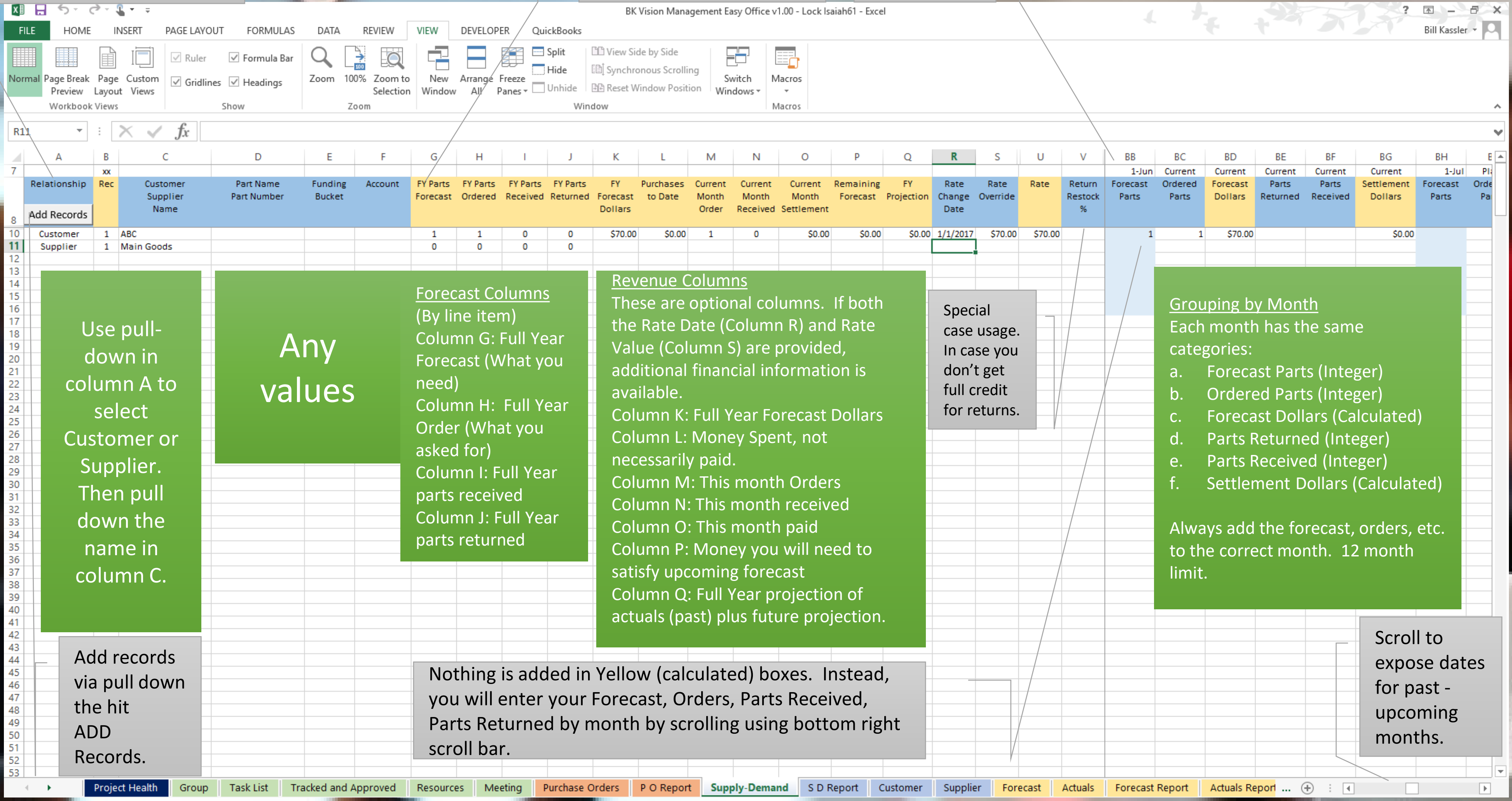
Blue User Input

Yellow Calculated

Month

Supply-Demand



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.

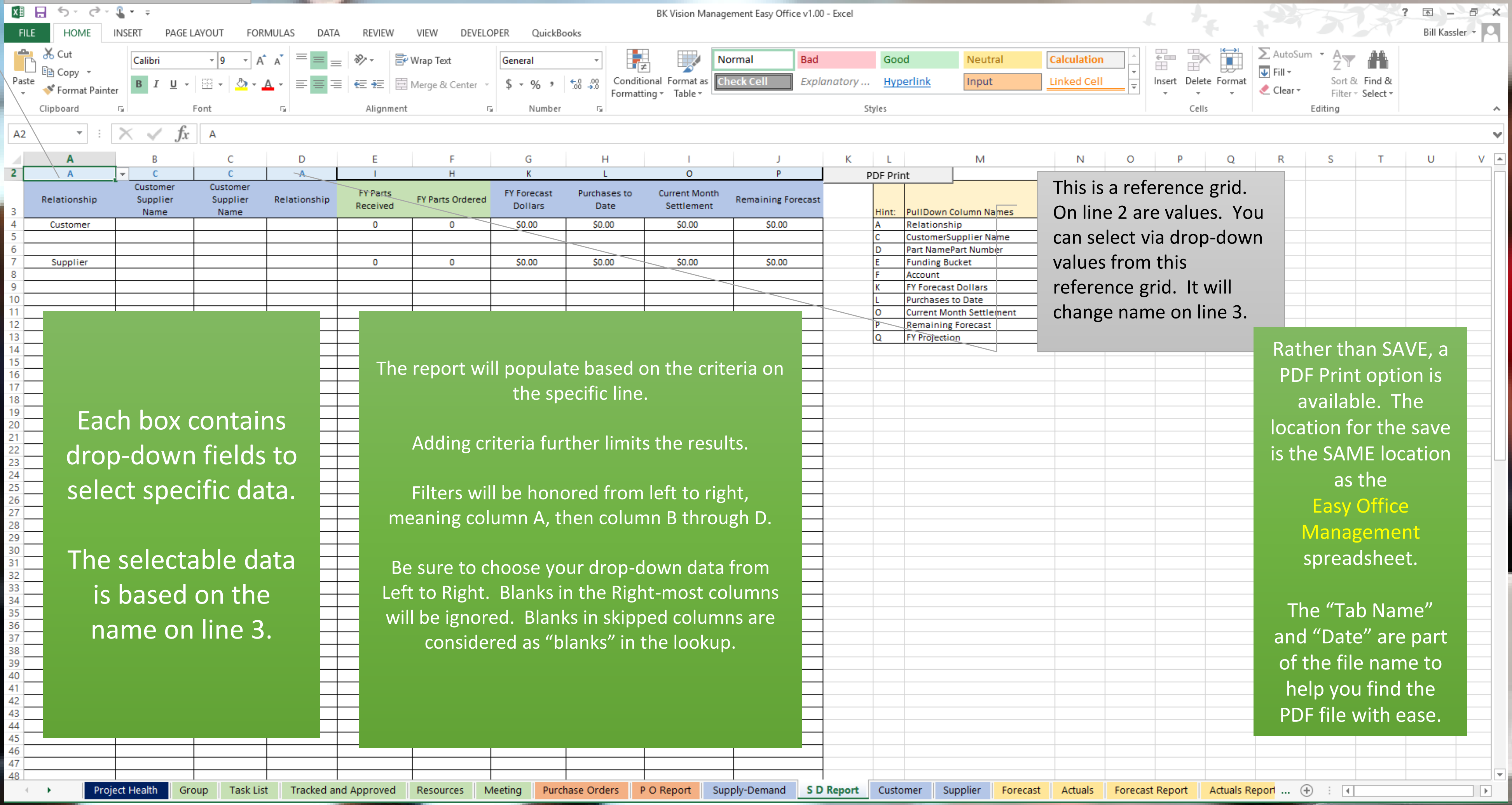
Add records via pull down the hit ADD Records.

