Appendix W. Sample Project Template

	follow these instructions to ensure that the project without any problem	A STATE OF THE PARTY OF THE PAR	to upload goes t	hrough
	Project Details	Project Assessment *First row is always required		
	*Required			
	Sample Data		Sample Data	
		*Date	*Completeness	*Timeliness
*Project Title	New Product Launch	Date	%	%
*Project Description	Marketing Campaign for 4Q	2018-11-05	The state of the s	100.0
Start Date	2018-11-05	2018-11-06	- Dynamic -	90.0
*End Date	2018-12-05	2018-11-07		82.7
Actual End Date	Maria Constant Consta	2018-11-08	The state of the s	80.0
*Status	Planning	2018-11-09	19.01	77.9
	Important Notes		Charles and store for an about	Danis of Charle Date
	This must be a valid date	Date	Should start from the Date must be sequen	
Start Date End Date Actual End Date	End date must always be greater than your start date	Completeness Timeliness	Should have 2 decimal If new project: Completeness = 0 Timeliness = 1	
		1.1	Service 200 service 1 to 200 service	0.0000000000000000000000000000000000000
	Format: YYYY-MM-DD Actual End Date is required if the status of the project is	-		
	Complete Must be a valid input from the list below:	+		
Status	- Planning			
	- Ongoing			
status	- Complete			
	- Archived			
	Tasks			
	*Required for All, *Required for Tasks			
	Sample Data			
*Task Title	Buy Menu Boards			
*Start Date	2018-11-05	1		
*End Date	2018-11-10	1		
Actual End Date		1		
*Status	Ongoing			
Remarks				
*Category	3			
*Task Parent	Prepare Advertisments			
*R (Responsible)	Winnie The Pooh			
*A (Accountable)	Mickey Mouse, Donald Duck			
*C (Consulted)	Donald Duck			
*I (Informed)	Mickey Mouse	1		
10	Important Notes			
	This must be a valid date			
Start Date	End date must always be greater than your start date	4		
End Date	Dates must be in the range you have set in the Project Details	-		
Actual End Date	Format: YYYY-MM-DD			
	Actual End Date is required if the status of the task is Complete	-		
	Must be a valid input from the list below:			
Status	- Planning			
	- Ongoing - Complete			
Remarks	- Complete This field is required if task is delayed	1		
Kemarks	Must be a valid input from the list below:	1		
	- 1 (Main Activity)			
Category	- 2 (Sub Activity)			
	- 3 (Task)			
	This must have a valid Task Title from the list of tasks in the	1		
Task Parent	same sheet	1.		
	Task Parent must either be a Category 1 (Main Activity) or	1		
	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	1		
	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	12		

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

Date	Completeness	Timeliness
1900-01-00		
· ·		

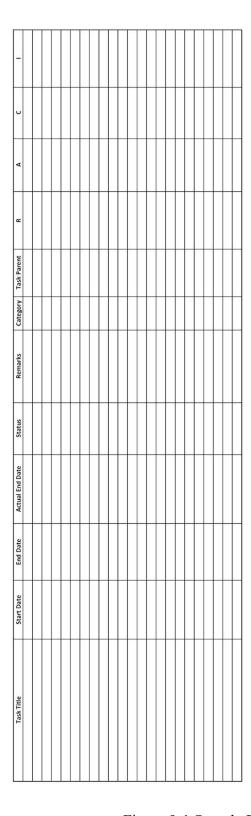


Figure 9-1 Sample Project Template