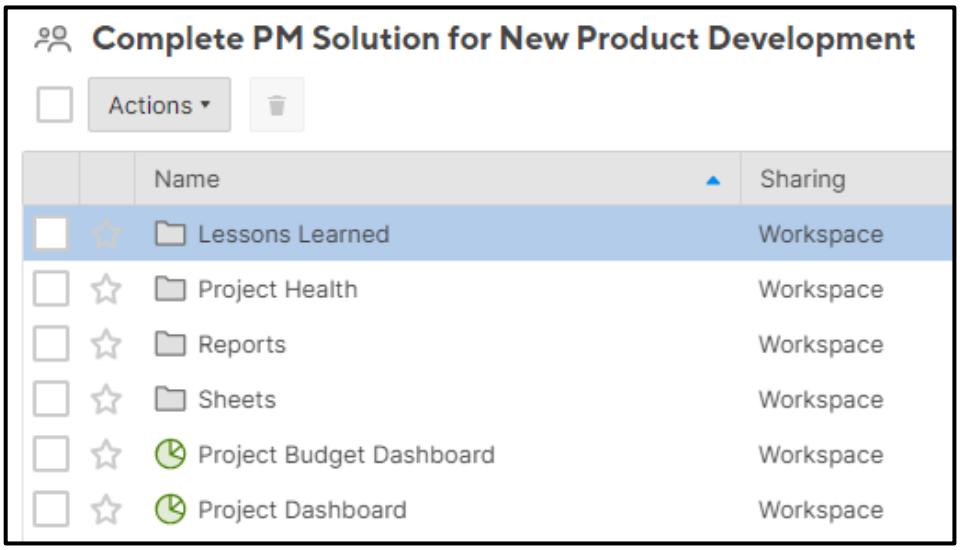
Your new **Project Workspace** is organized with folders.

- Lessons Learned
- Project Health
- Reports
- Sheets

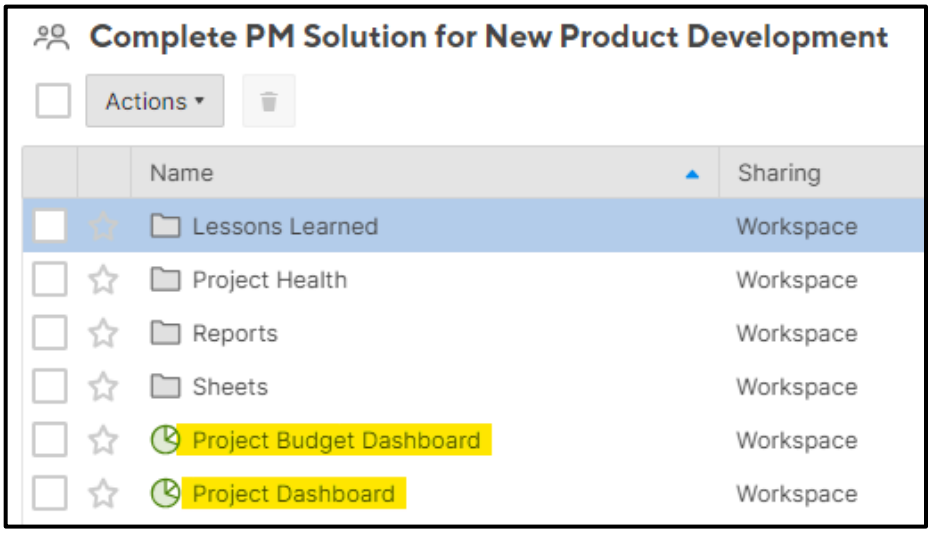
Then Dashboards (at the root of the Project Workspace folder)

- Project Budget Dashboard
- Project Dashboard



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

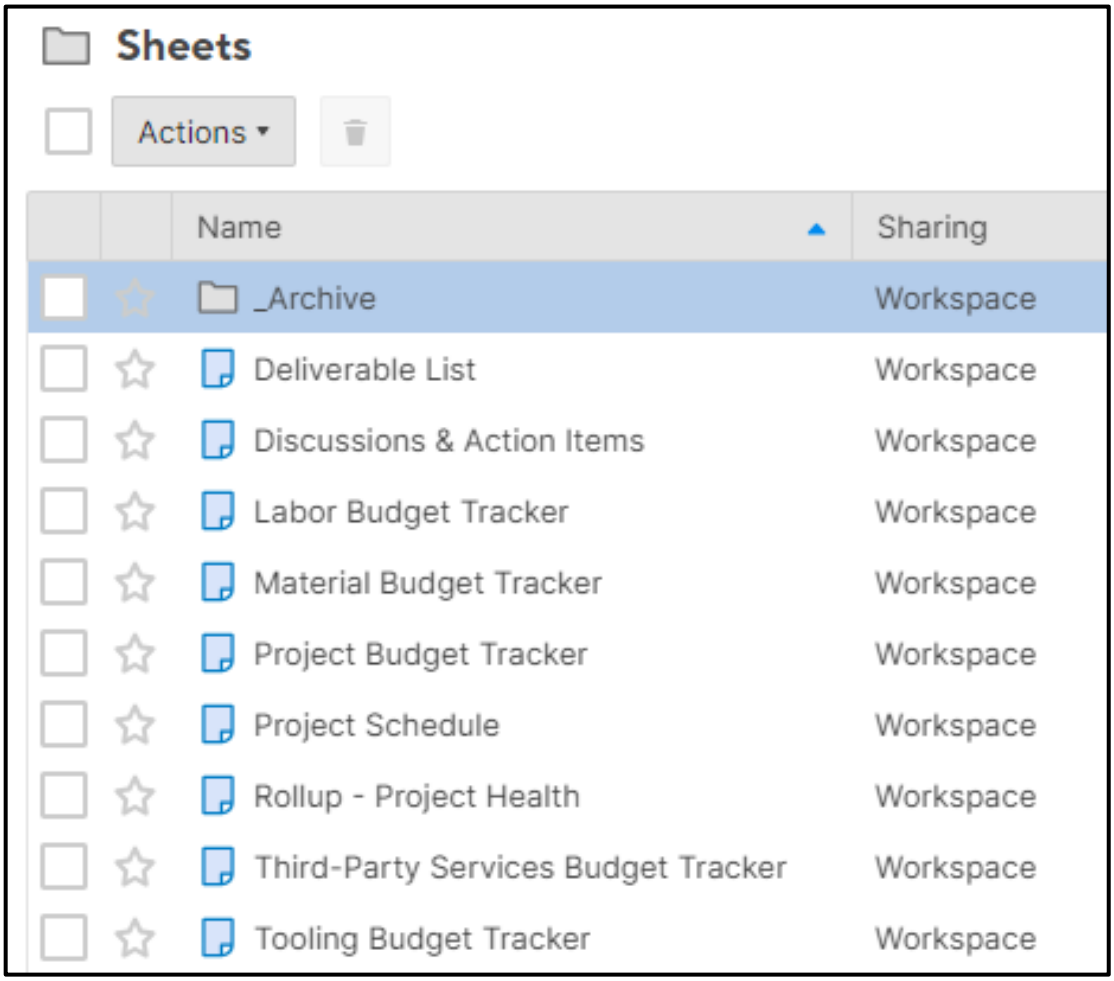
Dashboards can be shared with anyone, including teammates and external customers.



Navigate to the **Sheets** folder.

