Your new **Project Workspace** is organized with folders.

- Lessons Learned
- Project Health
- Reports
- Sheets

Then Dashboards (at the root of the Project Workspace folder)

- Project Budget Dashboard
- Project Dashboard

은 Co	mplete PM Solution for New Product D	evelopment
Ac	etions • 🗑	
	Name 🔺	Sharing
	🗀 Lessons Learned	Workspace
	Droject Health	Workspace
	C Reports	Workspace
	D Sheets	Workspace
	🕓 Project Budget Dashboard	Workspace
	🕑 Project Dashboard	Workspace

Dashboards are used to display the live data from your sheets and reports.

Dashboards can be shared with anyone, including teammates and external customers.

<u>ළ</u> Co	mplete PM Solution for New Product De	evelopment
Ac	tions •	
	Name	Sharing
	C Lessons Learned	Workspace
	Project Health	Workspace
	C Reports	Workspace
	🗀 Sheets	Workspace
	Project Budget Dashboard	Workspace
	Project Dashboard	Workspace

Navigate to the **Sheets** folder.

This is where you will enter/update your projects progress.

The information in these sheets have been pre-linked to reports and dashboards.

Sheets	
Actions •	
Name 🔺	Sharing
Archive	Workspace
🗌 🏫 🍃 Deliverable List	Workspace
📃 🏠 🕞 Discussions & Action Items	Workspace
🗌 🏫 🕞 Labor Budget Tracker	Workspace
📃 🏫 🍃 Material Budget Tracker	Workspace
📄 🏫 🍃 Project Budget Tracker	Workspace
📄 🏫 🍃 Project Schedule	Workspace
🗌 🏫 🍃 Rollup - Project Health	Workspace
📄 🏫 🍃 Third-Party Services Budget Tracker	Workspace
📃 🏠 🕞 Tooling Budget Tracker	Workspace

Navigate to the **Reports** folder.

All of these reports have been pre-linked with sheets and dashboards.

🗋 Re	ports	
Ac	tions •	
	Name 🔺	Sharing
🗌 🏠	Archive	Workspace
	Report - Action Items	Workspace
	Report - Current Tasks	Workspace
	Report - Deliverables	Workspace
	Report - Discussion Items	Workspace
	Report - Inv. Labor vs. Forecast vs Planned	Workspace
	Report - Material Budget Tracker	Workspace
	Report - Milestones	Workspace
	Report - Tasks Starting in Next 10 Days	Workspace
	Report - Third-Party Services Budget Tracker	Workspace
	Report - Tooling Budget Tracker	Workspace

Customizing To Your Project

Navigate to the **Project Dashboard**.

This dashboard is used for weekly meeting to view milestones, action items, discussions, tasks, and deliverables.

Some tables, charts, and graphs hyperlink to the sheet/report when pressed. Making navigation & workflow easy during meetings.

Feel free to add or remove any content on this dashboard.

This is generally shared with the internal team and the client.

Press the "Edit" button.

File Edit View	1	() •	Project Dashboard 🕁				1	୍ ମଧ୍ୟ Share
	Company Name • Milestones / Action Items /			rables		TEST	I LOGO	
	Welcome!	Project Info	PSA #		Sche	dule % Comple		
	Welcome to the [Project Name] project portal. This dashboard summarizes milestones, action items, discussions, and deliverables. Please reach out to [name@email.com] for any questions regarding this dashboard.	Name: Project Name Project ID: 123456 Links SharePoint	\$273,203.50 Total Project Spend \$331,796.50 Total Project Budget Remaining 45% Total Project Budget % Spent	Schedule Baseline Forecast	Completion 01/31/24 02/07/24	Actual Project 50% Phase 2 100% Phase 3 50% Phase 4 0% Phase 5 0%	Planned Project 66% Phase 2 100% Phase 3 39% Phase 4 0% Phase 5 0%	

Edit the following information for your project.

View			🕑 Project Dashboard	A.		\bigcirc \bigcirc Cancel
-		• Project	: Name ns / Tasks / Deliv	erables	TES	T LOGO
Welcome!		Project Info	PSA #	Sche	dule % Compl	ete
Welcome to the [Project Name summarizes milestones, action deliverables. Please reach out to [name@er regarding this dashboard.	items, discussions, and	Project ID: 123456	\$273,203.50 Total Project Spend \$331,796.50 Total Project Budget Remaining 45% Total Project Budget % Spent	Schedule Completion Baseline 01/31/24 Forecast 02/07/24	Actual Project 50% Phase 2 100% Phase 3 50% Phase 4 0% Phase 5 0%	Planned Project 66% Phase 2 100% Phase 3 39% Phase 4 0% Phase 5 0%
Project Milestones						
Milestone	Start Date End	d Date Baseline Days Un End Date Start	til May 28 S M T W T F S S M	Jun 4 Jun 11 F W T F S S M T W T F	Jun 18 S S M T W T F S	Jun 25 S M T W T F S S
Phase 2 Prototype Fabrication		28/23 08/21/23 02/23 08/02/23	0			
Phase 3	08/29/23 11/1	10/23 11/03/23	0			

Navigate to the **Project Budget Dashboard**.

This dashboard is used to help visualize the schedule, project health, and budget health.

This is generally shared with the internal team and the client.

It is recommended to have a bi-weekly or monthly meeting with the client to go through the health of the project.

- This meeting typically will not include the entire internal team
 - This can be a one-on-one meeting with the PM and client
 - Or include business leadership too

Press the "Edit" button.