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.

Supply-Demand Report

Blue User Input



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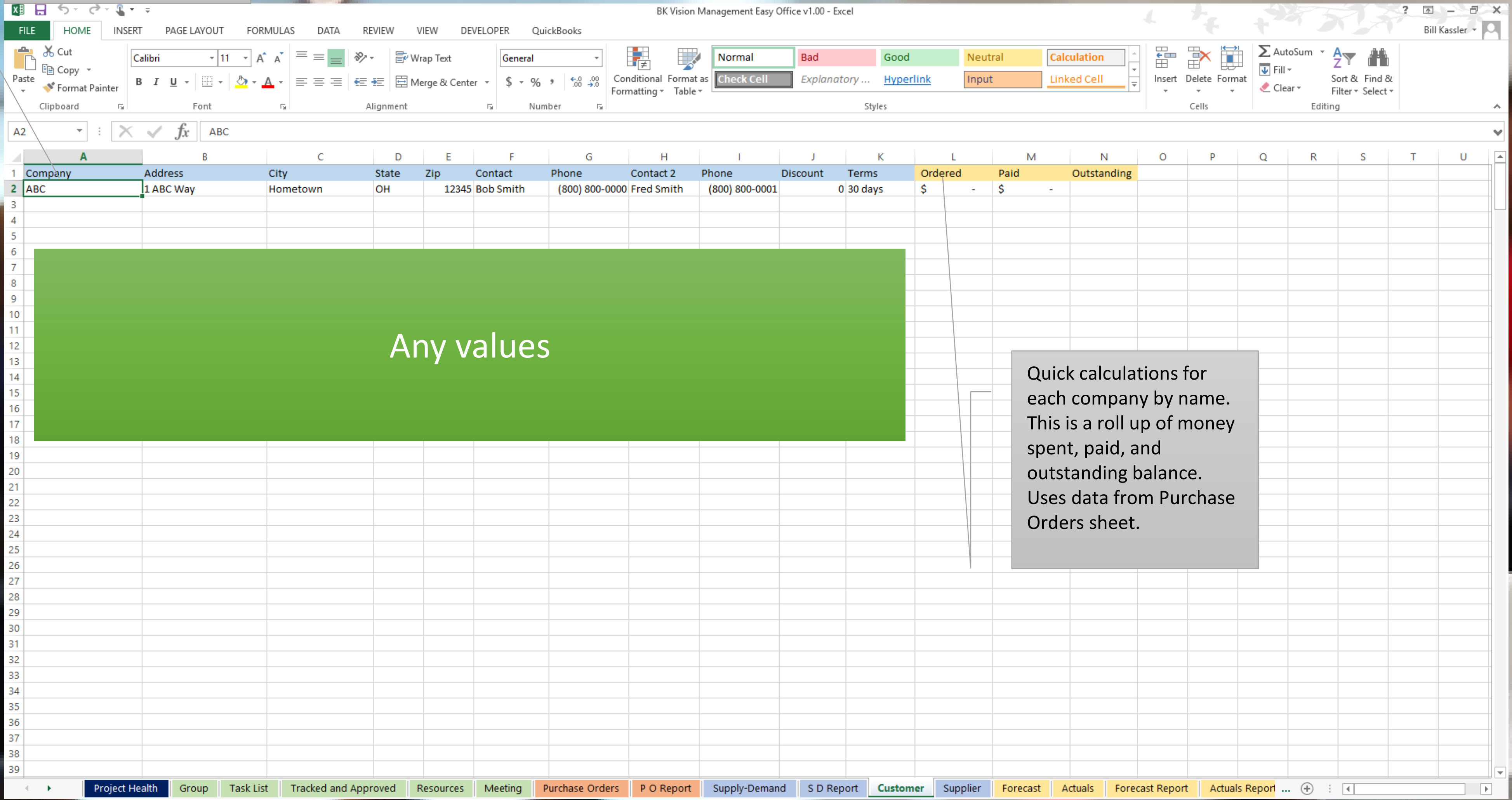
Customer

