

## Appendix W. Sample Project Template

Project Title			Instructions
Project Description			<b>*Required</b>
Start Date			<b>Sample Data</b>
End Date		*Project Title	New Product Launch
Actual End Date		*Project Description	Marketing Campaign for 4Q
Project Status		*Start Date	2018-11-05
Project Type		*End Date	2018-12-05
		Actual End Date	
		*Status	Planning
		*Project Type	2
		<b>Important Notes</b>	
			This must be a valid date
		Start Date End Date	End date must always be greater than your start date
		Actual End Date	Format: YYYY-MM-DD Actual End Date is required if the status of the project is <i>Complete</i>
		Status	Must be a valid input from the list below: - Planning - Ongoing - Complete - Archived
		Project Type	Must be a valid input from the list below: - 1 (Store Opening) - 2 (Product Launch) - 3 (Marketing Promo) - 4 (System Development) - 5 (Employee Onboarding) - 6 (Employee Offboarding) - 7 (Miscellaneous)

Date	Completeness	Timeliness	Instructions		
			<b>*First row is always required</b>		
			<b>Sample Data</b>		
			<b>*Date</b>	<b>*Completeness</b>	<b>*Timeliness</b>
			2018-11-05	0.00	100.00
			2018-11-06	5.00	100.00
			2018-11-07	10.00	100.00
			2018-11-08	15.00	95.00
			2018-11-09	20.00	90.00
			<b>Important Notes</b>		
			Should start from the Project Start		
			Date must be sequential		
			If new project:		
			Completeness		
			Timeliness		
			Completeness = 0.00		
			Timeliness = 100.00		

Task Title	Start Date	End Date	Actual End Date	Status	Remarks	Category	Task Parent	R	A	C	I	Instructions	
												*Required for All	*Required for Sub Activities
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													
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													
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												
This field is required if task is delayed													
Must be a valid input from the list below:													
Category	- 1 (Main Activity) - 2 (Sub Activity) - 3 (Task)												
This must have a valid Task Title from the list of tasks in the same sheet													
Task Parent	Task Parent must either be a Category 1 (Main Activity) or Category 2 (Sub Activity)												
This is required for Category 3 (Tasks)													
This must be a name of a valid employee													
R (Responsible)	Format: FIRSTNAME LASTNAME												
A (Accountable)	R - One employee only												
C (Consulted)	A - As many as it needs												
I (Informed)	C - As many as it needs												
I - As many as it needs													
Use a comma (,) to separate multiple ACI													

Date	Completeness	Main Activity	Instructions		
			<b>*Required</b>		
			<i>Sample Data</i>		
			<b>*Date</b>	<b>*Completeness</b>	<b>*Main Activity</b>
			2018-11-05	0.00	Main Title 1
			2018-11-05	0.00	Main Title 2
			2018-11-06	10.00	Main Title 1
			2018-11-06	15.00	Main Title 2
			2018-11-07	10.00	Main Title 1
			2018-11-07	20.00	Main Title 2
			<b>Important Notes</b>		
			<b>All Main Activities must have an entry for every day that the project has been ongoing.</b>		
			<b>Date</b>	Should start from the Project	
				Date must be sequential	
				Should start at 0.00	
				If a task is completed for that	
			<b>Completeness</b>	Main Activity on that day, add to the completeness of that Main Activity	

Figure 9-1 Sample Project Template