R2v3 Certification Management Dashboard

Excel Workbook Template for Professional Implementation Tracking

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INTERNAL INSTRUCTIONS FOR REPLIT AI:

This Excel template must generate a comprehensive management workbook suitable for project managers, internal auditors, and certification teams. The workbook must include formulas, conditional formatting, and professional dashboard elements that enable effective tracking of R2v3 implementation progress.

CRITICAL FEATURES REQUIRED:

- All sheets must be interconnected with dynamic formulas
- Conditional formatting for risk levels and progress tracking
- Dropdown menus for standardized data entry
- Charts and dashboards for executive reporting
- Audit trail functionality for change tracking
- Export capabilities for certification body submission

SHEET 1: EXECUTIVE DASHBOARD

LAYOUT STRUCTURE:

A1:L50 - Executive Dashboard Layout

EXECUTIVE DASHBOARD - R2v3 CERTIFICATION READINESS

Company: {COMPANY_NAME} | Assessment Date: {ASSESSMENT_DATE} | Report Version: {VERSION}

READINESS OVERVIEW

Overall Score: {OVERALL_SCORE}%
Readiness Level: {READINESS_LEVEL}
Certification Ready: {CERT_READY_STATUS}
Target Audit Date: {TARGET_AUDIT_DATE}
Days to Target: {DAYS_TO_TARGET}

GAP DISTRIBUTION

Critical Gaps: {CRITICAL_COUNT}
Major Gaps: {MAJOR_COUNT}
Minor Gaps: {MINOR_COUNT}
Total Gaps: {TOTAL_GAPS}
Completed Actions: {COMPLETED_COUNT}
In Progress: {IN_PROGRESS_COUNT}
Not Started: {NOT_STARTED_COUNT}

CORE REQUIREMENT HEATMAP

CR1 Scope: {CR1_SCORE}% [{CR1_STATUS}]
CR2 Hierarchy: {CR2_SCORE}% [{CR2_STATUS}]
CR3 EHSMS: {CR3_SCORE}% [{CR3_STATUS}]
CR4 Legal: {CR4_SCORE}% [{CR4_STATUS}]
CR5 Tracking: {CR5_SCORE}% [{CR5_STATUS}]
CR6 Data Security: {CR6_SCORE}% [{CR6_STATUS}]
CR7 Data Sanit: {CR7_SCORE}% [{CR7_STATUS}]
CR8 Focus Materials: {CR8_SCORE}% [{CR8_STATUS}]
CR9 Facility: {CR9_SCORE}% [{CR9_STATUS}]
CR10 Improvement: {CR10_SCORE}% [{CR10_STATUS}]

IMPLEMENTATION TIMELINE

```
| Phase 1 (Critical):  {PHASE1_START} - {PHASE1_END}     |
|  Progress:        {PHASE1_PROGRESS}%              |
|  Status:          {PHASE1_STATUS}                |
|                                      |
| Phase 2 (Major):    {PHASE2_START} - {PHASE2_END}      |
|  Progress:        {PHASE2_PROGRESS}%              |
|  Status:          {PHASE2_STATUS}                |
|                                      |
| Phase 3 (Minor):    {PHASE3_START} - {PHASE3_END}      |
|  Progress:        {PHASE3_PROGRESS}%              |
|  Status:          {PHASE3_STATUS}                |
```

```
|            INVESTMENT TRACKING             |
|                                        |
| Budgeted Investment: ${TOTAL_BUDGET}          |
| Actual Spend:       ${ACTUAL_SPEND}         |
| Remaining Budget:   ${REMAINING_BUDGET}        |
| Budget Variance:    {BUDGET_VARIANCE}%        |
|                                      |
| ROI from Certification: ${PROJECTED_ROI}      |
| Payback Period:     {PAYBACK_MONTHS} months      |
```

[CHARTS SECTION - Cells A35:L50]

- Gap Distribution Pie Chart

- Progress Timeline Gantt Chart

- Core Requirement Radar Chart

- Budget vs. Actual Spending Chart

FORMULAS FOR EXECUTIVE DASHBOARD:

Overall Score Calculation:

```
=AVERAGE('Detailed Gaps'!G:G)*100
```

Readiness Level Formula:

```
=IF(A10>=90,"Certification Ready",
   IF(A10>=75,"Minor Gaps",
   IF(A10>=60,"Significant Gaps",
   "Major Work Required")))
```

Gap Count Formulas:

```
Critical: =COUNTIF('Detailed Gaps'!F:F,"Critical")
Major: =COUNTIF('Detailed Gaps'!F:F,"Major")
Minor: =COUNTIF('Detailed Gaps'!F:F,"Minor")
```

SHEET 2: DETAILED GAP REGISTRY

COLUMN STRUCTURE:

Column	Header	Purpose	Formula/Validation
A	Gap ID	Unique identifier	Auto-generated
B	R2v3 Reference	Exact standard citation	Text validation
C	Core Requirement	CR category	Dropdown list
D	Requirement Text	Full requirement text	Text
E	Current Response	User's current response	Text
F	Gap Severity	Risk level classification	Dropdown: Critical/Major/Minor
G	Compliance Score	0-100% compliance	Number validation
H	Evidence Required	Specific documents needed	Text
I	Responsible Party	Person/team assigned	Dropdown from staff list
J	Target Date	Completion deadline	Date validation
K	Progress Status	Current status	Dropdown
L	Actual Completion	Date completed	Date
M	Implementation Cost	Budget impact	Currency
N	Business Impact	Risk description	Text
O	Notes	Additional details	Text
P	Last Updated	Change tracking	Auto-timestamp
Q	Updated By	Change tracking	User identification

SAMPLE DATA STRUCTURE:

Row 1: Headers (as above)

Row 2: CR3.1 | Core Requirement 3(a) | CR3 EHSMS | Is the facility certified to an acceptable EHSMS (e.g., ISO 14001/RIOS) covering the R2 scope? | No current certification | Critical | 0% | ISO 14001 Certificate from IAF MLA Signatory CB | EHS Manager | 2025-09-15 | Not Started | | $15,000 | Cannot proceed with R2v3 audit without valid EHSMS | Certification body research in progress | 2025-08-19 | Assessment Tool

Row 3: CR4.1 | Core Requirement 4(a) | CR4 Legal | Is there a documented process to identify all applicable legal and other requirements? | Informal tracking only | Critical | 15% | Legal Compliance Plan (Table 8 Document) | Compliance Officer | 2025-09-01 | In Progress | | $8,000 | Regulatory violations possible | Legal review scheduled | 2025-08-19 | Assessment Tool

CONDITIONAL FORMATTING RULES:

Gap Severity Color Coding:

- Critical: Red background (🔴 #FF0000)
- Major: Orange background (🟠 #FFA500)
- Minor: Yellow background (🟡 #FFFF00)
- Completed: Green background (🟢 #00FF00)

Progress Status Indicators:

- Not Started: Red text
- In Progress: Orange text
- Under Review: Blue text
- Completed: Green text

Date-based Alerts:

- Overdue: Red background
- Due This Week: Orange background
- Due Next Week: Yellow background

SHEET 3: CORE REQUIREMENT ANALYSIS

STRUCTURE:

Core Req	Requirement Name	Questions	Answered	Score %	Status	Critical Gaps	Major Gaps	Minor Gaps	Priority
CR1	Scope and Applicability	8	8	95%	Compliant	0	0	1	Low
CR2	Hierarchy of Management	6	6	78%	Minor Gaps	0	0	2	Medium
CR3	EHSMS Integration	12	10	45%	Critical	3	2	1	Critical

FORMULAS:

Score Calculation:

=AVERAGEIFS('Detailed Gaps'!G:G,'Detailed Gaps'!C:C,A2)

Gap Counts:

Critical: =COUNTIFS('Detailed Gaps'!C:C,A2,'Detailed Gaps'!F:F,"Critical")

Major: =COUNTIFS('Detailed Gaps'!C:C,A2,'Detailed Gaps'!F:F,"Major")

Minor: =COUNTIFS('Detailed Gaps'!C:C,A2,'Detailed Gaps'!F:F,"Minor")

SHEET 4: ACTION PLAN TRACKER

COLUMN HEADERS:

A	B	C	D	E	F	G	H	I	J
Action ID	Description	R2v3 Req	Owner	Start Date	Due Date	Status	% Complete	Cost	Dependencies

GANTT CHART VISUALIZATION:

Columns K-AZ: Timeline Visualization

- Each column represents one week
- Color coding shows progress status
- Dependencies shown with arrows
- Critical path highlighted

FORMULAS FOR PROJECT TRACKING:

Progress Calculation:

```
=IF(H2=100%,"Completed",
   IF(H2>=75%,"Nearly Complete",
   IF(H2>=50%,"In Progress",
   IF(H2>=25%,"Started",
   "Not Started"))))
```

Overdue Alert:

```
=IF(AND(F2<TODAY(),H2<100%),"OVERDUE","On Track")
```

SHEET 5: DOCUMENT INVENTORY

TABLE 8 DOCUMENT TRACKING:

Document Name	R2v3 Requirement	Status	Version	Last Updated	Owner	Location	Next Review
EHSMS Certificate	Core 3	Missing	N/A	N/A	EHS Manager	TBD	N/A
Legal Compliance Plan	Core 4	Draft	1.0	2025-08-15	Legal	SharePoint	2025-09-15
Transaction Summary	Core 5	Template	0.5	2025-08-10	Operations	Excel	2025-08-25

DOCUMENT STATUS TRACKING:

Status Options:

- Complete: Meets R2v3 requirements

- In Progress: Under development

- Draft: Initial version created

- Template: Structure only

- Missing: Not started

- Under Review: Quality check in progress

SHEET 6: DOWNSTREAM VENDOR MATRIX

VENDOR ASSESSMENT TRACKING:

Vendor Name	Services	Country	R2v3 Cert	Cert Number	Due Diligence	Risk Level	Status
RecycleCorp	Material Recovery	USA	Yes	R2-12345	Complete	Low	Approved
MetalCo	Metals Processing	Mexico	No	N/A	In Progress	High	Under Review