•

N			🕓 Projec	ct Budg	jet Da	shboa	rd ☆	,													Ø
Compan				an	10										Т	Ē	s	Г	LC	20	90
Welcome!																					
Welcome to the [Project Name	e] project portal. This dasht	oard summarizes sche	dule and budget.																		
Please reach out to Iname@c	email.com] for any questions	regarding this dashbo	ard.																		
· · · · · · · · · · · · · · · · · · ·																					
PSA 12345 Project Milestones	6 • Rev 0:																				
PSA 12345		Date Baseline End Date	Days Until Start S	Ma 3 M T	iy 28 W T F	S S	Ju M T	n 4 N T	FS	S M	Jun T W	11 T F	S	5 M	Jun 1 T W	3 T F	S	s m	Jur T V	25 V T	FS
PSA 12345 Project Milestones		Date Baseline End Date	Days Until Start S	Ma S M T	iy 28 W T F	S S	Ju M T	n 4 N T	FS	S M	Jun T W	11 T F	S	5 M	Jun 1 T W	3 T F	S	s M	Jur T V	1 25 V T	FS
PSA 12345 Project Milestones Milestone	Start Date End	Date Baseline End Date 8/23 08/21/23	Start S	Ма 3 М Т	y 28 W T F	S S	Ju M T	n 4 N T	FS	S M	Jun T W	11 T F	S	5 M	Jun 1 T W	3 T F	S	S M	Jur T V	1 25 V T	FS

Feel free to add or remove any content on this dashboard. (ie. phases, table, or graphs)

\$20,000.00

\$0.00-

Zero Values

Tooling Budget Remaining

However, it is always recommended not to delete, in case it is required/needed in the future.



\$20,000.00

November 2021

\$0.00-

Zero Values

O Third-Party Services Budget Remaining

Total Thin

\$150,600.00 Third-Party Services Budget Remaining

Spend

Party Services

Navigate to the **Project Budget Tracker** in the Sheets Folder.

This sheet is mainly a summary sheet that is pre-linked to the Labor Budget Tracker, Materials Budget Tracker, Tooling Budget Tracker, and Third-Party Services Budget Tracker.

Feel Free to remove or hide the **Tooling Budget Tracker**, and/or **Third-Party Services Budget Tracker** if they are not need for your project.

This sheet is directly linked to Report - Inv. Labor vs. Forecast vs Planned.

Do not change the titles of the column headers, or it may break the links within the reports.

This sheet has color coordination for easier readability.

After initial setup of the sheet, you should not need to change any cells that have a color fill.

File Autor	mation	Forms Connections Dyna	mic View											📴 Projec	Budget Tracker	¢											
a a p		🖬 Grid View 🔹 🖓 Filter		⊇ Arial •	10 -	BIU	0 <u>0</u> - <u>A</u>		≅ ⊘ 7	8 🖉	0 0 ± 4	Σ - 8 - %	1 4 46														
		C Description/Invoice	Date	Charges	Pending Labor Charges	Non-Invoiced Pending Labor	Invoiced Material Charges		Non-Invoiced Committed Material	Invoiced Tooling Charges	Committed Tooling Charges	Non-Invoiced Committed Tooling	Involced Third- Party Service Charges	Committed Third- Party Service Charges	Non-Invoiced Committed Third- Party Services	(Graph) Invoiced	(Graph) Pending Labor	Cumulative Pending Labor	Planned Forecast	(Graph) Forecast	PSA Labor Budget	(Graph) Budget	Labor Budget Remaining	Material Budget Remaining	Tooling Budget Remaining	Third-Party Services Budget Remaining	Total Budget Remaining
8	= m - t		0	0	crarges		0	charges	Matteria				Crarges	Charges	Party Services	Labor	Labor						0	0			0
		5 Project Name PSA # & Rev																					\$525,000.00	\$50,000.00	\$20,010,00	\$10,000.00	\$605,000.0
2		3 Phase 2		\$108,275.00	\$109,775.00	\$0.00	\$448.50	\$448.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168,275.00	\$108,275.00	\$109,775.00	\$110,030.00	\$108,275.00	\$110,000.00	\$525,000.00	\$416,725.00	\$49,551.50	\$20,000.00	\$10,000.00	\$456,276.5
3		0 Zero Values	01/01/21	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525,000.00	\$525,000.00	\$50,000.00	\$20,000.00	\$10,000.00	\$605,000.0
4		0 June 2023	05/01/23	\$34,400.00	\$45,400.00	\$9.00	\$97.50	\$97.50 •	\$0.00+	\$0.00 •	\$0.00+	\$0.00	\$0.00	\$0.00	\$0.00	\$34,400.00	\$34,400.00	\$45,400.00	\$55,030.00	\$34,400.00	\$55,000.00	\$525,000.00	\$490,600.00	\$49,902.50	\$20,000.00	\$10,000.00	\$570,502.5
5		0 July 2023	07/01/23	\$73,875.00	\$63,375.00	\$0.00	\$351.00	\$351.00+	\$0.00+	\$0.00 -	\$0.00+	\$0.00	• \$0.00	\$0.00	\$0.00	\$108,275.00	\$108,275.00	\$109,775.00	\$55,030.00	\$108,275.00	\$55,000.00	\$525,000.00	\$418,725.00	\$49,551.50	\$20,000.00	\$10,000.00	\$496,276.
6		3 Phase 3		\$114,000.00	\$138,500.00	\$22,500.00	\$3,985.00	\$8,490.00	\$4,515.00	\$0.00	\$19,500.00	\$19,500.00	\$0.00	\$0.00	\$0.00	\$222,275.00	\$246,275.00	\$246,275.00	\$218,333.33	\$331,441.67	\$215,000.00	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
		0 August 2023	08/01/23	\$75,909.00	\$75,000.00	\$0.00	\$3,955.00	\$8,480.00+	\$4,515.00+	\$0.00 •	\$0.00+	\$0.00	• \$0.00	\$0.00	\$0.00	\$183,275.00	\$184,775.00	\$184,775.00	\$71,696.67	\$184,775.00	\$71,966.67	\$525,000.00	\$341,725.00	\$41,071.50	\$20,000.00	\$10,000.00	\$412,796.
8		0 September 2023	09/01/23	\$39,000.00	\$61,500.00	\$22,500.00	50.00	\$0.00+	\$0.004	\$0.00 •	\$19,500.00+	\$19,500.00	\$0.00	\$0.00	\$0.00	\$222,275.00	\$246,275.00	\$245,275.00	\$71,656.67	\$256,441.67	\$71,666.67	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.
9		0 October 2023	10/01/23	\$9.00	\$0.00	· \$0.00	\$0.00	\$0.00+	\$0.00+	\$0.00 -	\$0.00+	\$0.00	• \$0.00	\$0.00	\$0.00	•			\$75,030.00	\$331,441.67	\$71,868.87	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.
10		2 Phase 4		\$0.00	\$0.00	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$157,030.00	\$498,441.67	\$150,000.00	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	
11		0 November 2023	11/01/23	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00+	\$0.00+	\$0.00 •	\$0.00+	\$0.00	• \$0.00	\$0.00	\$9.90	•			\$80,030.00	\$411,441.67	\$75,000.00	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
12		0 December 2023	12/01/23	\$0.00 -	\$0.00	\$0.00	\$0.00	\$0.00+	\$0.004	\$0.00 •	\$0.00+	\$0.00	\$0.00	\$0.00	\$0.00	 • 			\$77,030.00	\$488,441.67	\$75,000.00	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
13		1 Phase 5		\$0.00	\$0.00	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	50.00	\$0.00	\$50,030.00	\$538,441.67	\$50,000.00	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
14		0 January 2024	01/01/24	\$9.00 -	\$0.00	\$9.00	\$0.00	\$0.00+	\$0.00+	\$0.00 -	\$0.00+	\$0.00	· \$0.00	\$0.00	\$0.00	•			\$50,030.00	\$538,441.67	\$50,000.00	\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
15		47 Unused Months																				\$525,000.00	\$210,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
16		0 February 2024	02/01/24	\$0.00 -	\$0.00	\$0.00	\$0.00	\$0.00+	\$0.004	\$0.00 •	\$0.00+			\$0.00	\$0.00	 • 				\$538,441.67		\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
17		0 March 2024	03/01/24	\$9.00	\$0.00	\$9.00	\$0.00	\$0.00+	\$0.00+	\$0.00 •	\$0.00+	\$0.00	• \$0.00	\$0.00	\$0.00	•				\$536,441.67		\$525,000.00	\$280,225.00	\$41,071.50	\$500.00	\$10,000.00	\$331,796.5
18		0 April 2024	04/01/24	50.00+	\$0.00	\$0.00	50.00	\$0.00+	\$0.00+	\$0.00 •	\$0.00 ·	50.00	\$0.00	\$0.00	50.00	•				\$538,441.67		\$525,000.00	\$280,225.00	\$41,071.50	\$500.00		\$331,796.5
		11-1250/	05/01/04	03.00	60.00	23.60	20.00	25.00	20.00	80.00	60.00	20.05	70.00	60.00	60.00					2530 141 07		2525.050.00	2050.005.00	044.074.50	2510.00	210.000.03	#994 708 E

