

Appendix W. Sample Project Template

Please follow these instructions to ensure that the project you are trying to upload goes through without any problems				
Project Details		Project Assessment		
*Required		*First row is always required		
Sample Data		Sample Data		
*Project Title	New Product Launch	*Date	*Completeness %	*Timeliness %
*Project Description	Marketing Campaign for 4Q	2018-11-05	0.00	100.00
*Start Date	2018-11-05	2018-11-06	5.00	90.00
*End Date	2018-12-05	2018-11-07	12.75	82.75
Actual End Date		2018-11-08	15.50	80.00
*Status	Planning	2018-11-09	19.01	77.93
Important Notes				
Start Date End Date Actual End Date	This must be a valid date	Date	Should start from the Project Start Date	
			Date must be sequential	
	End date must always be greater than your start date		Should have 2 decimal places	
	Format: YYYY-MM-DD	Completeness Timeliness	If new project: Completeness = 0.00 Timeliness = 100.00	
Status	Must be a valid input from the list below: - Planning - Ongoing - Complete - Archived			
Tasks				
*Required for All, *Required for Tasks				
Sample Data				
*Task Title	Buy Menu Boards			
*Start Date	2018-11-05			
*End Date	2018-11-10			
Actual End Date				
*Status	Ongoing			
Remarks				
*Category	3			
*Task Parent	Prepare Advertisements			
*R (Responsible)	Winnie The Pooh			
*A (Accountable)	Mickey Mouse, Donald Duck			
*C (Consulted)	Donald Duck			
*I (Informed)	Mickey Mouse			
Important Notes				
Start Date End Date Actual End Date	This must be a valid date			
	End date must always be greater than your start date			
	Dates must be in the range you have set in the Project Details			
	Format: YYYY-MM-DD			
Status	Actual End Date is required if the status of the task is Complete			
	Must be a valid input from the list below: - Planning - Ongoing - Complete			
	Remarks			
	This field is required if task is delayed			
Category	Must be a valid input from the list below: - 1 (Main Activity) - 2 (Sub Activity) - 3 (Task)			
	Task Parent			
	This must have a valid Task Title from the list of tasks in the same sheet			
	Task Parent must either be a Category 1 (Main Activity) or Category 2 (Sub Activity)			
R (Responsible) A (Accountable) C (Consulted) I (Informed)	This is required for Category 3 (Tasks)			
	This must be a name of a valid employee			
	Format: FIRSTNAME LASTNAME			
	R - One employee only A - As many as it needs C - As many as it needs I - As many as it needs			
Use a comma (,) to separate multiple ACI				

Project Title	
Project Description	
Start Date	
End Date	
Actual End Date	
Project Status	

Date	Completeness	Timeliness
1900-01-00		