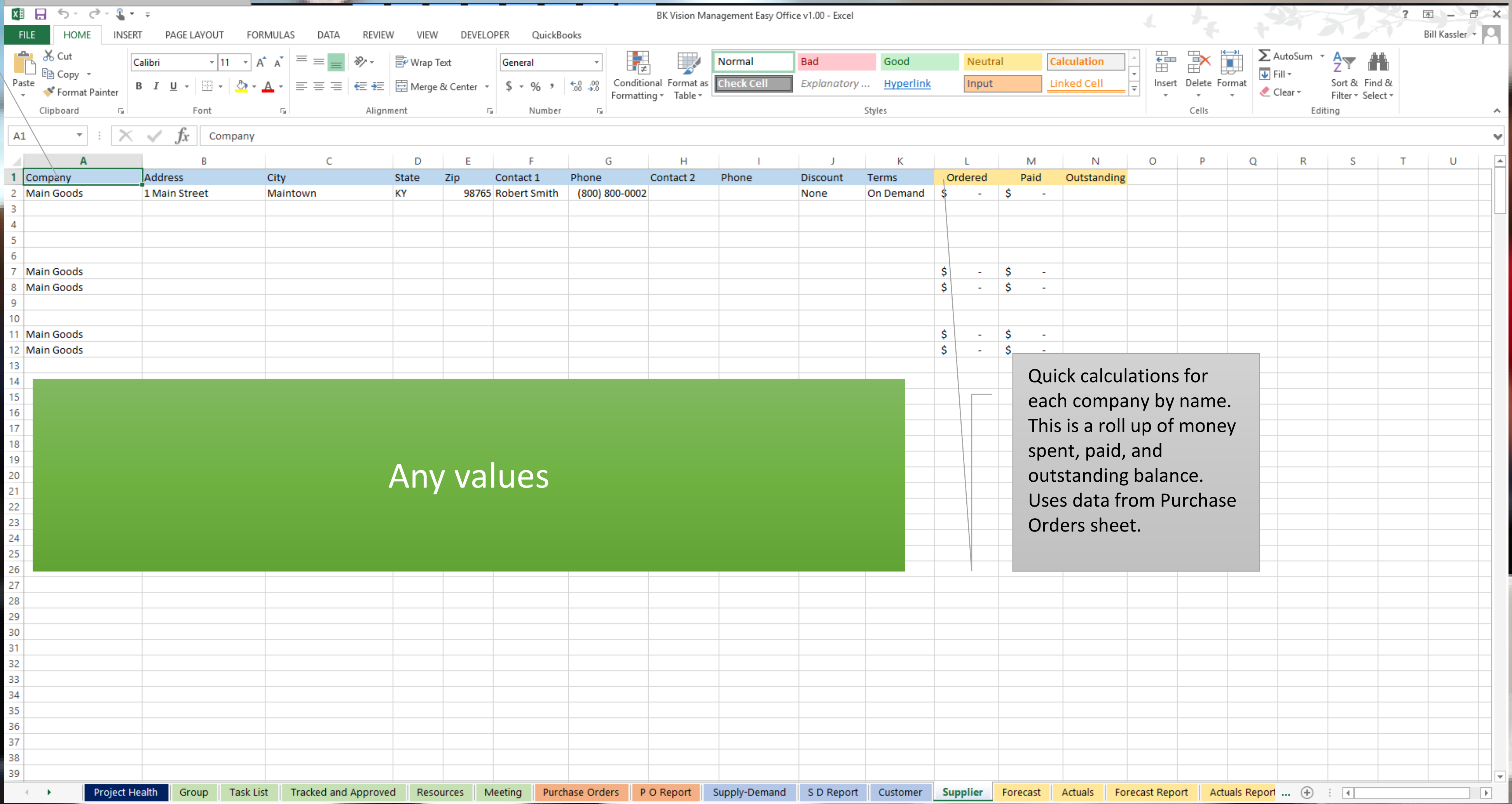
Blue User Input



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.

Supplier

Blue User Input



Any values

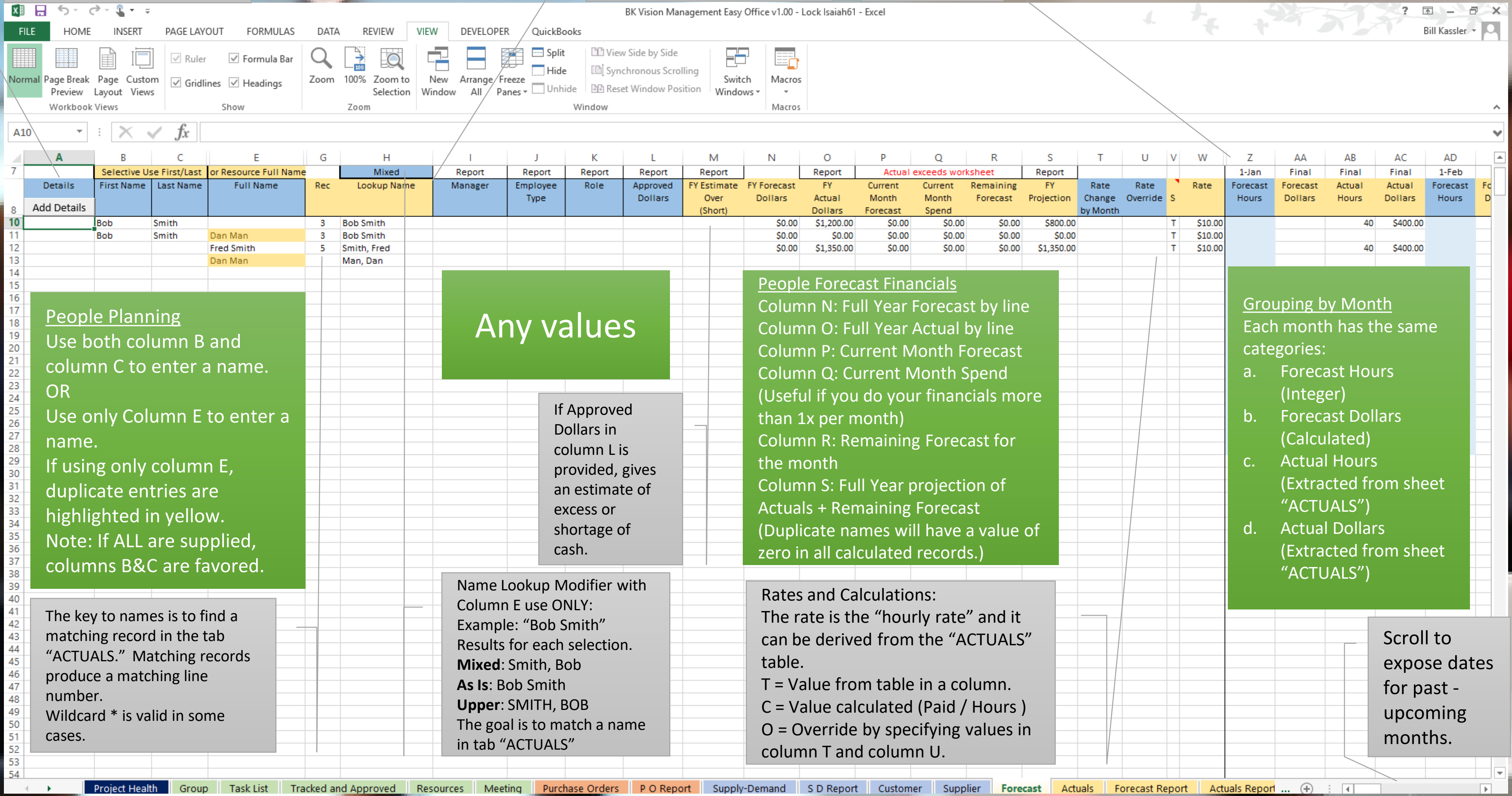
Quick calculations for each company by name. This is a roll up of money spent, paid, and outstanding balance. Uses data from Purchase Orders sheet.