Edit the following Information:

- Project Name, PSA # and rev
- Defining Project Phase Durations Part 1
 - Organize months so they are all together. This makes the next steps easier for you.
 - $\circ \quad \text{Delete months prior to project start} \\$

C	Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Non-Invoiced Pending Labor
		0	0	Ŭ	
5	Project Name PSA # & Rev				
0	Phase 2		\$0.00	\$0.00	\$0.00
0	Phase 3		\$0.00	\$0.00	\$0.00
0	Phase 4		\$0.00	\$0.00	\$0.00
0	Phase 5		\$0.00	\$0.00	\$0.00
56	Unused Months				
0	Zero Values	01/01/21	\$0.00	\$0.00	\$0.00
0	June 2023	06/01/23	\$34,400.00	\$46,400.00	\$0.00 <
0	July 2023	07/01/23	\$73,875.00	\$63,375.00	\$0.00 <
0	August 2023	08/01/23	\$75,000.00	\$75,000.00	\$0.00 <
0	September 2023	09/01/23	\$39,000.00 <	\$61,500.00 <	\$22,500.00 <
0	October 2023	10/01/23	\$0.00 <	\$0.00 <	\$0.00 <
0	November 2023	11/01/23	\$0.00 <	\$0.00 <	\$0.00 <
0	December 2023	12/01/23	\$0.00 <	\$0.00	\$0.00

• Fixing the Formulas

- \circ $\;$ Because months were deleted, the sheet formulas need to be reconfigured
- Drag the formula from the second cell down with the errors, up to the first cell with errors Update the months & year to match your schedule timeline.
- o Repeat for remaining error columns
 - Then all errors should be resolved

		Committed Third- Party Service Charges	Non-Invoiced Committed Third- Party Services	[Graph] Invoiced Labor	[Graph] Pending Labor	Cumulative Pending Labor	Planned Forecast
1	1						
2	2 00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
3	3 00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
4	1 00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
5	5 00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
6	6						
7	7 00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
8	3 <mark>00 (</mark>	\$0.00	\$0.00	#UNPARSEAB	#BLOCKED	#UNPARSEABL	\$163,961
9) <mark>00</mark>	\$0.00	\$0.00	#BLOCKED	#BLOCKED	#BLOCKED	\$138,569
10) <mark>00</mark>	\$0.00	\$0.00	#BLOCKED	#BLOCKED	#BLOCKED	\$125,873
11	1 00 4	\$0.00	\$0.00	#BLOCKED	#BLOCKED	#BLOCKED	\$81,437
		Committed Third- Party Service Charges	Non-Invoiced Committed Third- Party Services	[Graph] Invoiced Labor	[Graph] Pending Labor	Cumulative Pending Labor	Planned Forecast
1							
2	00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.
2		\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0. \$0.
3	00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.
3	00 00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0. \$0.
3 4 5	00 00 00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0. \$0.
3 4 5 6	00 00 00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0. \$0. \$0.
3 4 5 6 7	00 00 00 00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0. \$0. \$0. \$0.
3 4 5 6 7 8	00 00 00 00 00 00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0. \$0. \$0. \$0. \$163,961.

• Defining Project Phase Durations – Part 2

•

- Drag each row into the desired phase
 - Ensure the months stay in chronological order.
- Ensure the Zero Values row remains at the top of the initial phase of the project.
 - Do <u>not</u> change or remove this row
- If your project requires Month & Years that are not in the Project Template, please refer to Appendix A.