RISK ASSESSMENT FORMULAS:

Risk Level Calculation:

```
=IF(D2="Yes","Low",
   IF(F2="Complete","Medium",
   "High"))
```

Due Diligence Status:

```
=IF(F2="Complete","✓ Verified",
   IF(F2="In Progress","⚠ Pending",
   "✗ Required"))
```

SHEET 7: COST-BENEFIT ANALYSIS

FINANCIAL TRACKING:

Category	Budgeted	Actual	Variance	ROI Factor	Priority
EHSMS Certification	$15,000	$12,500	-$2,500	High	Critical
Legal Compliance	$8,000	$6,200	-$1,800	Medium	Critical
Documentation	$5,000	$7,300	+$2,300	Low	Major

ROI CALCULATIONS:

Certification Benefits:

- Market Access Premium: {MARKET_PREMIUM}%

- Customer Retention: {CUSTOMER_RETENTION}%

- Regulatory Risk Reduction: ${RISK_REDUCTION}
- Operational Efficiency: ${EFFICIENCY_GAINS}

SHEET 8: AUDIT PREPARATION CHECKLIST

PRE-AUDIT REQUIREMENTS:

Requirement	Status	Evidence	Location	Verified By	Date
Valid EHSMS Certificate	✗	ISO 14001 Certificate	TBD	TBD	TBD
Legal Compliance Audit	✗	Audit Report	TBD	TBD	TBD
3 Months Records	⚠	Transaction Records	Database	Ops Manager	Partial

CERTIFICATION BODY SELECTION:

CB Name	Accreditation	Industry Experience	Cost Quote	Timeline	Recommendation
CertCorp	SERI Accredited	High	$25,000	6 weeks	Recommended
AuditPro	SERI Accredited	Medium	$22,000	8 weeks	Consider

SHEET 9: PROGRESS CHARTS

CHART SPECIFICATIONS:

Chart 1: Gap Distribution (Pie Chart)

- Data Source: Executive Dashboard gap counts
- Colors: Red (Critical), Orange (Major), Yellow (Minor), Green (Complete)

Chart 2: Progress Timeline (Gantt Chart)

- Data Source: Action Plan Tracker
- X-axis: Weeks
- Y-axis: Action items
- Color coding by status

Chart 3: Core Requirement Radar (Radar Chart)

- Data Source: Core Requirement Analysis scores
- 10 points (CR1-CR10)
- Target line at 90%

Chart 4: Cost Tracking (Column Chart)

- Data Source: Cost-Benefit Analysis

- Budget vs. Actual

- Monthly breakdown

MACROS AND AUTOMATION

VBA FUNCTIONS REQUIRED:

```vba
Sub UpdateDashboard()
    ' Refresh all formulas and charts
    ' Update timestamp
    ' Save backup version
End Sub

Sub ExportAuditPackage()
    ' Create audit-ready Excel export
    ' Include only required sheets
    ' Apply final formatting
End Sub

Sub GenerateReport()
    ' Create PDF summary
    ' Email to stakeholders
    ' Archive version
End Sub
```

DATA VALIDATION RULES:

Dropdown Lists:

- Gap Severity: Critical, Major, Minor

- Progress Status: Not Started, In Progress, Under Review, Completed

- Core Requirements: CR1-CR10

- Responsible Parties: [Staff roster]

Date Validations:

- Due dates must be future dates

- Completion dates cannot exceed due dates

- Start dates must be current or future

Number Validations:

- Scores: 0-100%

- Costs: Positive numbers only

- Progress: 0-100%

FORMATTING SPECIFICATIONS

PROFESSIONAL APPEARANCE:

Color Scheme:

- Header rows: Blue (🔵 #2F75B5)
- Critical items: Red (🔴 #FF0000)
- Major items: Orange (🟠 #FFA500)
- Minor items: Yellow (🟡 #FFFF00)
- Completed items: Green (🟢 #00FF00)

Font Standards:

- Headers: Calibri Bold, 12pt

- Data: Calibri Regular, 11pt

- Notes: Calibri Italic, 10pt

Cell Formatting:

- Borders: Thin black lines

- Alignment: Left for text, center for status

- Number formats: Currency, percentage, date as appropriate

EXPORT AND SHARING PROTOCOLS

AUDIT PACKAGE EXPORT:

Required Sheets for CB Submission:

1. Executive Dashboard

2. Detailed Gap Registry

3. Document Inventory

4. Downstream Vendor Matrix

5. Audit Preparation Checklist

Export Format:

- Remove formulas (values only)

- Password protect

- Include metadata

- Digital signature

STAKEHOLDER REPORTING:

Executive Summary Export:

- Dashboard only

- High-level charts

- Action plan summary

- Cost projections

Team Working File:

- Full workbook

- Edit permissions

- Change tracking enabled

- Regular backup schedule

TEMPLATE COMPLETION INSTRUCTIONS:

1. Replace all {VARIABLE} placeholders with actual data

2. Apply conditional formatting rules

3. Test all formulas and links

4. Validate dropdown lists

5. Configure chart data sources

6. Set up automated refresh schedules

7. Create user access permissions

8. Establish backup and version control protocols