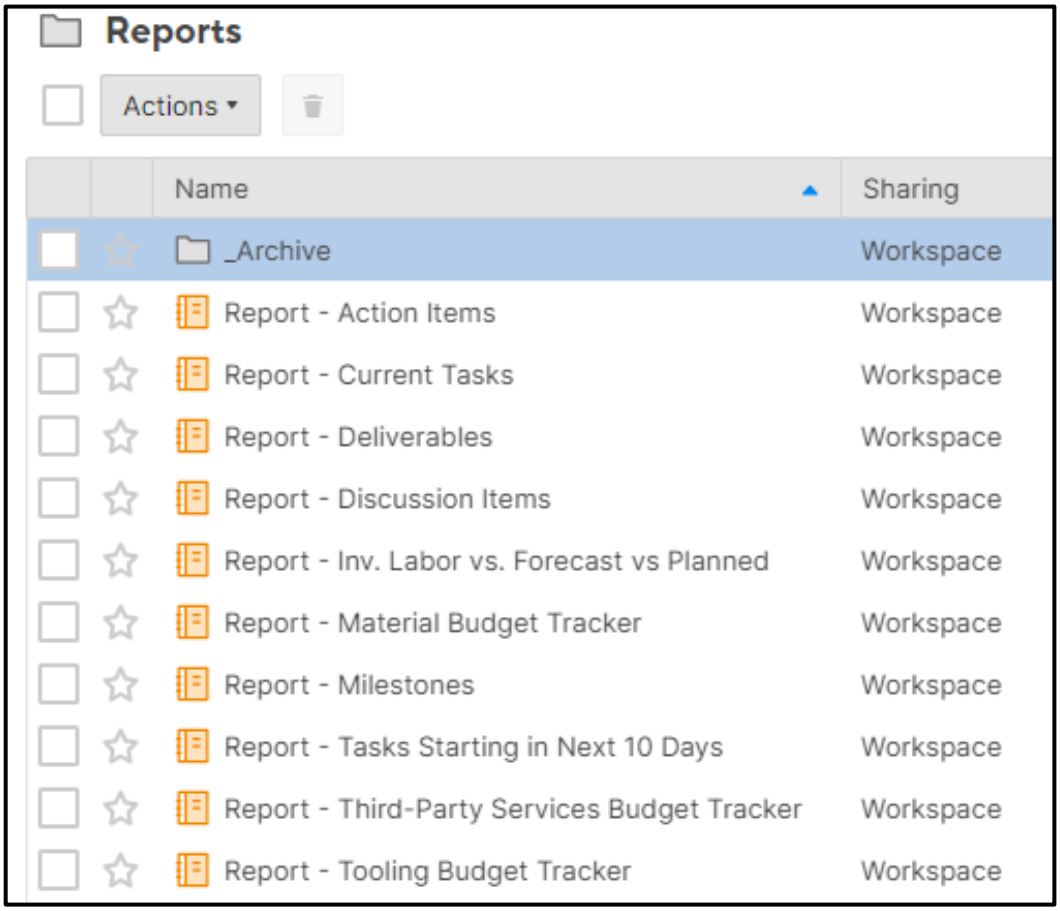
This is where you will enter/update your projects progress.

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



Navigate to the **Reports** folder.

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



Customizing To Your Project

Navigate to the **Project Dashboard**.

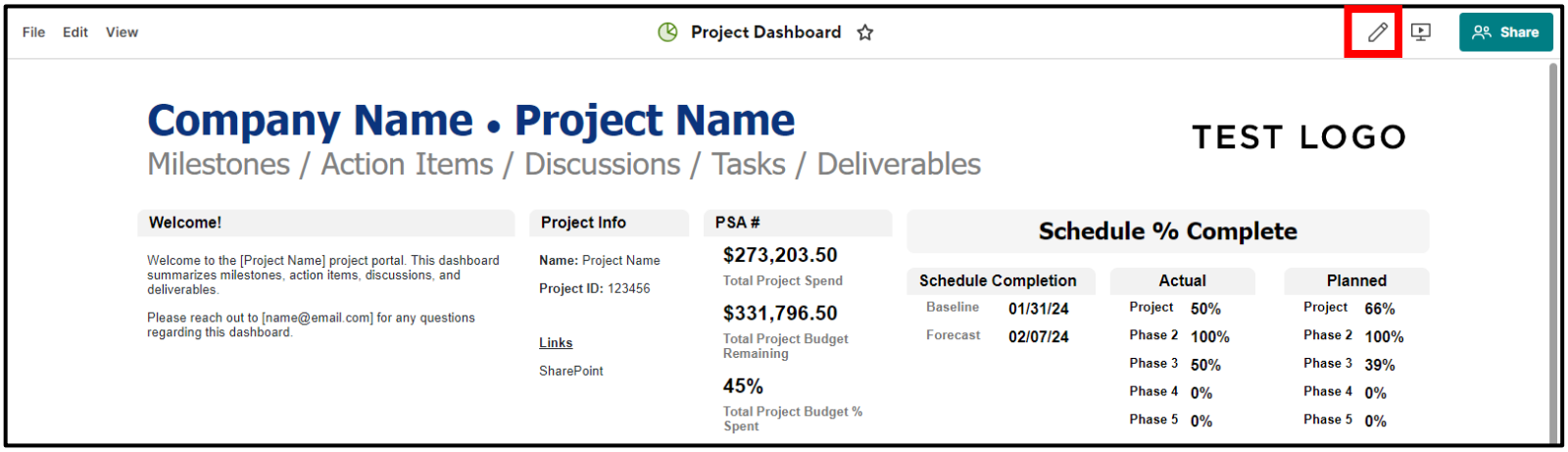
This dashboard is used for weekly meeting to view milestones, action items, discussions, tasks, and deliverables.

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

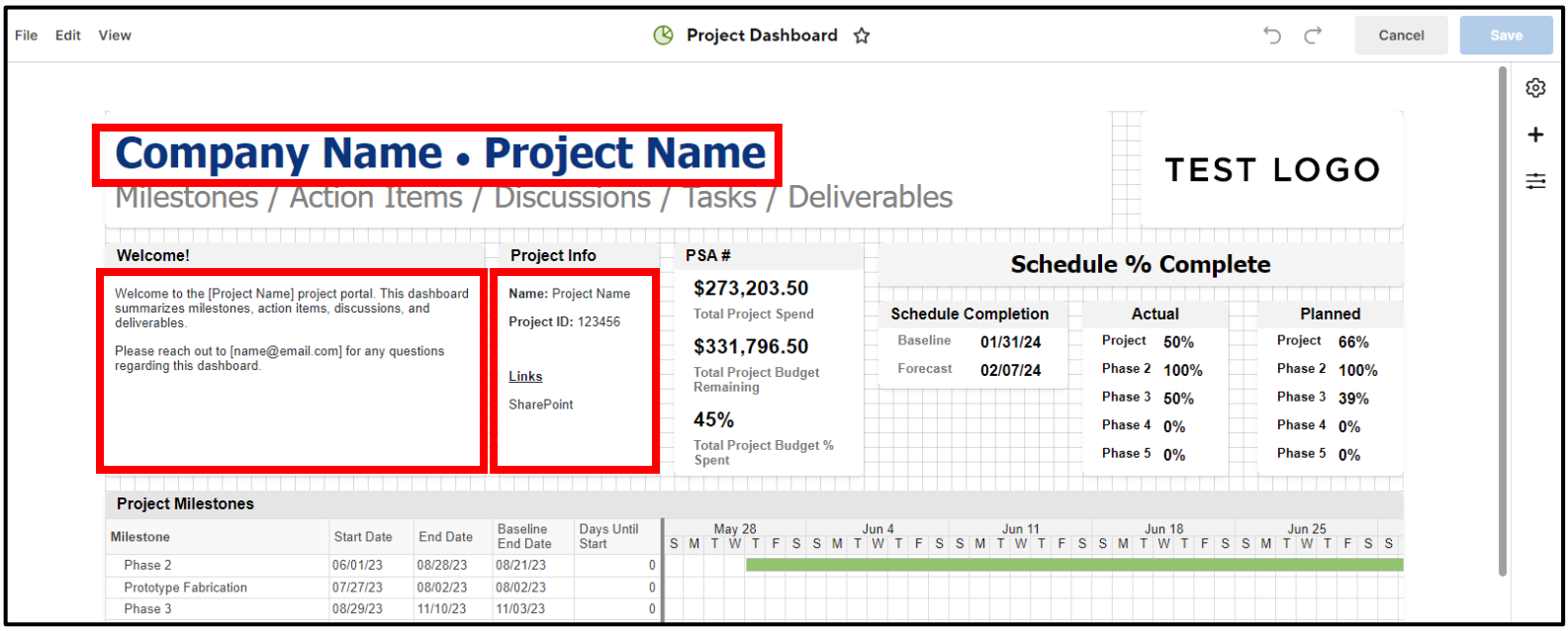
Feel free to add or remove any content on this dashboard.

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

Press the “Edit” button.



Edit the following information for your project.



Navigate to the **Project Budget Dashboard**.