	C	Description/Invoice	Date
i			0
	5	Project Name PSA # & Rev	
	3	Phase 2	
	0	Zero Values	01/01/21
	0	June 2023	06/01/23
	0	July 2023	07/01/23
	3	Phase 3	
	0	August 2023	08/01/23
	0	September 2023	09/01/23
	0	October 2023	10/01/23
	2	Phase 4	
	0	November 2023	11/01/23
	0	December 2023	12/01/23
	1	 Phase 5 	
	0	January 2024	01/01/24
	47	Unused Months	
	0	February 2024	02/01/24
	0	March 2024	03/01/24
	0	April 2024	04/01/24

Edit the following information:

- Labor Budget Remaining = Project Labor Budget
- Material Budget Remaining = Project Material Budget
- **Tooling Budget Remaining** = Project Tooling Budget
- Third-Party Services Budget Remaining = Project Third-Party Services Budget

[Graph] Budget	Labor Budget Remaining	Material Budget Remaining	Tooling Budget Remaining	Third-Party Services Budget Remaining	Total Budget Remaining
	0	0			0
\$525,000.00	\$525,000.00	\$50,000.00	\$20,000.00	\$10,000.00	\$605,000.00
0 \$525,000.00	\$416,725.00	\$49,551.50	\$20,000.00	\$10,000.00	\$496,276.50
0 \$525,000.00	\$525,000.00	\$50,000.00	\$20,000.00	\$10,000.00	\$605,000.00
\$525,000.00	\$490,600.00	\$49,902.50	\$20,000.00	\$10,000.00	\$570,502.50
0 000 000 00	C 44C 70C 00	C40 CC4 C0	COO 000 00	£40.000.00	£400 070 E0

Although not required if the above steps were followed, the formulas in these columns (Labor Budget Remaining, Material Budget Remaining, Tooling Budget Remaining, Third-Party Services Budget Remaining) can be dragged down to any new rows, except for the phase header rows which have their own formula.

The dark grey cells (*boxed in red in the image below*) indicate that they are not referencing the cell directly above, because that would be a phase header row (boxed in purple).

Labor Budget Remaining	Material Budget Remaining	Tooling Budget Remaining	Third-Party Services Budget Remaining	Total Budget Remaining
0	0			0
\$1,480,831.00	\$329,700.00	\$120,000.00	\$150,600.00	\$2,081,131.00
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,480,831.00	\$329,700.00	\$120,000.00	\$150,600.00	\$2,081,131.00
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50			ced Material Charges]@	row - [Non-Invoiced
\$1,452,200.50	Committed Material]	@row		
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86
\$1,452,200.50	\$306,578.36	\$80,900.00	\$150,600.00	\$1,990,278.86

Edit the following information:

- **Planned Forecast** (the customer will see these values graphed in the dashboard)
 - \circ $\;$ This should be updated monthly when resourcing is planned
- PSA Labor Budget
 - \circ $\;$ This should be identical to the signed PSA/Scope of Work.

Planned Forecast	[Graph] Forecast	PSA Labor Budget		
\$110,000.00	\$108,275.00		\$110,000.00	
\$0.00	\$0.00		\$0.00	
\$55,000.00	\$34,400.00		\$55,000.00	
\$55,000.00	\$108,275.00		\$55,000.00	
\$218,333.33	\$331,441.67		\$215,000.00	
\$71,666.67	\$184,775.00		\$71,666.67	
\$71,666.67	\$256,441.67		\$71,666.67	
\$75,000.00	\$331,441.67		\$71,666.67	
\$157,000.00	\$488,441.67		\$150,000.00	
\$80,000.00	\$411,441.67		\$75,000.00	
\$77,000.00	\$488,441.67		\$75,000.00	
\$50,000.00	\$538,441.67		\$50,000.00	
\$50,000.00	\$538,441.67		\$50,000.00	

This sheet uses Summary fields to relay information to other sheets, reports, and dashboards.



Navigate to the Labor Budget Tracker in the Sheets Folder.

Edit the following Information:

- Project Name, PSA # and rev
- Update the months & year to match your **Project Budget Tracker** sheet.
 - Ensure the months stay in chronological order.
 - Delete months prior to project start

Description/Invoice	Date
	1
Project Name PSA # & Rev	PSA Sign Date
+ June 2023	06/24/23
+ July 2023	07/29/23
+ August 2023	08/26/23
September 2023	09/23/23
October 2023	10/01/23
November 2023	11/01/23
December 2023	12/01/23
 January 2024 	01/01/24

This sheet uses conditional formatting to automatically color in cells. Information should only be entered into cells with white/no fill throughout the project.

The cells in blue are linked directly to the **Project Budget Tracker** for each month.

Do not change the titles of the column headers, or it may break the links.

Sheet Update Frequency:

- Invoiced Labor Charges
 - o Add to sheet when invoices are sent out to the client
 - The rows date should be the last day of the labor billing
- Pending Labor Charges
 - \circ Add weekly pending labor, which has been approved by the PM, but not yet invoiced.
 - \circ $\;$ The rows date should be the last day of the time logging
 - Once the pending labor has been invoiced, use the dropdown menu in column Pending Labor Status to change the value to *invoiced*.

Description/Invoice	Date ①	Invoiced Labor Charges	Pending Labor Charges	Pending Labor Status	Non-Invoiced Pending Labor	Notes
Project Name PSA # & Rev	PSA Sign Date	\$222,275.00	\$246,275.00		\$22,500.00	
 June 2023 	06/24/23	\$34,400.00	\$46,400.00		\$0.00	
 July 2023 	07/29/23	\$73,875.00	\$63,375.00		\$0.00	
 August 2023 	08/26/23	\$75,000.00	\$75,000.00		\$0.00	
 September 2023 	09/23/23	\$39,000.00	\$61,500.00		\$22,500.00	
27Aug-02Sep	09/02/23		\$21,000.00	Invoiced	\$0.00	
03-09Sep	09/09/23		\$18,000.00	Invoiced	\$0.00	
INVOICE-007		\$39,000.00			\$0.00	Billing Period: 08/27/23 - 09/09/23
10-16Sep	09/16/23		\$15,500.00		\$15,500.00	
17-23Sep	09/23/23		\$7,000.00		\$7,000.00	
- October 2023	10/01/23	\$0.00	\$0.00		\$0.00	
	10/01/23				\$0.00	
+ November 2023	11/01/23	\$0.00	\$0.00		\$0.00	
 December 2023 	12/01/23	\$0.00	\$0.00		\$0.00	

Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Non-Invoiced Pending Labor	Invoiced Material Charges ①	Comm Materi Charge
Project Name PSA # & Rev						
 Phase 2 		\$108,275.00	\$109,775.00	\$0.00	\$448.50	
Zero Values	01/01/21	\$0.00	\$0.00	\$0.00	\$0.00	
June 2023	06/01/23	\$34,400.00	\$46,400.00	\$0.00 <	\$97.50	
July 2023	07/01/23	\$73,875.00	\$63,375.00	\$0.00 -	\$351.00	
- Phase 3		\$114,000.00	\$136,500.00	\$22,500.00	\$3,965.00	\$8
August 2023	08/01/23	\$75,000.00	\$75,000.00 🛛	\$0.00 🗸	\$3,965.00	\$8
September 2023	09/01/23	\$39,000.00	\$61,500.00	\$22,500.00	\$0.00	
October 2023	10/01/23	\$0.00	\$0.00 <	\$0.00 <	\$0.00	
- Phase 4		\$0.00	\$0.00	\$0.00	\$0.00	
November 2023	11/01/23	\$0.00	\$0.00 <	\$0.00 <	\$0.00	
December 2023	12/01/23	\$0.00	\$0.00 <	\$0.00 <	\$0.00	
- Phase 5		\$0.00	\$0.00	\$0.00	\$0.00	
January 2024	01/01/24	\$0.00	\$0.00 <	\$0.00 <	\$0.00	

Navigate to the Material Budget Tracker in the Sheets Folder.

Edit the following Information:

- Project Name, PSA # and rev
- Update the months & year to match your **Project Budget Tracker** sheet.
 - Ensure the months stay in chronological order.
 - Delete months prior to project start

Description/Invoice	Date
	1
Project Name PSA # & Rev	PSA Sign Date
+ June 2023	06/24/23
+ July 2023	07/29/23
+ August 2023	08/26/23
September 2023	09/23/23
October 2023	10/01/23
November 2023	11/01/23
December 2023	12/01/23
+ January 2024	01/01/24

This sheet uses conditional formatting to automatically color in cells. Information should only be entered into cells with white/no fill throughout the project.

The cells in red are linked directly to the Project Budget Tracker for each month.

This sheet is directly linked to Report – Material Budget Tracker.

Do not change the titles of the column headers, or it may break the links within the reports.

Sheet Update Frequency:

- Invoiced Material Charges
 - \circ $\;$ Add to sheet when invoices are sent out to the client
 - The rows date should be the day of the invoice
- Committed Material Charges
 - o As purchases for materials are made, add the charges to this sheet
 - The rows date should be the order date
 - Adjust the Markup % as required
 - Once the committed material charges have been invoiced, use the dropdown menu in column Committed Material Status to change the value to *invoiced*.
 - Partial Payments/ down payments can be tracked and labeled as such in column Committed Material Status
 Then change to *invoiced* when it has been fully invoiced.

Description/Invoice/PO	Date ©	Invoiced Material Charges ①	Committed Material Charges	Markup %	Markup Charge	Committed Material Status	Partial Payment Amount	Non-Invoiced Committed Material	Notes
Project Name PSA # & Rev	PSA Sign Date	\$4,413.50	\$6,920.00		\$8,928.50	1		\$4,515.00	
+ June 2023	06/20/23	\$97.50	\$75.00		\$97.50			\$0.00	
+ July 2023	07/18/23	\$351.00	\$270.00		\$351.00			\$0.00	
 August 2023 	09/14/23	\$3,965.00	\$6,575.00		\$8,480.00			\$4,515.00	
PO-004	08/02/23		\$50.00	30%	\$65.00	Invoiced		\$0.00	
INVOICE-103	08/08/23	\$65.00		30%	\$0.00			\$0.00	
PO-005	08/14/23		\$6,000.00	30%	\$7,800.00	Partial Payment	\$3,900.00	\$3,900.00	Partial payment is on INVOICE-104. Need to invoice the remaining amount whe material comes in.
INVOICE-104	09/14/23	\$3,900.00		30%	\$0.00			\$0.00	
PO-006	08/14/23		\$450.00	15%	\$517.50			\$517.50	
PO-007	08/24/23		\$75.00	30%	\$97.50			\$97.50	
- September 2023	09/01/23	\$0.00	\$0.00		\$0.00			\$0.00	
	09/01/23			30%	\$0.00			\$0.00	
+ October 2023	10/01/23	\$0.00	\$0.00		\$0.00			\$0.00	
+ November 2023	11/01/23	\$0.00	\$0.00		\$0.00			\$0.00	

Navigate to the **Tooling Budget Tracker** in the Sheets Folder.

Edit the following Information:

- Project Name, PSA # and rev
- Update the months & year to match your **Project Budget Tracker** sheet.
 - Ensure the months stay in chronological order.
 - Delete months prior to project start

Description/Invoice	Date
	0
Project Name PSA # & Rev	PSA Sign Date
+ June 2023	06/24/23
+ July 2023	07/29/23
 August 2023 	08/26/23
+ September 2023	09/23/23
October 2023	10/01/23
 November 2023 	11/01/23
December 2023	12/01/23
+ January 2024	01/01/24

This sheet uses conditional formatting to automatically color in cells. Information should only be entered into cells with white/no fill throughout the project.

The cells in green are linked directly to the **Project Budget Tracker** for each month.

This sheet is directly linked to Report – Tooling Budget Tracker.

Do not change the titles of the column headers, or it may break the links within the reports.

Sheet Update Frequency:

- Invoiced Tooling Charges
 - \circ $\;$ Add to sheet when invoices are sent out to the client
 - The rows date should be the day of the invoice
- Committed Tooling Charges
 - As purchases for tooling is made, add the charges to this sheet
 - The rows date should be the order date
 - Adjust the Markup % as required
 - Once the committed tooling charges have been invoiced, use the dropdown menu in column Committed Tooling Status to change the value to *invoiced*.
 - Partial Payments/ down payments can be tracked and labeled as such in column Committed Tooling Status
 - Then change to *invoiced* when it has been fully invoiced.