Blue User Input

Yellow Calculated

Month

Forecast



<u>People Planning</u>
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.

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.

Any values

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

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"

<u>People Forecast Financials</u>
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.)

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.

<u>Grouping by Month</u>
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")

Scroll to expose dates for past - upcoming months.

Blue User Input

Actuals

BK Vision Management Easy Office v1.00 - Excel

Ignored	Full Name Compare	Ignored	Use this or End Date	Ignored	Used	Used	First Name Compare	Last Name Compare	Ignored	Use this or Accounting Date	Used
Project	Full Name	Activity	Accounting Date	Department	Hours	Amount	First Name	Last Name	Start Date	End Date	Rate
ABCProject	x	PMP	1/15/2017	Test	40	400	Bob	Smith	1/1/2017	1/15/2017	10
ABCProject	x	DEV	1/15/2017	Construction	40	400	Robert	Smith	1/1/2017	1/15/2017	10
ABCProject	Smith, Fred	TEST	1/15/2017	Bricks	40	400	x		1/1/2017	1/15/2017	10
ABCProject	x		2/1/2017	Support	40	400	Bob	Smith	1/18/2017	2/1/2017	10
ABCProject	x		2/1/2017	Demolition	30	300	Robert	Smith	1/18/2017	2/1/2017	10
ABCProject	Smith, Fred		2/1/2017	Nursing	30	300	x		1/18/2017	2/1/2017	10
NOTSame	x		12/1/2017	Armed Forces	40	400	Bob	Smith	11/17/2017	12/1/2017	10
NOTSame	x	PMP	2/1/2017	Cleaning	20	200	Robert	Smith	1/18/2017	2/1/2017	10
NOTSame	Smith, Fred	PMP	3/1/2017	Ministry	20	200	x		2/15/2017	3/1/2017	10
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.

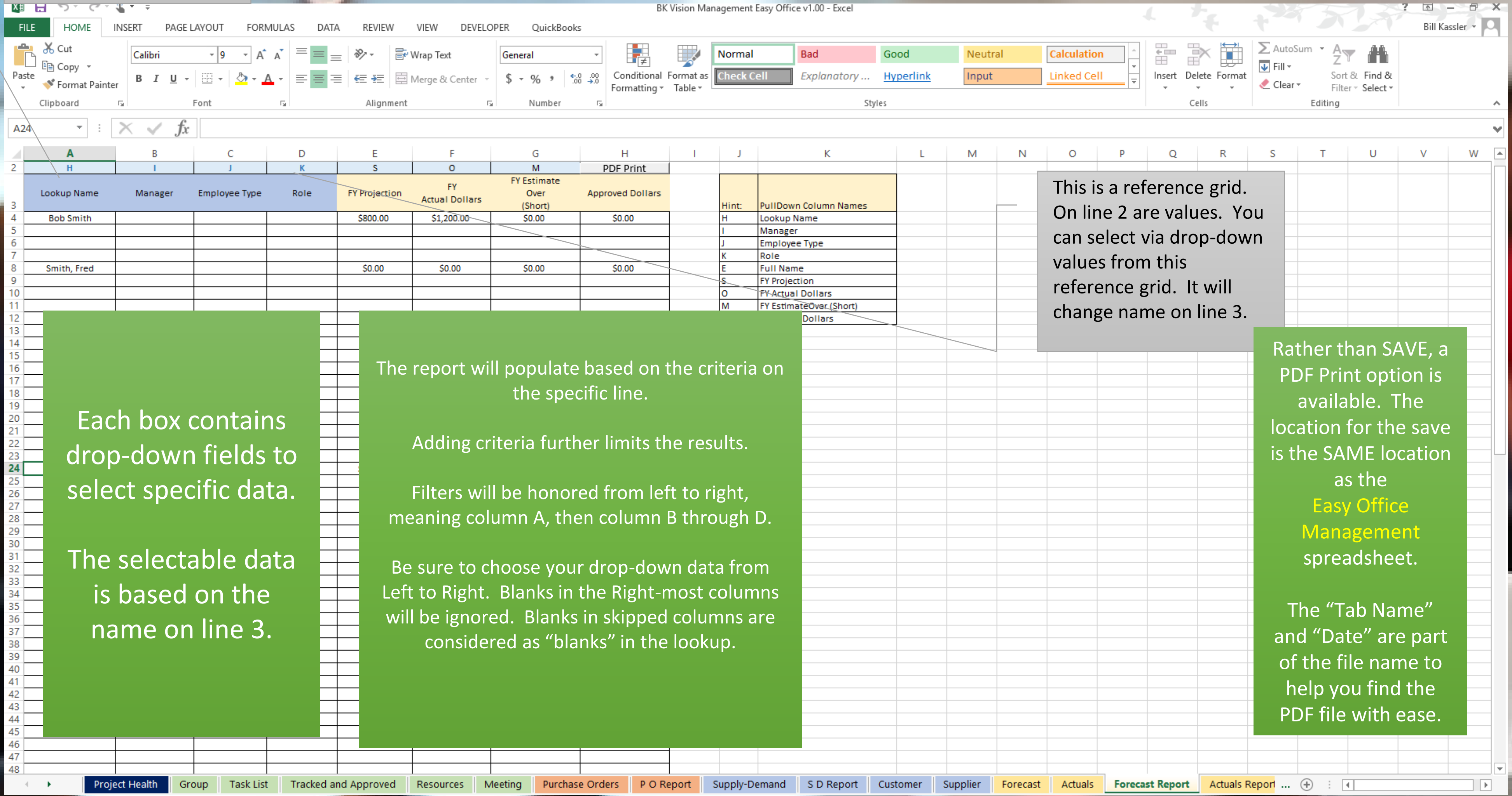
A note of caution: If you choose to use another timekeeping program, like CLARITY, or any other – the sheet will not look like the one above. You will have to reach out to us and get some configuration work done on your version of the program to “match” values. For example, configuration will tell the 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.

