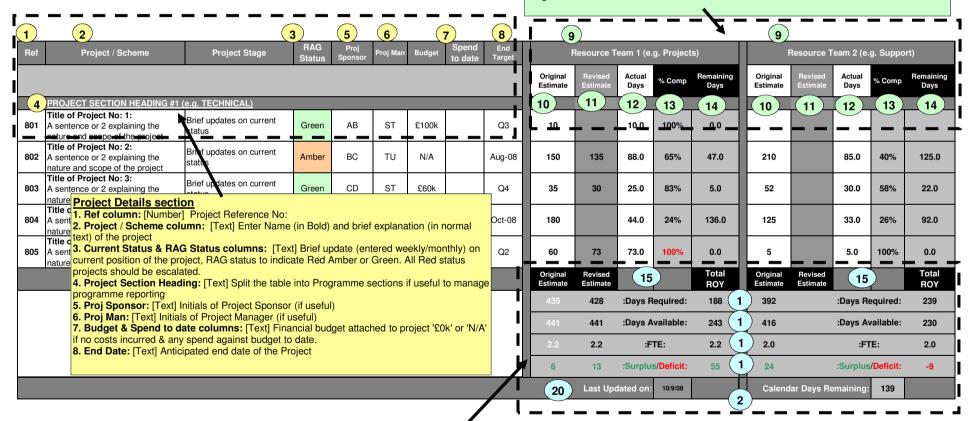
## 1. Guide to completing the Programme Sheet

- 1.1 The 'Programme' worksheet (not this one) is largely protected to prevent inadvertent alterations
- 1.2 Data entry areas are cols: 1-3; 5-8; 10-12; and at 4(cell); 9(row); and 20(cell)
- 1.3 Sheet can be unprotected using 'Tools/Protection/Unprotect Worksheet'. No password needed
- 1.4 'Programme' sheet contains example data to give an idea of entries required.

## **Resources Sections:**

- 9. Resource team: [Text] The name of the Resource Team(s) managing the project
- **10. Original Estimate:** [Number] At the beginning of the programme this column contains the resource estimate for each project in <u>man-days effort</u>
- **11. Revised Estimate:** [Number] During the programme use this column to amend original man-days estimate (if necessary).
- 12. Actual Days: Enter Actual man-days (use half days if appropriate) against each project
- 13. % Comp: [Calculation] % of project completed based on 'Actual' compared to either 'Revised' or 'Original' (if 'Revised' column not used). If figure is RED it denotes a project that has overrun from Original Estimate
- 14. Remaining Days: [Calculation] based on difference between 'Actual' and either 'Revised' or 'Original'



- 15. 'Original', 'Revised 'ROY' columns: [Calculated] Columns contain totals as explained below. 'ROY' = Rest of Year
- 16. Day's Required row: [Calculated] provides total days needed to complete the project effectively the 'demand'. Figures derived from column totals above. **NB1**. 'Revised' totals are derived from two hidden columns ('K' and 'R') used to pick up either the 'Original' or 'Revised' days as appropriate.
- 17. Days Available row: [Calculated from data in 'Resource Analysis' sheet] Total Resource days available to work on the project effectively the 'supply'. NB1. Orig. / Revised estimates columns are the total resource available at start of programme hence this is same for both Orig. and Revised columns. NB2. Total ROY column is the number of 'supply' days available to complete the project, taking into account the number of days remaining in the financial year (calculated from 'Calendar Days Remaining' cell).
- 18. FTE: [Calculated from data in 'Resource Analysis' sheet] Figures refer to number of people available in the resource team and includes allowances for A/L; S/L; Training etc. On average there are approx 200 'working' days available (per FTE per year) to work on projects.
- 19. Surplus/Deficit: [Calculated] These fields (under Orig/Revised Estimates and Total ROY columns) calculates demand versus supply situation regarding days required against days available...

  Green figures denote Surplus days are available i.e. more resources (supply) days are available than required to meet the total days required
- Red figures denote a Deficit of days i.e. projects need more resource (demand) than is available. In this situation, either a re-prioritisation (re-estimate) of projects are needed or else additional resource needs to be 'supplied' to provide balance.
- 20. Last Updated On [Date] A manual entry (the only one in this section) to denote when the sheet was last updated. Useful as reference
- 21. Calendar Days Remain: [Calculated] provides the number of working days (estimate) left in the financial year. Used as part of 'Days Available' for 'ROY' column