Description/Invoice/PO	Date ①	Invoiced Tooling Charges (1)	Committed Tooling Charges	Markup %	Markup Charge	Committed Tooling Status	Partial Payment Amount	Non-Invoiced Committed Tooling	Notes
Project Name PSA # & Rev	PSA Sign Date	\$0.00	\$15,000.00		\$19,500.00	0		\$19,500.00	
+ June 2023	06/01/23	\$0.00	\$0.00		\$0.00			\$0.00	
+ July 2023	07/01/23	\$0.00	\$0.00		\$0.00			\$0.00	
+ August 2023	08/01/23	\$0.00	\$0.00		\$0.00			\$0.00	
= September 2023	09/15/23	\$0.00	\$15,000.00		\$19,500.00			\$19,500.00	
PO-201	09/15/23		\$15,000.00	30%	\$19,500.00			\$19,500.00	Approved by client on 15Sep2023
 October 2023 	10/01/23	\$0.00	\$0.00		\$0.00			\$0.00	
	10/01/23			30%	\$0.00			\$0.00	
+ November 2023	11/01/23	\$0.00	\$0.00		\$0.00			\$0.00	
December 2023	12/01/23	\$0.00	\$0.00		\$0.00			\$0.00	

Navigate to the Third-Party Services Budget Tracker in the Sheets Folder.

Edit the following Information:

- Project Name, PSA # and rev
- Update the months & year to match your **Project Budget Tracker** sheet.
 - Ensure the months stay in chronological order.
 - Delete months prior to project start

Description/Invoice	Date
	0
Project Name PSA # & Rev	PSA Sign Date
+ June 2023	06/24/23
 July 2023 	07/29/23
 August 2023 	08/26/23
+ September 2023	09/23/23
+ October 2023	10/01/23
November 2023	11/01/23
December 2023	12/01/23
+ January 2024	01/01/24

This sheet uses conditional formatting to automatically color in cells. Information should only be entered into cells with white/no fill throughout the project.

The cells in yellow are linked directly to the **Project Budget Tracker** for each month.

This sheet is directly linked to Report – Third-Party Services Budget Tracker.

Do not change the titles of the column headers, or it may break the links within the reports.

Sheet Update Frequency:

- Invoiced Third-party Services Charges
 - Add to sheet when invoices are sent out to the client
 - The rows date should be the day of the invoice
- Committed Third-party Services Charges
 - As purchases for Third-party Services are made, add the charges to this sheet
 - The rows date should be the PO date
 - Adjust the Markup % as required
 - Once the committed Third-party Services charges have been invoiced, use the dropdown menu in column Committed Third-party Services Status to change the value to *invoiced*.
 - Partial Payments/ down payments can be tracked and labeled as such in column Committed Third-party Services Status
 - Then change to *invoiced* when it has been fully invoiced.

Description/Invoice/PO	Date ①	Invoiced Third-Party Service Charges ①	Committed Third-Party Service Charges	Markup %	Markup Charge	Committed Third-Party Status	Non-Invoiced Committed Third- Party Services	Notes
Project Name PSA # & Rev	PSA Sign Date	\$0.00	\$0.00		\$0.00		\$0.00	
- June 2023	06/01/23	\$0.00	\$0.00		\$0.00		\$0.00	
	06/01/23			0%	\$0.00		\$0.00	
- July 2023	07/01/23	\$0.00	\$0.00		\$0.00		\$0.00	
	07/01/23			0%	\$0.00		\$0.00	
- August 2023	08/01/23	\$0.00	\$0.00		\$0.00		\$0.00	
	08/01/23			0%	\$0.00		\$0.00	
+ September 2023	09/01/23	\$0.00	\$0.00		\$0.00		\$0.00	
+ October 2023	10/01/23	\$0.00	\$0.00		\$0.00		\$0.00	

Navigate to the **Project Schedule** in the Sheets Folder.

This sheet is directly linked to the following reports:

- Report Current Tasks
- Report Tasks Starting Next Week
- Report Milestones

Do not change the titles of the column headers, or it may break the links within the reports.

Once your schedule is complete, copy and paste the **End Date** column into the **Baseline End Date** column. This will be your baseline for the project. This column is not meant to be updated, unless your team and client agree to a new baseline.

The columns % Complete, Effort Complete Today, and Duration Per Task are used to calculate the schedule completion to date.

At Risk	Task Name	Milesto	% Complete	Days Until	Start	End Date	Baseline End Date	Duration	Predecessors	Effort Complete	Duration	Assigned To
()	0		0	Start	Date	Date	End Date	0		Today	Per Task	0
-	Project Rollup		0%	0	12/29/21	10/25/22		215d			0	
F	Phase 2		0%	0	12/29/21	03/22/22		60d		60	0	
F	Phase Inputs		0%	0	12/29/21	01/04/22		5d			0	
	Signed Scoping Agreement		0%	0	12/29/21	12/29/21		0		0	0	Project Manager
-	Phase 1 Lessons Learned		0%	0	01/03/22	01/04/22		2d		2	2	Project Manager
-	Phase 2 Kickoff		0%	0	01/04/22	01/04/22		0	4, 5	0	0	Project Manager
	Design Inputs		0%	0	01/04/22	01/25/22		15d			0	
	Customer Requirements		0%	0	01/04/22	01/04/22		0			0	
F	Marketing Requirements Specification		0%	0	01/04/22	01/04/22		0	6	0	0	Customer
	User Needs Specification		0%	0	01/04/22	01/04/22		0	6	0	0	Customer
	Usability Specification		0%	0	01/04/22	01/04/22		0	6	0	0	Customer
-	Product Requirements Document		0%	0	01/05/22	01/25/22		3w	9, 10, 11	15	15	Systems Engineer
F	Planning Documents		0%	0	01/05/22	02/08/22		25d			0	
	Software Development Plan		0%	0	01/05/22	01/11/22		1w	6	5	5	Software Lead

This sheet uses conditional formatting to automatically color in cells. Each row can be tagged as a specific type for automatic conditional formatting.

Tags	Children	At Risk	Task Name	Milesto	% Complete
		0	0		1
Project Rollup 📃 👻	4	-	Project Rollup		0'
Phase	4	-	= Phase 2	✓	0'
	3	-	Phase Inputs		0'
	0		Signed Scoping Agreement		09
	0		Phase 1 Lessons Learned		09
	0	F	Phase 2 Kickoff		09
	2		Design Inputs		04

Navigate to the Rollup - Project Health in the Sheets Folder.

Do not change the titles of the column headers, or it may break the links within the reports.