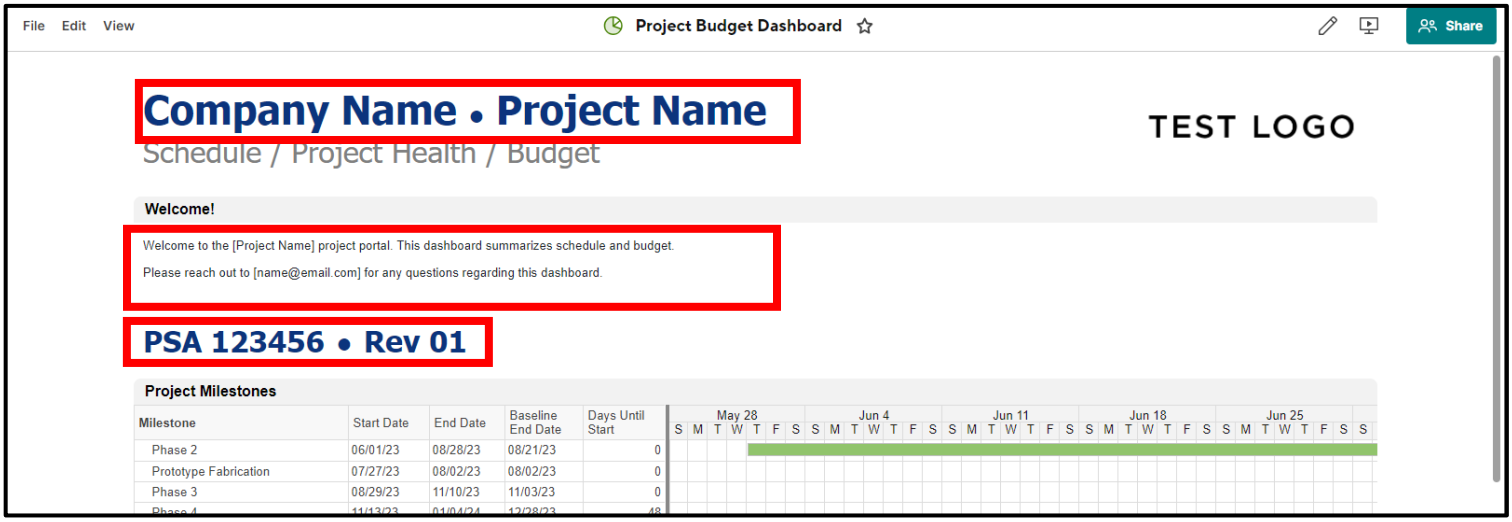
This dashboard is used to help visualize the schedule, project health, and budget health.

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.

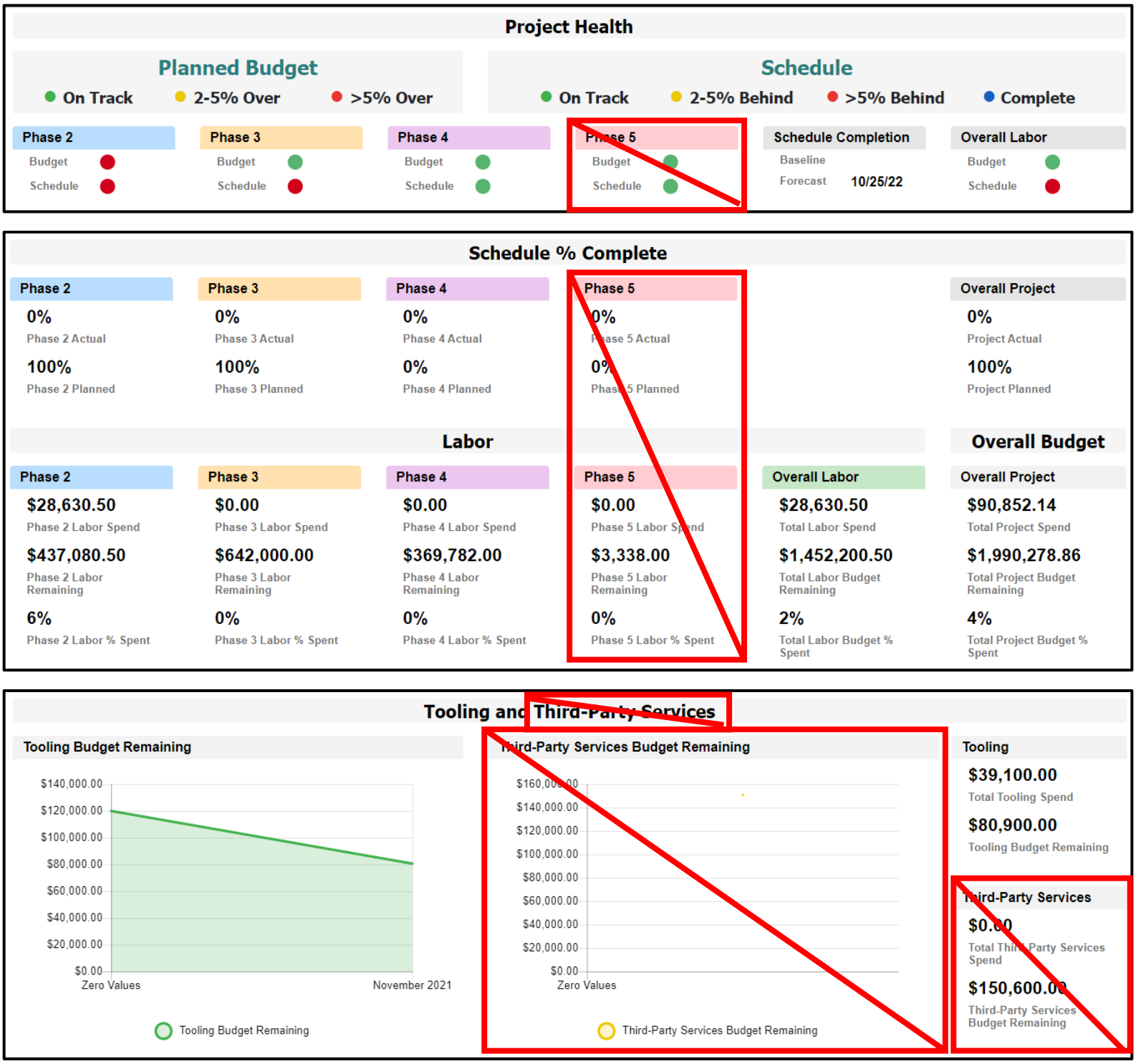
- This meeting typically will not include the entire internal team
- This can be a one-on-one meeting with the PM and client
    - Or include business leadership too

Press the “Edit” button.



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

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



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**.

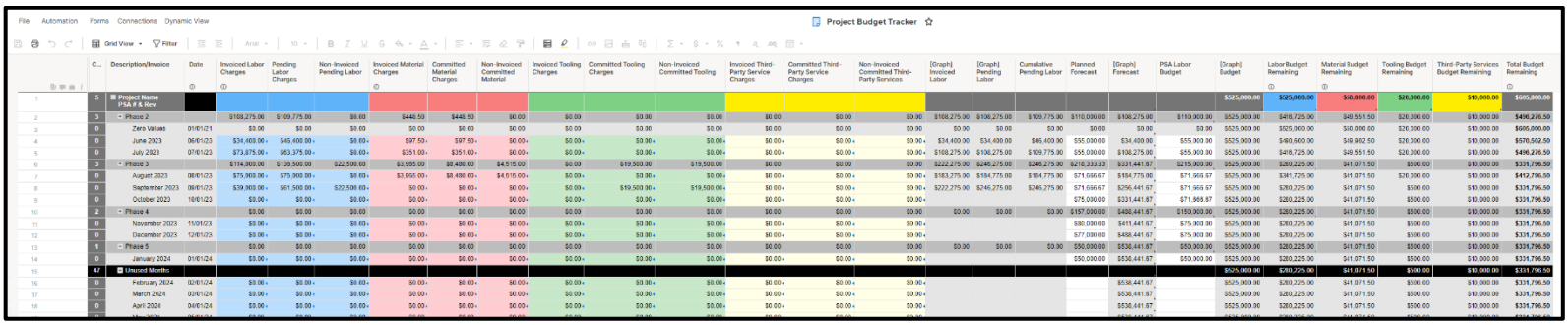
Feel Free to remove or hide the **Tooling Budget Tracker,** and/or **Third-Party Services Budget Tracker** if they are not need for your project.