Forecast Report

Blue User Input



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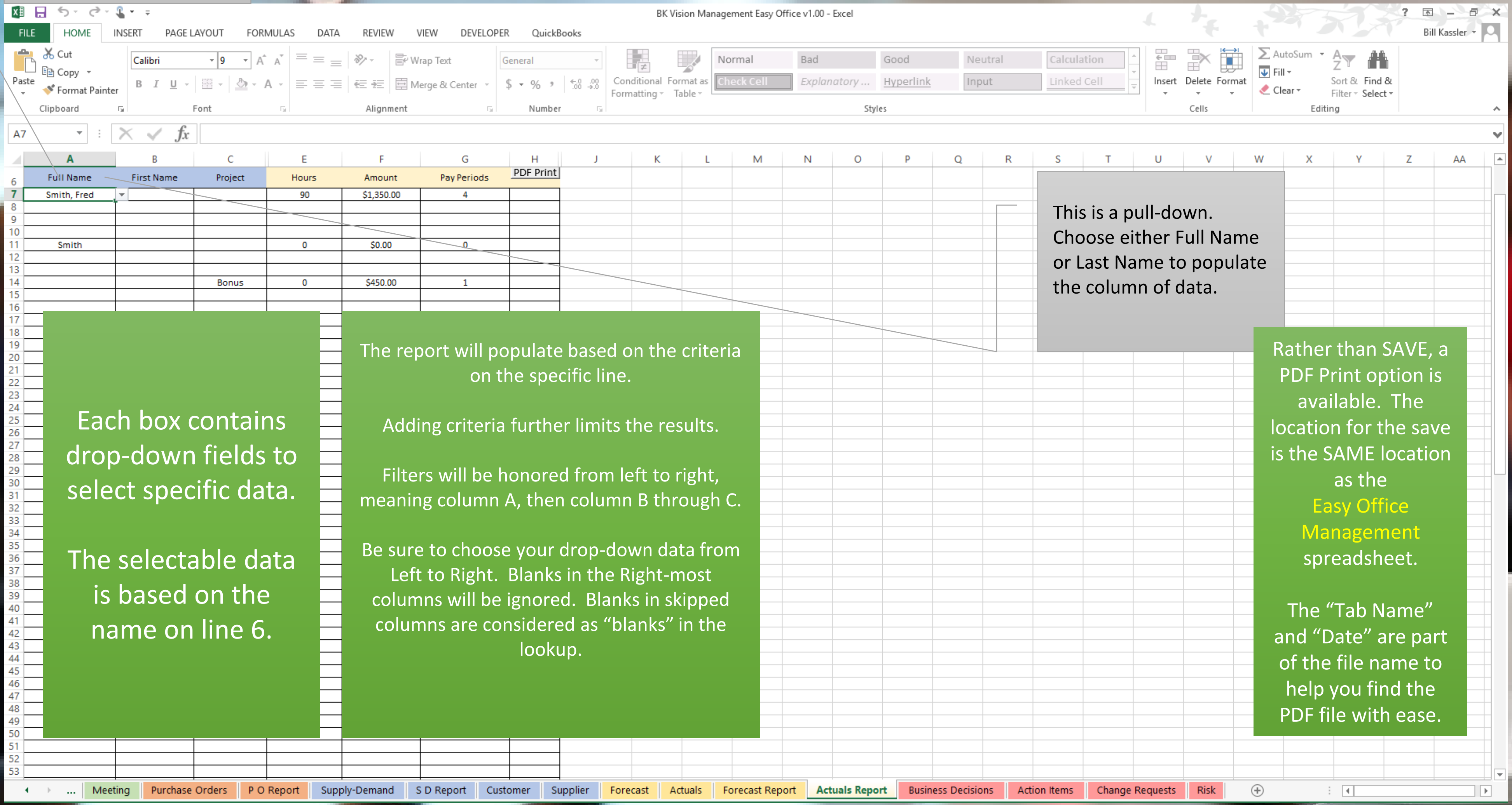
Blue User Input

Actuals Report



This is a pull-down. Choose either Full Name or Last Name to populate the column of data.

Each box contains drop-down fields to select specific data.

The selectable data is based on the name on line 6.

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.