This sheet is used to rollup data from sheets **Project Schedule** and **Project Budget Tracker**, to calculate the project health shown on the **Project Budget Dashboard**.

No changes should need to be made to this sheet, because the linking is preset and calculations are then automatic.

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Reference Sheet	Phase	Phase % Complete	Phase Planned % Complete	Phase Labor Spend	Phase Labor Budget	Phase Labor % Spent	% Tolerance	Lower Tolerance	Upper Tolerance	Status	Color Meaning
Project Schedule	2	100% <	97% <								
Project Budget Tracker	2		86%	\$108,275.00	\$110,000.00	98%					
Tolerance	2						2%	98%	102%		Red: >5% Over Budget
Tolerance	2						5%	95%	105%		Yellow: 2-5% Over Budget
Summary Line - Budget	2										Green: On Track
Tolerance	2						2%	84%	88%		Red: >5% Behind Schedule
Tolerance	2						5%	81%	91%		Yellow: 2-5% Behind Sched
Summary Line - Schedule	2									•	Green: On Track
Project Schedule	3	50% <	39%								
Project Budget Tracker	3		39%	\$136,500.00	\$215,000.00	63%					
Tolerance	3						2%	48%	52%		Red: >5% Over Budget
Tolerance	3						5%	45%	55%		Yellow: 2-5% Over Budget
Summary Line - Budget	3									•	Green: On Track
Tolerance	3						2%	37%	41%		Red: >5% Behind Schedule
Tolerance	3						5%	34%	44%		Yellow: 2-5% Behind Scheo
Summary Line - Schedule	3										Green: On Track

Navigate to the **Discussion & Actions Items** in the Sheets Folder.

Do not change the titles of the column headers, or it may break the links within the reports.

This sheet is directly linked to Report - Action Items and Report - Discussion Items.

- These reports are directly linked to the Project Dashboard
- This information is generally shared with the internal team and the client
- If a row is check marked as an action item, it will appear in Report Action Items
- If a row is not check marked as an action item, it will appear in Report Discussion Items

This sheet uses conditional formatting to automatically color in cells, such as when a row is marked as *Done*.

Rows can be dragged up and down to re-order.

Forms C	connections Dynamic View	, Discussions & Action Items 公						
Grid V	/iew ▼	Arial 🔻	10 • B I	<u>U</u>	G 🐟 • <u>A</u> •	= • = & ? = 🖉 © 🖂		
Action Item	Task Name	Due Date	Expected Date	Done	Assigned To	Comments		
	Example Discussion Item				Nick			
	Packaging for Sterilization		10/04/23			What is lead time? When do we need to schedule sterilization?		
	Example Action Item	09/04/23			Nick			
	Sterilization Plan Updates				Jake			
	Setup a meeting to discuss sterilization				Nick			
	Review and approve Change Order				Nick			
	Ship Unit to Jake				Nick	Tracking Number: 12345678912345		

Appendix A

These steps are only required if the Project Template does not have enough pre-defined month & vear rows

Adding a new row/month to the sheet can be done as follows:

- Add the new row after all others, by typing in the Month & Year
- Apply row colors manually, if desired
- Add the Date
- Navigate to the Labor/Material/Tooling/Third-Party Services Budget Tracker sheet >> Add the new row after all others, by typing in the Month & Year
 - In the next row down, add the date in the Date column
 - You will likely need to indent this row to make it a child of the row above
- Copy the formulas from one of the other header rows, and Paste in the new header row (the row with the month and year)
- Press Save

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- Navigate back to the Project Budget Tracker
- Setup the links for Labor, Material, Tooling, and Third-Party Services
 - o Each cell will need to be linked separately
 - Right-click the appropriate link >> Select Link From Cell In Other Sheet...
 - Find the appropriate sheet (Labor/Material/Tooling/Third-Party Services Budget Tracker) in your project folder and select the cell you want to link to.
 - Press Create Link button
 - Repeat with remaining cells
 - o Save sheet

Form	S				[Project Budg	get Tracker	23
	Grid View 🔹 🏹 Filter	⊡	Arial 🔻	10 💌	BIU	응 <mark>☆</mark> ▼ <u>A</u>	• = •	
C	Description/Invoice	Date	Invoiced Labor Charges ①	Pending Labor Charges	Non-Invoiced Pending Labor	Invoiced Material Charges ①	Committed Material Charges	Nor Cor Mat
0	October 2022	10/01/22	\$0.00 <	\$0.00	\$0.00	\$0.00	\$0.00	
4	 Phase 4 		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0	November 2022	11/01/22	\$0.00 <	\$0.00 <	\$0.00	\$0.00	\$0.00	
0	December 2022	12/01/22	\$0.00 <	\$0.00 -	\$0.00	\$0.00	\$0.00	
0	January 2023	01/01/23	\$0.00 <	\$0.00 -	\$0.00	\$0.00	\$0.00	
0	February 2023	02/01/23	\$0.00 <	\$0.00 <	\$0.00	\$0.00	\$0.00	
2	- Phase 5		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0	March 2023	03/01/23	\$0.00 <	\$0.00 <	\$0.00	\$0.00	\$0.00	
0	April 2023	04/01/23						

	Grid View 🔹 🖓 Filter	⊡	⇒ Arial •	10 🔻	BI	<u>v</u> s 🗞 🗸	•
C	Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Pending Labor Status	Notes	
17	Project Name PSA # & Rev	PSA Sign Date	\$10,783.00	\$2 8,630.50		\$17,847.50	
4	 November 2021 	11/20/21	\$10,783.00	\$28,630.50		\$17,847.50	
1	 December 2021 	12/01/21	\$0.00	\$0.00		\$0.00	
1	 January 2022 	01/01/22	\$0.00	\$0.00		\$0.00	
1	 February 2022 	02/01/22	\$0.00	\$0.00		\$0.00	
1	 March 2022 	03/01/22	\$0.00	\$0.00		\$0.00	
1	 April 2022 	04/01/22	\$0.00	\$0.00		\$0.00	
1	 May 2022 	05/01/22	\$0.00	\$0.00		\$0.00	
1	+ June 2022	06/01/22	\$0.00	\$0.00		\$0.00	
1	+ July 2022	07/01/22	\$0.00	\$0.00		\$0.00	
1	 August 2022 	08/01/22	\$0.00	\$0.00		\$0.00	
1	 September 2022 	09/01/22	\$0.00	\$0.00		\$0.00	
1	 October 2022 	10/01/22	\$0.00	\$0.00		\$0.00	
1	 November 2022 	11/01/22	\$0.00	\$0.00		\$0.00	
1	 December 2022 	12/01/22	\$0.00	\$0.00		\$0.00	
1	 January 2023 	01/01/23	\$0.00	\$0.00		\$0.00	
1	 February 2023 	02/01/23	\$0.00	\$0.00		\$0.00	
1	 March 2023 	03/01/23	\$0.00	\$0.00		\$0.00	
0	April 2023					\$0.00	
0		03/01/23				\$0.00	