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.



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.**
    - Delete months prior to project start

C...	Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Non-Invoiced Pending Labor
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

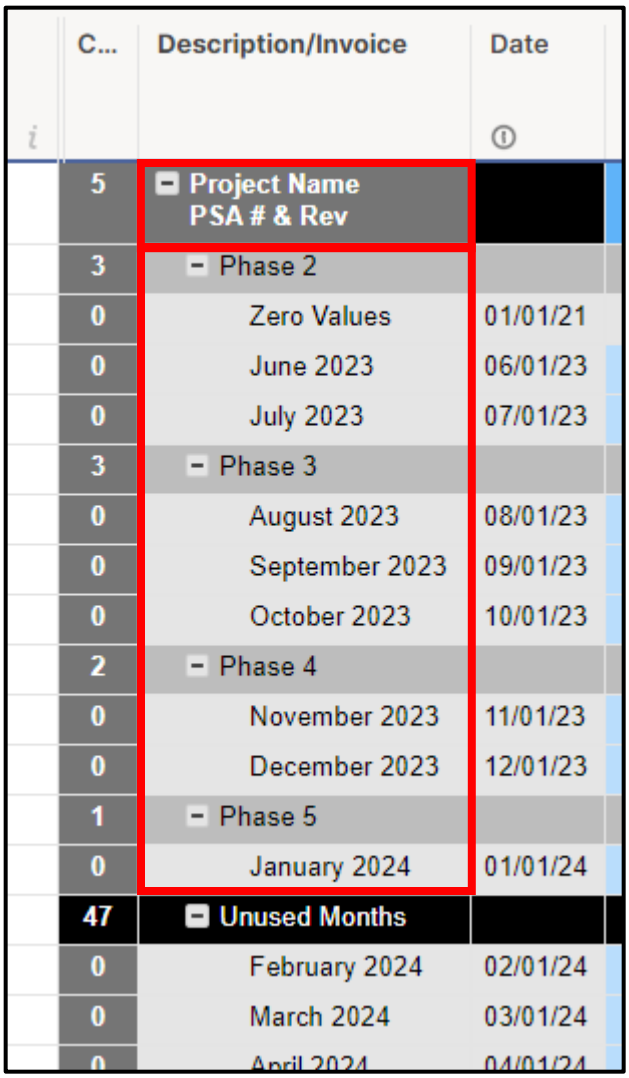
- Fixing the Formulas
    - Because months were deleted, the sheet formulas need to be reconfigured
    - Drag the formula from the second cell down with the errors, up to the first cell with errors Update the months & year to match your schedule timeline.
    - Repeat for remaining error columns
        - 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							
2	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0
3	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0
4	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0
5	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0
6							
7	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0
8	00	$0.00	$0.00	#UNPARSEAB	#BLOCKED	#UNPARSEABL	$163,961
9	00	$0.00	$0.00	#BLOCKED	#BLOCKED	#BLOCKED	$138,569
10	00	$0.00	$0.00	#BLOCKED	#BLOCKED	#BLOCKED	$125,873
11	00	$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.
3	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.
4	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.
5	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.
6							
7	00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.
8	00	$0.00	$0.00	$0.00	$0.00	$0.00	$163,961.
9	00	$0.00	$0.00	$0.00	$0.00	$0.00	$138,569.
10	00	$0.00	$0.00	$0.00	$0.00	$0.00	$125,873.
11	00	$0.00	$0.00	$0.00	$0.00	$0.00	$81,437.

- 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 not change or remove this row

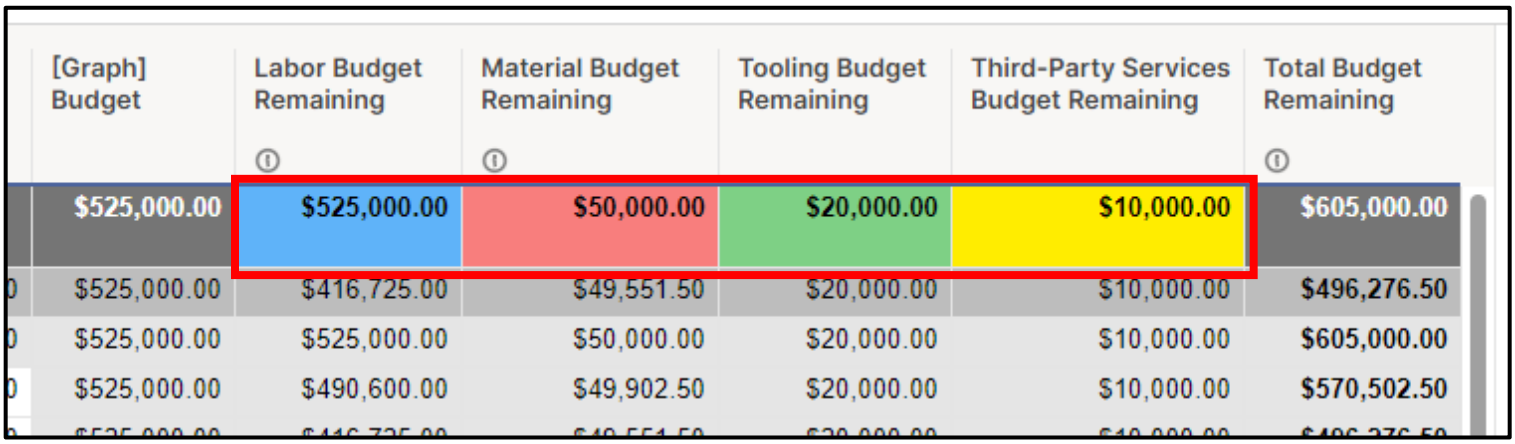
- If your project requires Month & Years that are not in the Project Template, please refer to Appendix A.



C...	Description/Invoice	Date
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:

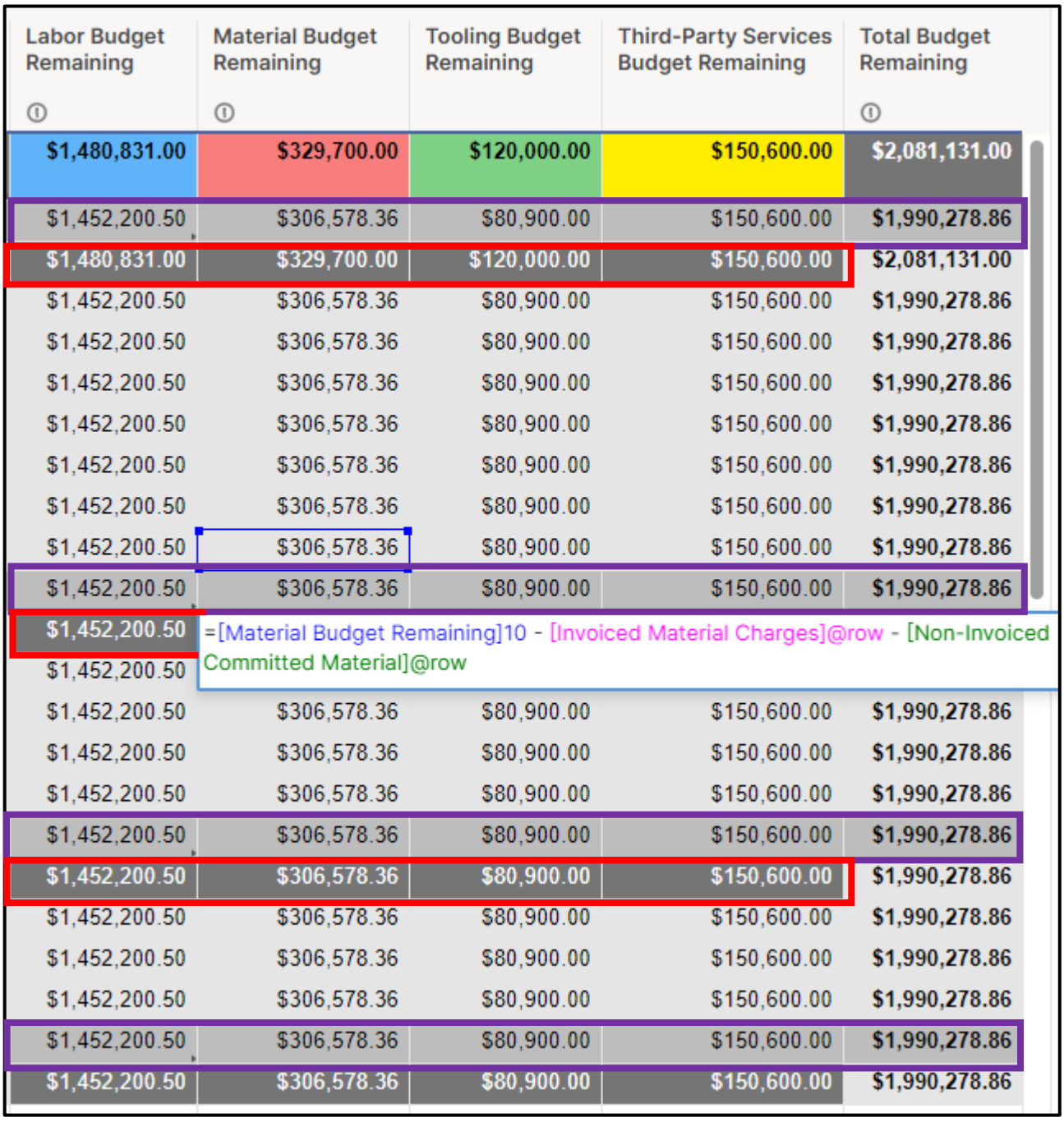
- **Labor Budget Remaining** = Project Labor Budget
- **Material Budget Remaining** = Project Material Budget
- **Tooling Budget Remaining** = Project Tooling Budget
- **Third-Party Services Budget Remaining** = Project Third-Party Services Budget