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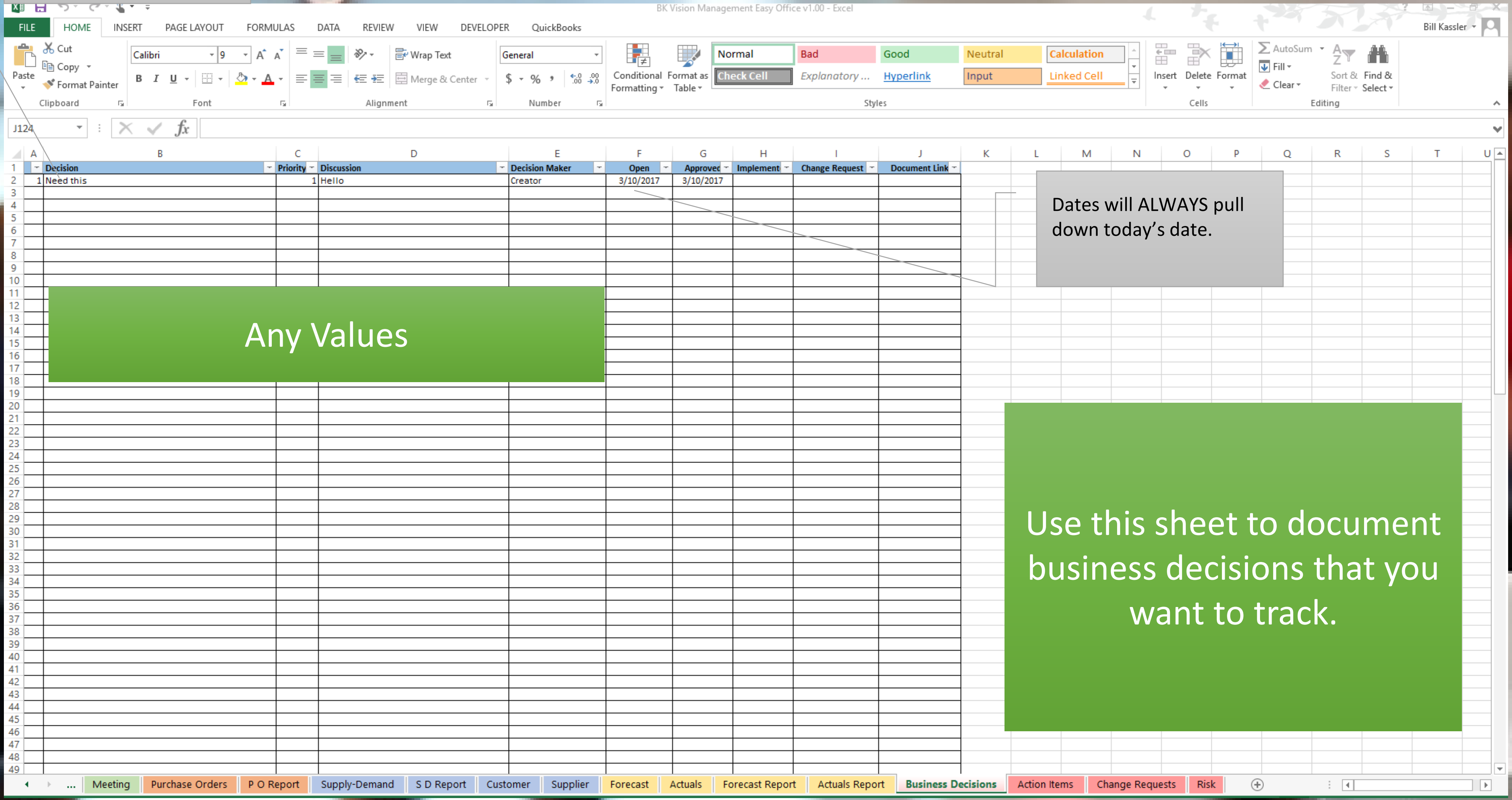
Business Decisions

Blue User Input



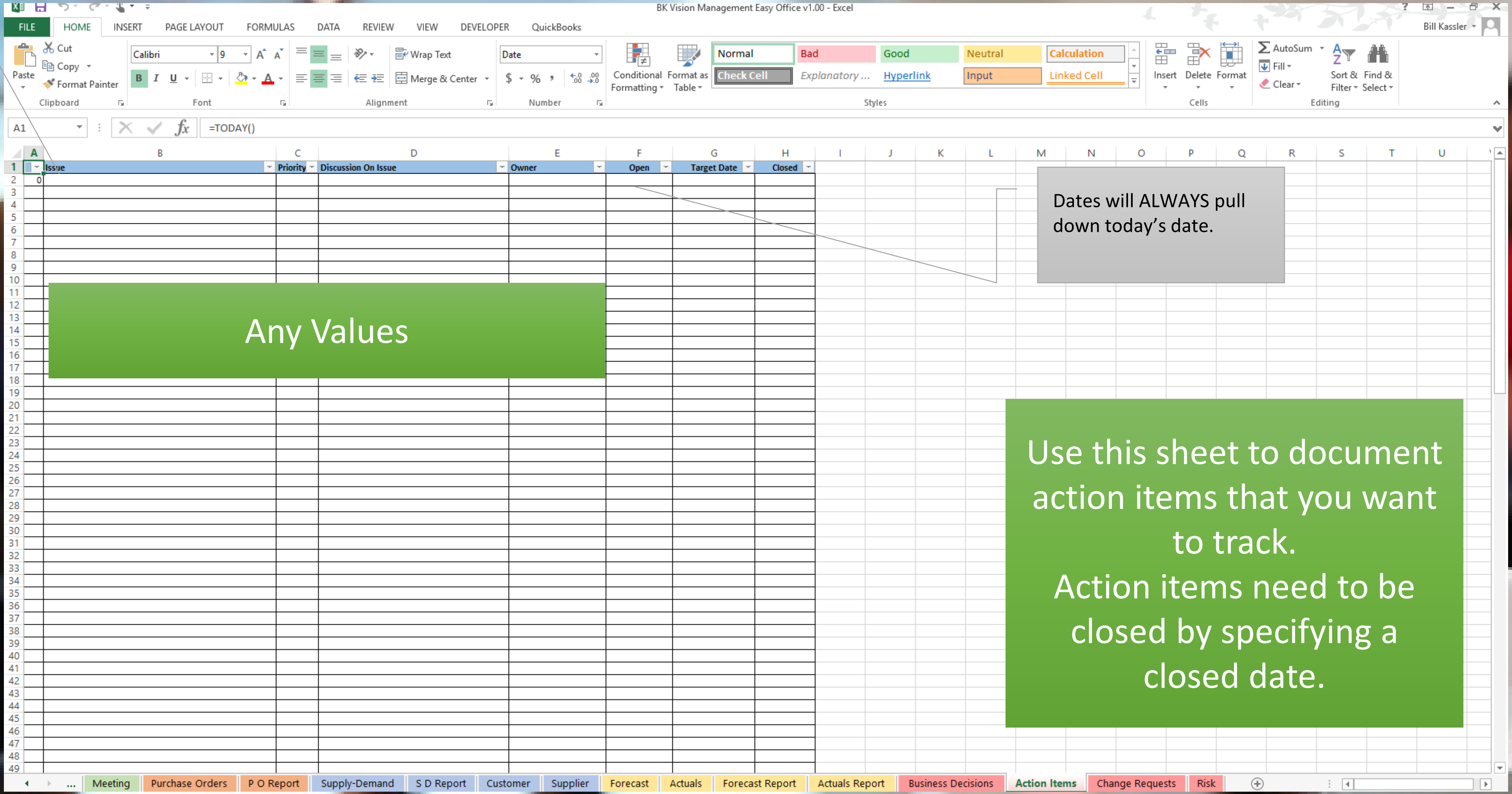
Any Values

Dates will ALWAYS pull down today's date.