C	Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Pending Labor Status	Non-Invoiced Pending Labor	Notes
		0	0	onarges	otatus		
18	Project Name PSA # & Rev	PSA Sign Date	\$10,783.00	\$2 8,630.50		\$17,847.50	
4	November 2021	11/20/21	\$10,783.00	\$28,630.50		\$17,847.50	
1	 December 2021 	12/01/21	\$0.00	\$0.00		\$0.00	
1	 January 2022 	01/01/22	\$0.00	\$0.00		\$0.00	
1	 February 2022 	02/01/22	\$0.00	\$0.00		\$0.00	
1	 March 2022 	03/01/22	\$0.00	\$0.00		\$0.00	
1	+ April 2022	04/01/22	\$0.00	\$0.00		\$0.00	
1	+ May 2022	05/01/22	\$0.00	\$0.00		\$0.00	
1	+ June 2022	06/01/22	\$0.00	\$0.00		\$0.00	
1	+ July 2022	07/01/22	\$0.00	\$0.00		\$0.00	
1	 August 2022 	08/01/22	\$0.00	\$0.00		\$0.00	
1	 September 2022 	09/01/22	\$0.00	\$0.00		\$0.00	
1	+ October 2022	10/01/22	\$0.00	\$0.00		\$0.00	
1	November 2022	11/01/22	\$0.00	\$0.00		\$0.00	
1	December 2022	12/01/22	\$0.00	\$0.00		\$0.00	
1	+ January 2023	01/01/23	\$0.00	\$0.00		\$0.00	
1	 February 2023 	02/01/23	\$0.00	\$0.00		\$0.00	
1	+ March 2023	03/01/23	\$0.00	\$0.00		\$0.00	
1	 April 2023 	03/01/23	\$0.00	\$0.00		\$0.00	
0		03/01/23				\$0.00	

C	Description/Invoice	Date	Invoiced Labor Charges		Pending Labor Charges	Non-Invoiced Pending Labor	Invoiced M Charges
		0	0				0
0	October 2022	10/01/22	\$0	0.00	\$0.00 <	\$0.00	
4	 Phase 4 		\$0	0.00	\$0.00	\$0.00	
0	November 2022	11/01/22	\$0	0.00	\$0.00 <	\$0.00 <	
0	December 2022	12/01/22	\$0	0.00	\$0.00 <	\$0.00 <	
0	January 2023	01/01/23	5	٩.	0.4		01111
0	February 2023	02/01/23	ę	~	Cut		Ctrl + X
2	 Phase 5 		ę	Ē	Сору		Ctrl + C
0	March 2023	03/01/23	ę	Ũ	Paste		Ctrl + V
0	April 2023	04/01/23			Paste Special	Ctrl +	Shift + V
					-		
					Clear Contents		
				D	View Cell Histo	ry	
					Insert Row	I	nsert Key
				1	Delete Row		
				\Box	Add a Row Con	nment	
			_		Row Actions		
				ŝ	Insert Image		•
				Õ	Link from Cell i	n Other Sheet	
					Manage Refere	nces	
					Hyperlink		Ctrl + K
					- ypermix		our r r
				f×	Convert to Colu	umn Formula	

earch for a data source	Select a cell (or range of ce	lls) from Lab	or Budget Tracker						
Q	olicate	C	Description/Invoice	Date	Invoiced Labor	Pending	Pending	Non-Invoiced	Note
elect a data source					Charges	Labor Charges	Labor Status	Pending Labor	
Sheets						enaigee	otatao		_
•	9	1 1	+ January 2022	01/01/22	\$0.00	\$0.00		\$0.00	-
Kample Project	11	1 1	 February 2022 	02/01/22	\$0.00	\$0.00		\$0.00	
Lessons Learned	13	1 1	+ March 2022	03/01/22	\$0.00	\$0.00		\$0.00	
Phase 2: Lessons Learned	15	1 1	+ April 2022	04/01/22	\$0.00	\$0.00		\$0.00	
Phase 3: Lessons Learned	17	1 1	 May 2022 	05/01/22	\$0.00	\$0.00		\$0.00	
Phase 4: Lessons Learned	19	1 1	+ June 2022	06/01/22	\$0.00	\$0.00		\$0.00	
Phase 5: Lessons Learned	21	1 1	+ July 2022	07/01/22	\$0.00	\$0.00		\$0.00	
Sheets	23	1 1	+ August 2022	08/01/22	\$0.00	\$0.00		\$0.00	
	25	1 1	 September 2022 	09/01/22	\$0.00	\$0.00		\$0.00	
	27	1 1	October 2022	10/01/22	\$0.00	\$0.00		\$0.00	
	29	1 1	 November 2022 	11/01/22	\$0.00	\$0.00		\$0.00	
Discussions & Action Items Labor Budget Tracker	31	1 1	December 2022	12/01/22	\$0.00	\$0.00		\$0.00	
Material Budget Tracker	33	1 1	 January 2023 	01/01/23	\$0.00	\$0.00		\$0.00	
Project Schedule	35	1 1	 February 2023 	02/01/23	\$0.00	\$0.00		\$0.00	
Rollup - Project Health	37	1 1	 March 2023 	03/01/23	\$0.00	\$0.00		\$0.00	
Third-Party Services Budge	39	1 1	- April 2023	03/01/23	\$0.00	\$0.00		\$0.00	
Tooling Budget Tracker	40	0 0		03/01/23	6			\$0.00	
•	41				3	fx =SUM(CHILDE	REN())		1