[Graph] Budget	Labor Budget Remaining	Material Budget Remaining	Tooling Budget Remaining	Third-Party Services Budget Remaining	Total Budget Remaining
$525,000.00	$525,000.00	$50,000.00	$20,000.00	$10,000.00	$605,000.00
$525,000.00	$416,725.00	$49,551.50	$20,000.00	$10,000.00	$496,276.50
$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

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).



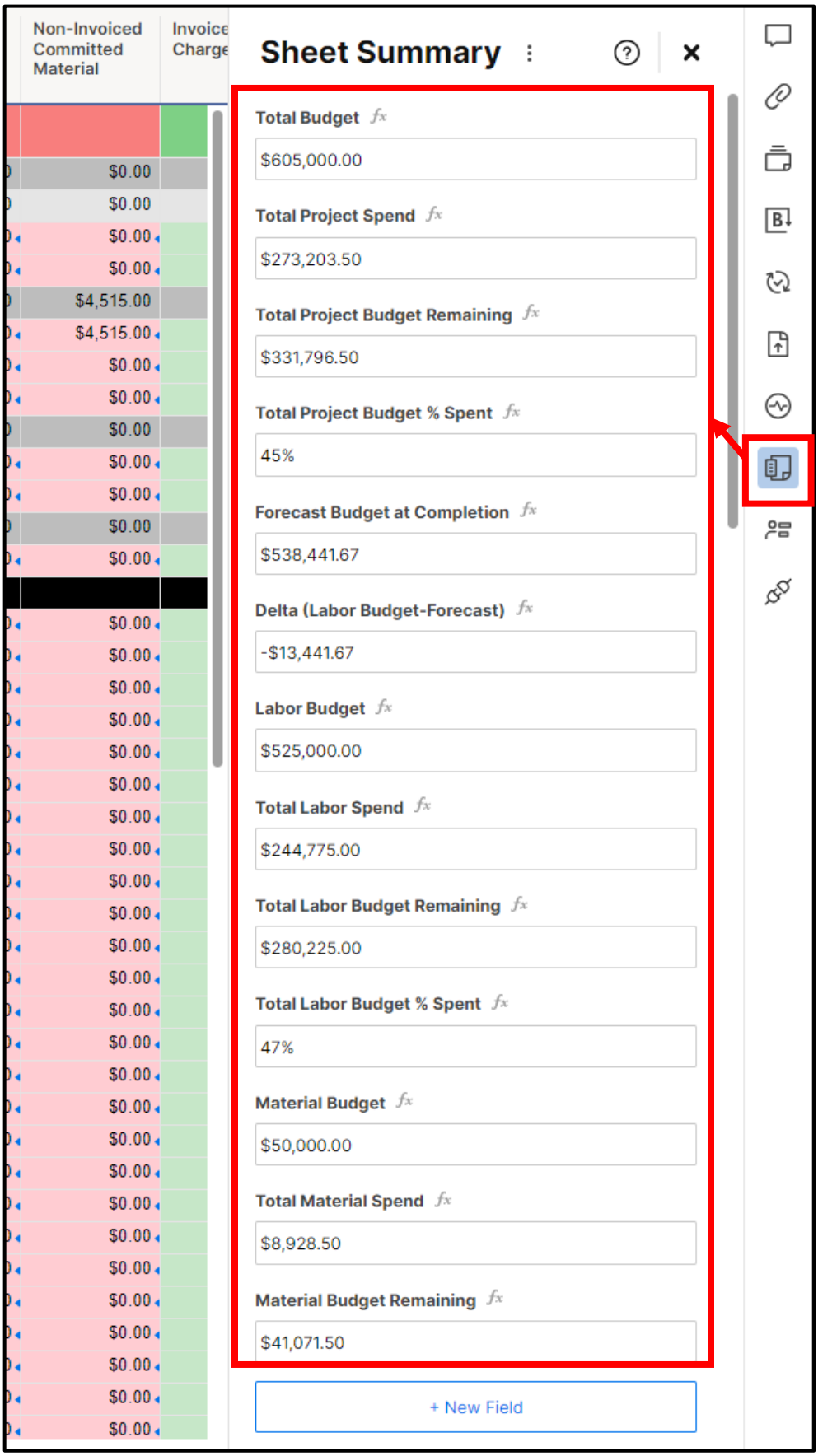
Labor Budget Remaining	Material Budget Remaining	Tooling Budget Remaining	Third-Party Services Budget Remaining	Total Budget Remaining
$1,480,831.00	$329,700.00	$120,000.00	$150,600.00	$2,081,131.00
$1,452,200.50	$306,578.36	$80,900.00	$150,600.00	$1,990,278.86
$1,480,831.00	$329,700.00	$120,000.00	$150,600.00	$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	=[Material Budget Remaining]10 - [Invoiced Material Charges]@row - [Non-Invoiced Committed Material]@row			
$1,452,200.50				
$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*)
    - This should be updated monthly when resourcing is planned
- **PSA Labor Budget**
    - 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

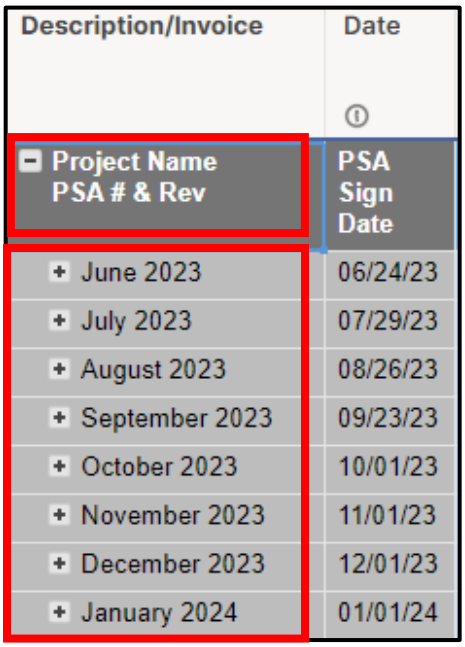
This sheet uses Summary fields to relay information to other sheets, reports, and dashboards.



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
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
  - 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
  - Add weekly pending labor, which has been approved by the PM, but not yet invoiced.
  - 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*.