Use this sheet to document business decisions that you want to track.

Blue User Input

Action Items



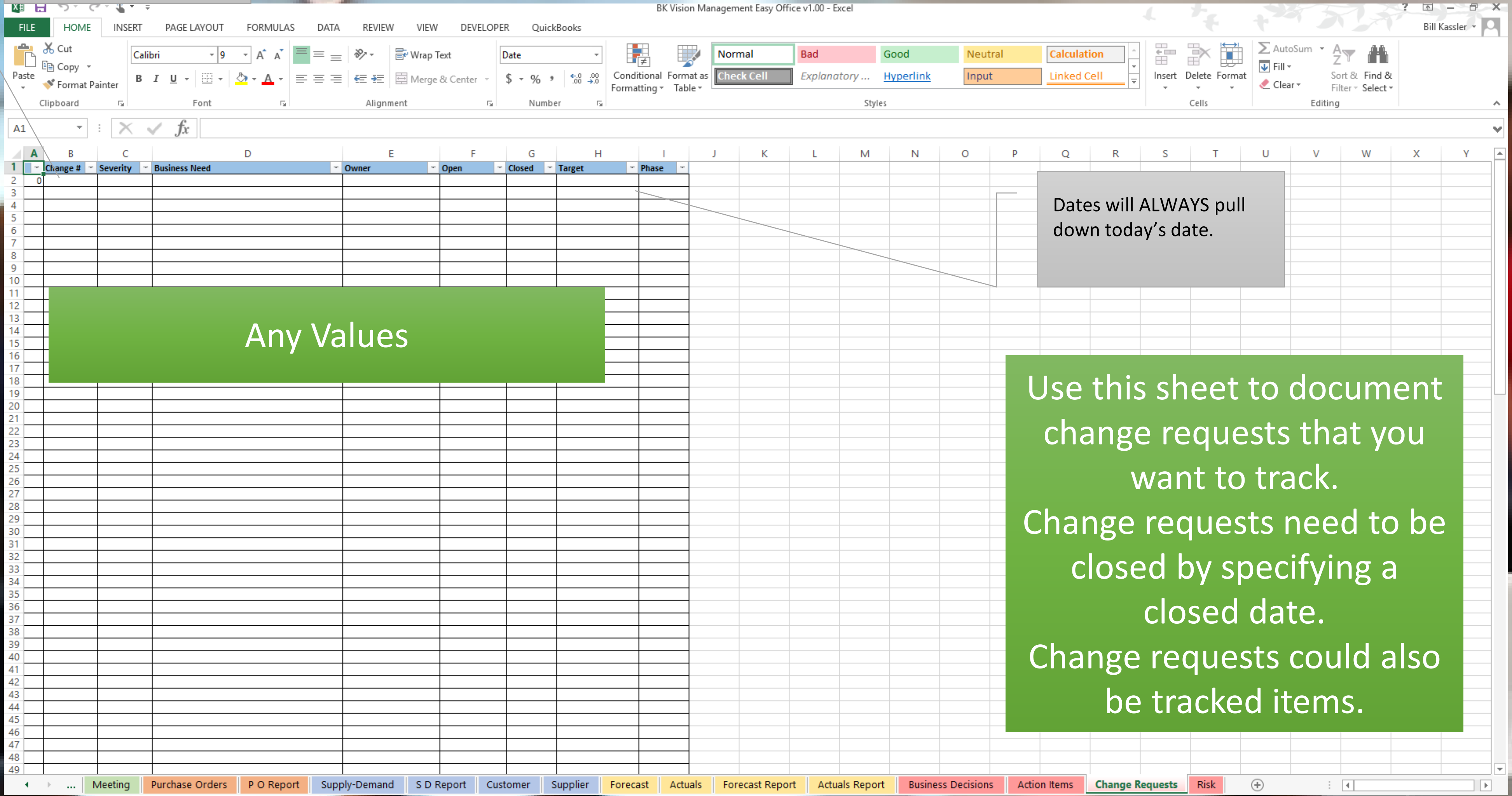
Dates will ALWAYS pull down today's date.

Any Values

Use this sheet to document action items that you want to track.
Action items need to be closed by specifying a closed date.

Change Requests

Blue User Input



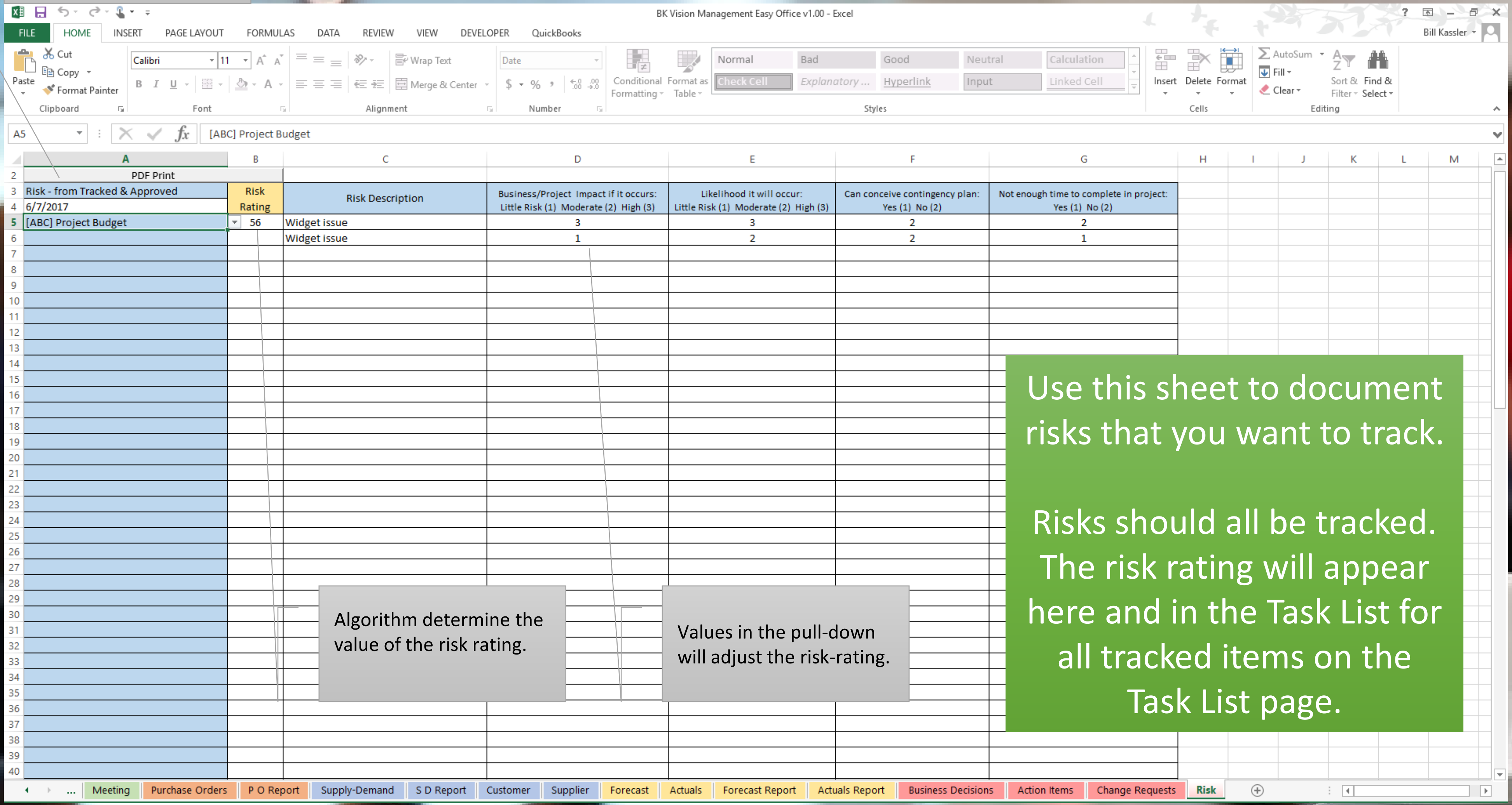
Dates will ALWAYS pull down today's date.