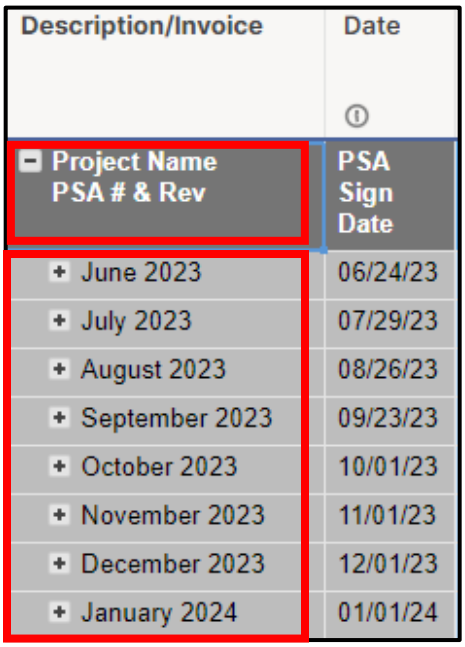
Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Pending Labor Status	Non-Invoiced Pending Labor	Notes
Project Name PSA # & Rev	**PSA Sign Date**	**$222,275.00**	**$246,275.00**		**$22,500.00**	
+ June 2023	06/24/23	$34,400.00	$46,400.00		$0.00	
+ July 2023	07/29/23	$73,875.00	$63,375.00		$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	Comm Materi Charg
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



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
  - Add to sheet when invoices are sent out to the client
  - The rows date should be the day of the invoice
- Committed Material Charges
  - 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	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
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
  - 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	Invoiced Tooling Charges	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

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	Invoiced Third-Party Service Charges	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	Start Date	End Date	Baseline End Date	Duration	Predecessors	Effort Complete Today	Duration Per Task	Assigned To
	Project Rollup	☐	**0%**	**0**	**12/29/21**	**10/25/22**		**215d**			**0**	
	Phase 2	☑	**0%**	**0**	**12/29/21**	**03/22/22**		**60d**		**60**	**0**	
	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	
	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
	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.

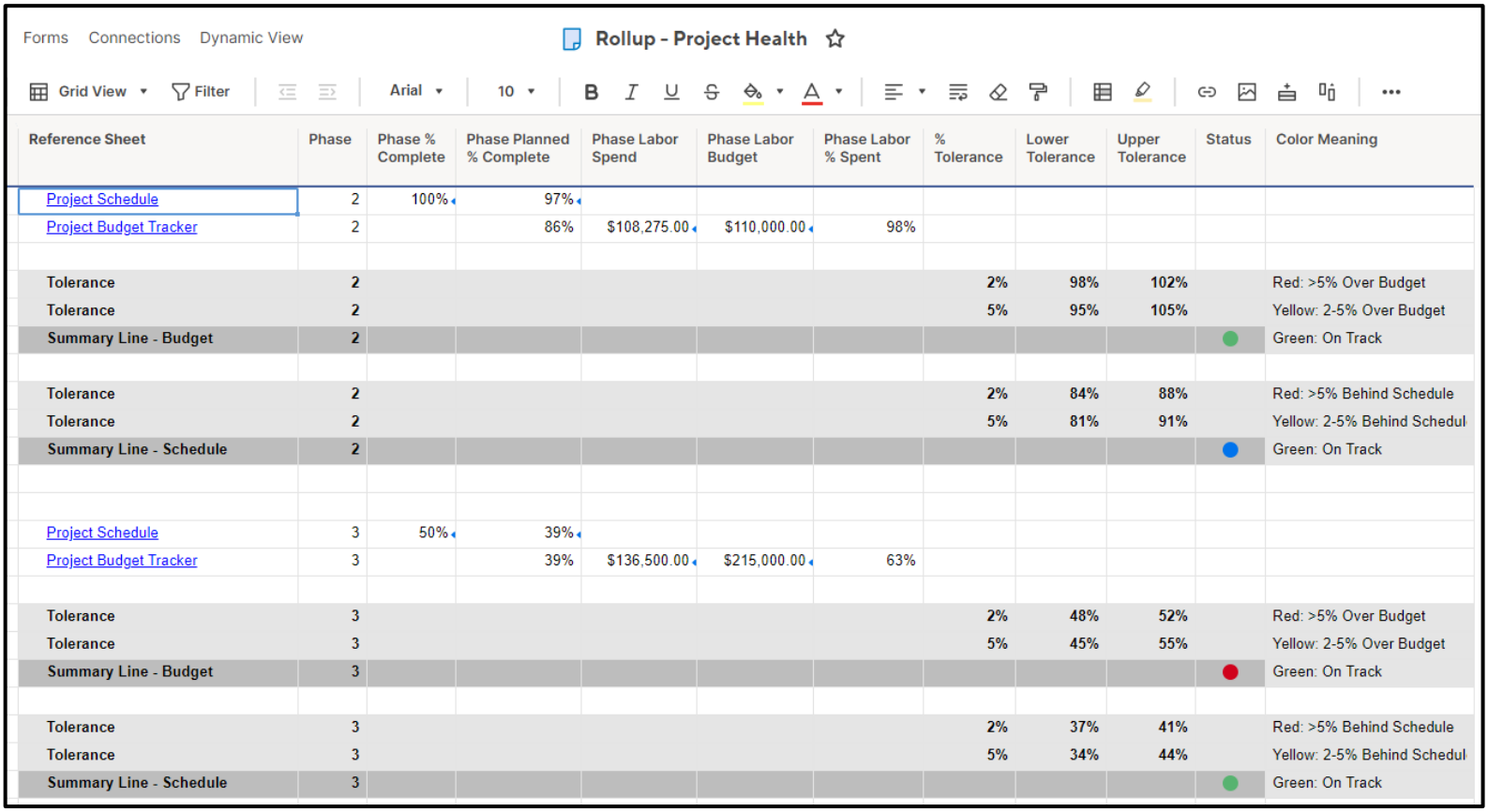
Tags	Children	At Risk	Task Name	Milesto...	% Complete
Project Rollup	4		Project Rollup	☐	0
Phase	4		Phase 2	☑	0
	3		Phase Inputs	☐	0
	0		Signed Scoping Agreement	☐	0
	0		Phase 1 Lessons Learned	☐	0
	0		Phase 2 Kickoff	☐	0
	2		Design Inputs	☐	0

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.



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 Schedul
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 Schedul
Summary Line - Schedule	**3**										Green: On Track

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

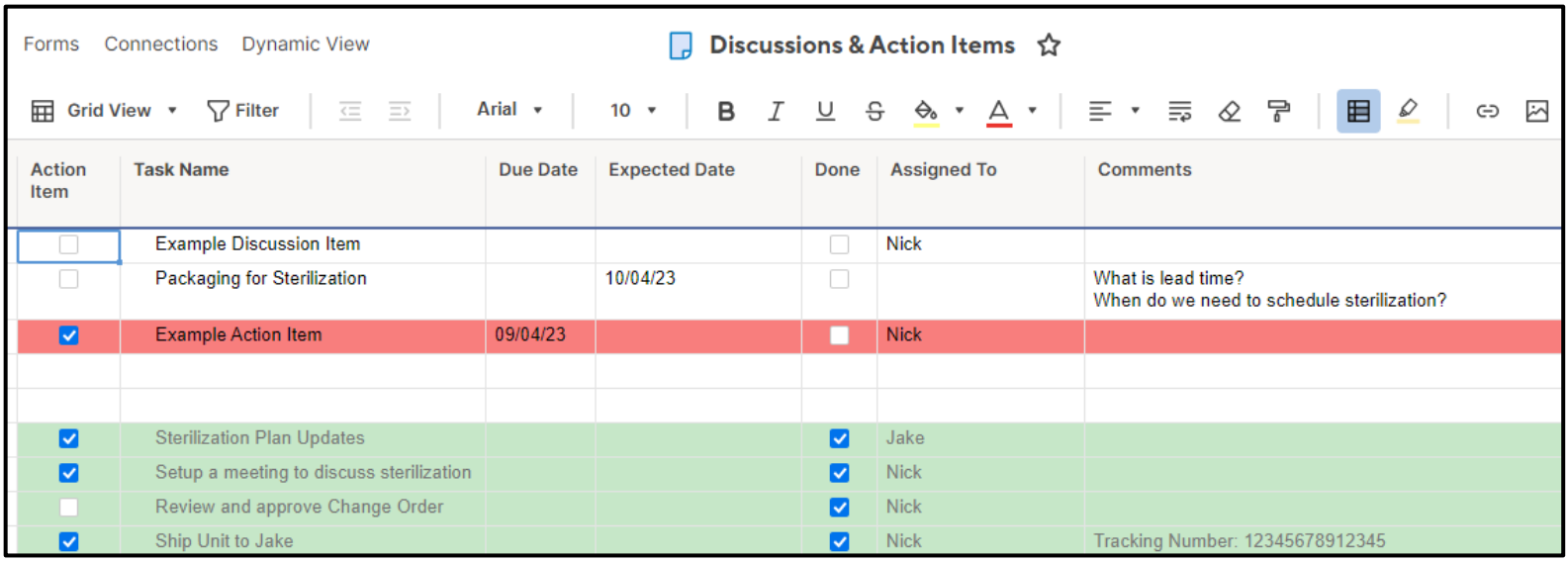
Do not change the titles of the column headers, or it may break the links within the reports.

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 <u>not</u> 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.



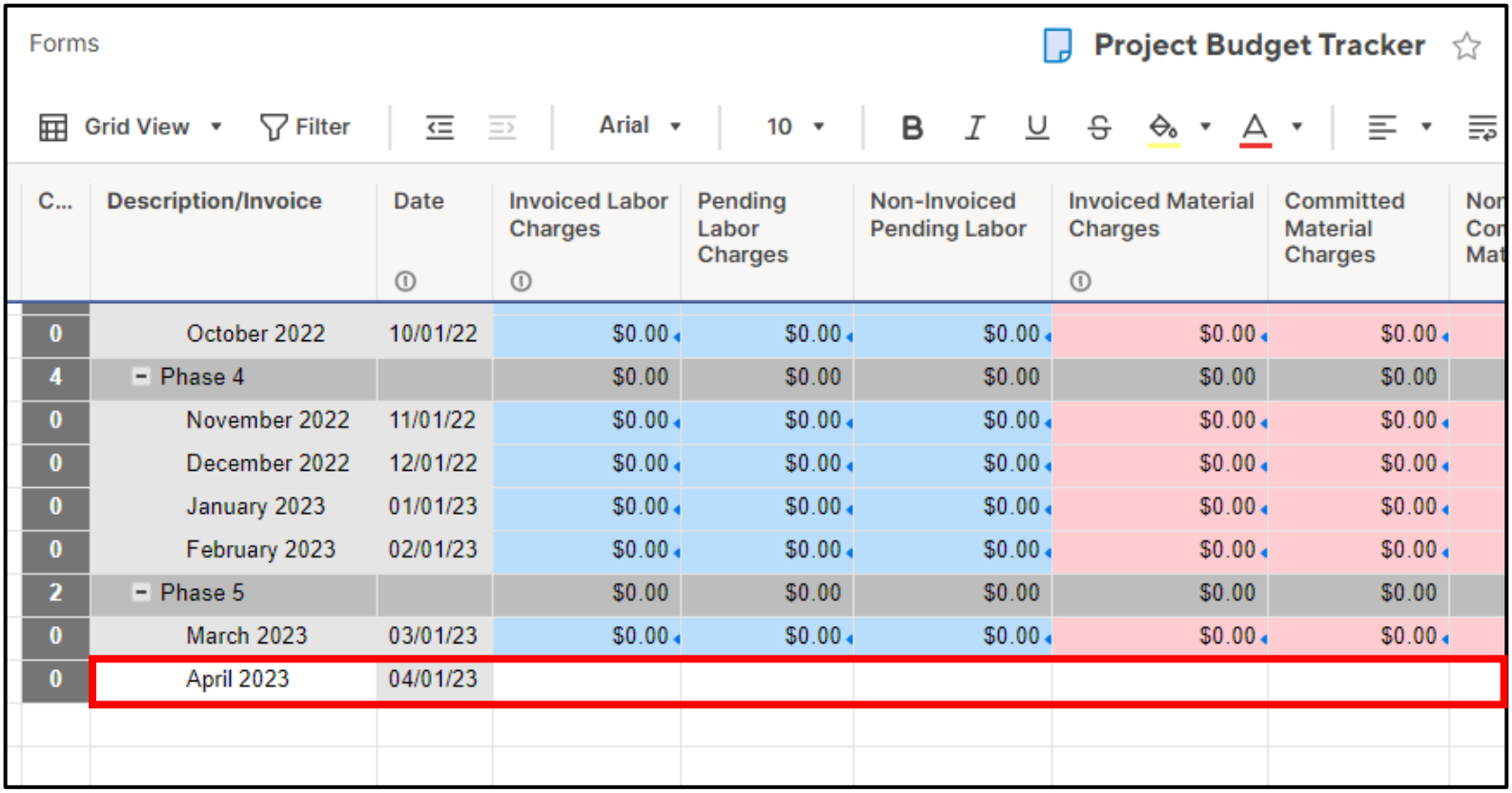
Action Item	Task Name	Due Date	Expected Date	Done	Assigned To	Comments
☐	Example Discussion Item			☐	Nick	
☐	Packaging for Sterilization		10/04/23	☐		What is lead time? When do we need to schedule sterilization?
☑	Example Action Item	09/04/23		☐	Nick	
☑	Sterilization Plan Updates			☑	Jake	
☑	Setup a meeting to discuss sterilization			☑	Nick	
☐	Review and approve Change Order			☑	Nick	
☑	Ship Unit to Jake			☑	Nick	Tracking Number: 12345678912345

Appendix A

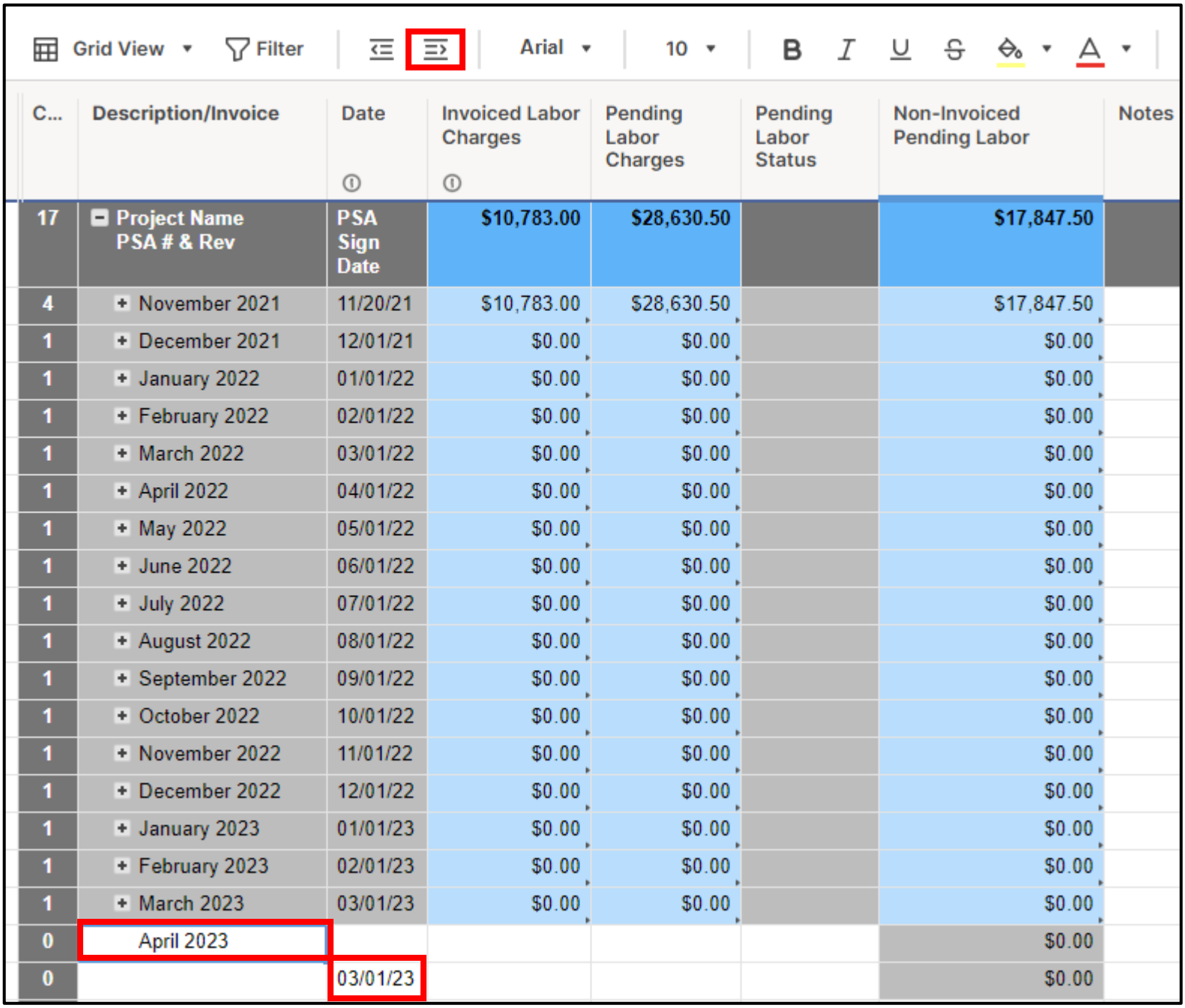
****These steps are only required if the Project Template does not have enough pre-defined month & year rows****