Any Values

Use this sheet to document change requests that you want to track.
Change requests need to be closed by specifying a closed date.
Change requests could also be tracked items.

Risk Management

Blue User Input



Algorithm determine the value of the risk rating.

Values in the pull-down will adjust the risk-rating.

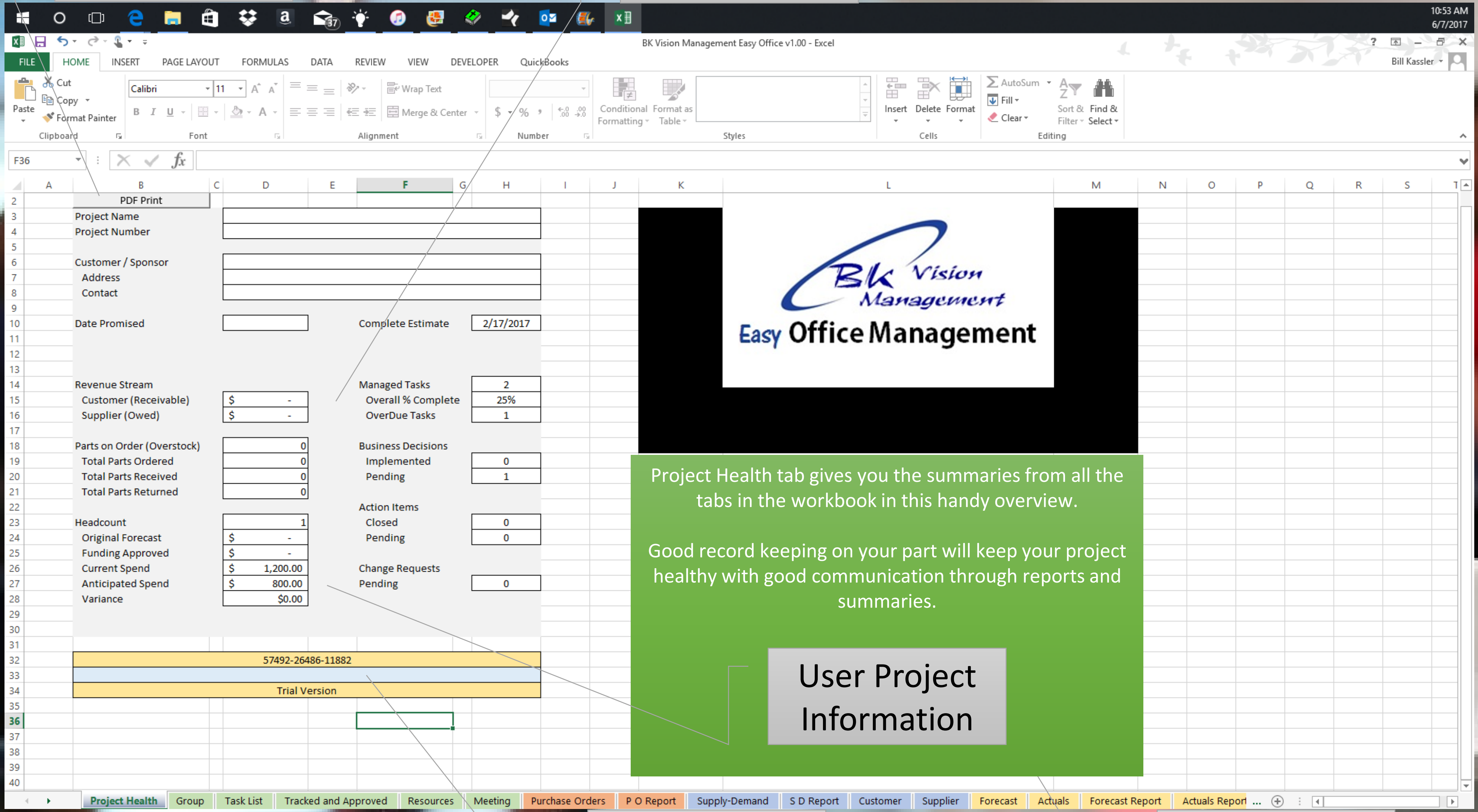
Use this sheet to document risks that you want to track.

Risks should all be tracked. The risk rating will appear here and in the Task List for all tracked items on the Task List page.

PDF Print

Project Totals (Calculated)

Project Health



Validation Code Field

Web Support Links

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Easy Office Management

***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