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
- Navigate back to the **Project Budget Tracker**
- Setup the links for **Labor, Material, Tooling, and Third-Party Services**
    - 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
    - Save sheet

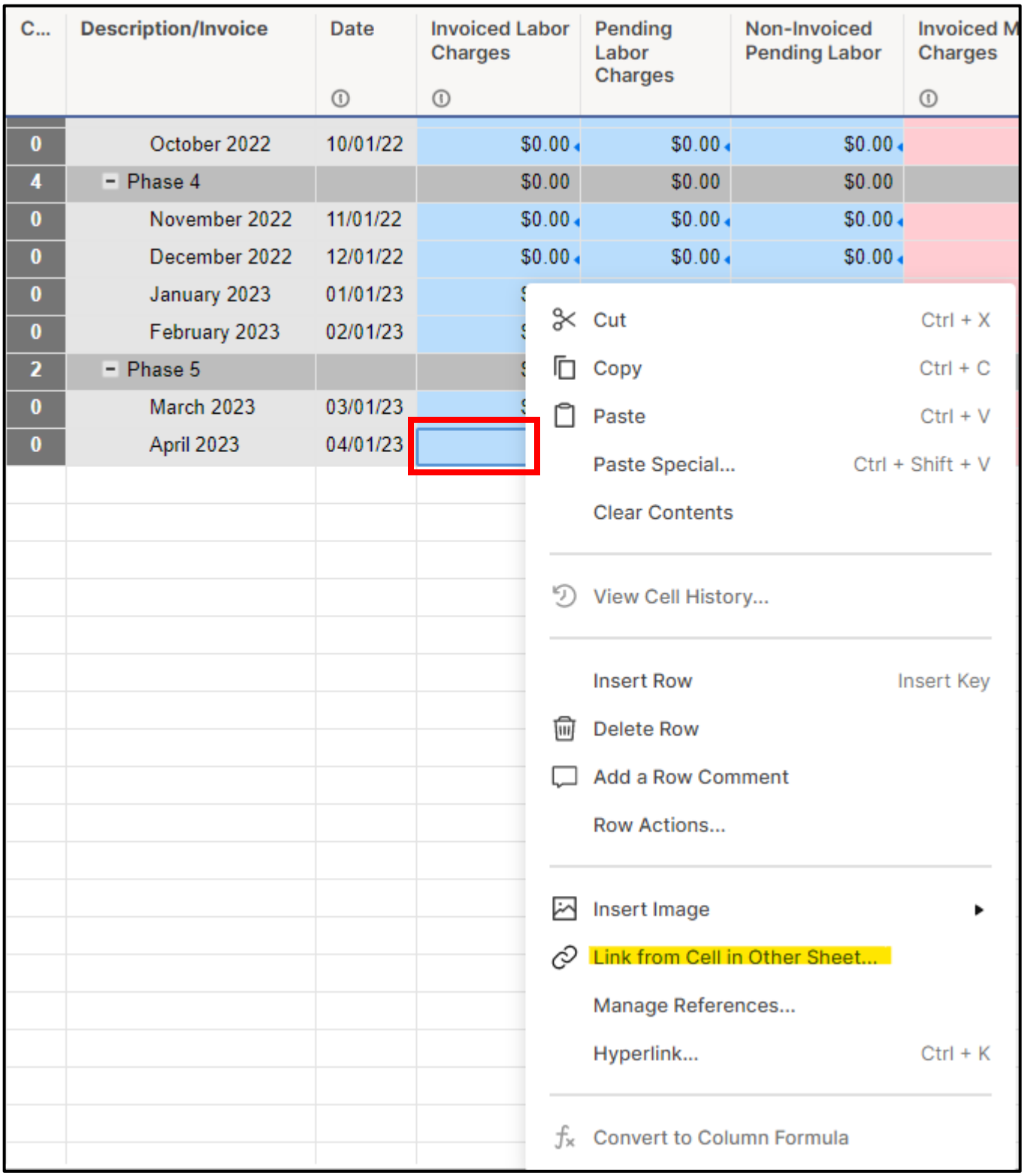


C...	Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Non-Invoiced Pending Labor	Invoiced Material Charges	Committed Material Charges	Non Con Mat
0	October 2022	10/01/22	$0.00	$0.00	$0.00	$0.00	$0.00	
4	− Phase 4		$0.00	$0.00	$0.00	$0.00	$0.00	
0	November 2022	11/01/22	$0.00	$0.00	$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						



C...	Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Pending Labor Status	Non-Invoiced Pending Labor	Notes
17	Project Name PSA # & Rev	PSA Sign Date	$10,783.00	$28,630.50		$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
18	**Project Name PSA # & Rev**	**PSA Sign Date**	**$10,783.00**	**$28,630.50**		**$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
October 2022
10/01/22
$0.00
$0.00
$0.00
4
Phase 4
$0.00
$0.00
$0.00
0
November 2022
11/01/22
$0.00
$0.00
$0.00
0
December 2022
12/01/22
$0.00
$0.00
$0.00
0
January 2023
01/01/23
0
February 2023
02/01/23
2
Phase 5
0
March 2023
03/01/23
0
April 2023
04/01/23
Cut Ctrl + X
Copy Ctrl + C
Paste Ctrl + V
Paste Special... Ctrl + Shift + V
Clear Contents
View Cell History...
Insert Row Insert Key
Delete Row
Add a Row Comment
Row Actions...
Insert Image
Link from Cell in Other Sheet...
Manage References...
Hyperlink... Ctrl + K
Convert to Column Formula

Link from Cell in Other Sheet

Search for a data source

Select a data source

- Sheets
- [redacted]
- Example Project
  - Lessons Learned
    - Phase 2: Lessons Learned
    - Phase 3: Lessons Learned
    - Phase 4: Lessons Learned
    - Phase 5: Lessons Learned
  - Sheets
    - [redacted]
    - Discussions & Action Items
    - **Labor Budget Tracker**
    - Material Budget Tracker
    - Project Schedule
    - Rollup - Project Health
    - Third-Party Services Budg
    - Tooling Budget Tracker
- [redacted]

Select a cell (or range of cells) from **Labor Budget Tracker**

	ɔlicate	C...	Description/Invoice	Date	Invoiced Labor Charges	Pending Labor Charges	Pending Labor Status	Non-Invoiced Pending Labor	Notes
9	1	1	+ January 2022	01/01/22	$0.00	$0.00		$0.00	
11	1	1	+ February 2022	02/01/22	$0.00	$0.00		$0.00	
13	1	1	+ March 2022	03/01/22	$0.00	$0.00		$0.00	
15	1	1	+ April 2022	04/01/22	$0.00	$0.00		$0.00	
17	1	1	+ May 2022	05/01/22	$0.00	$0.00		$0.00	
19	1	1	+ June 2022	06/01/22	$0.00	$0.00		$0.00	
21	1	1	+ July 2022	07/01/22	$0.00	$0.00		$0.00	
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	
31	1	1	+ December 2022	12/01/22	$0.00	$0.00		$0.00	
33	1	1	+ January 2023	01/01/23	$0.00	$0.00		$0.00	
35	1	1	+ February 2023	02/01/23	$0.00	$0.00		$0.00	
37	1	1	+ March 2023	03/01/23	$0.00	$0.00		$0.00	
39	1	1	− April 2023	03/01/23	$0.00	$0.00		$0.00	
40	0	0		03/01/23				$0.00	
41									

fx =SUM(CHILDREN())