

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 man-days effort
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'

1	2	3	5	6	7	8	9	9										
Ref	Project / Scheme	Project Stage	RAG Status	Proj Sponsor	Proj Man	Budget	Spend to date	End Target	Resource Team 1 (e.g. Projects)					Resource Team 2 (e.g. Support)				
4	PROJECT SECTION HEADING #1 (e.g. TECHNICAL)							Original Estimate	Revised Estimate	Actual Days	% Comp	Remaining Days	Original Estimate	Revised Estimate	Actual Days	% Comp	Remaining Days	
801	Title of Project No: 1: A sentence or 2 explaining the nature and scope of the project	Brief updates on current status	Green	AB	ST	£100k		Q3	10		10.0	100%	0.0					
802	Title of Project No: 2: A sentence or 2 explaining the nature and scope of the project	Brief updates on current status	Amber	BC	TU	N/A		Aug-08	150	135	88.0	65%	47.0	210		85.0	40%	125.0
803	Title of Project No: 3: A sentence or 2 explaining the nature and scope of the project	Brief updates on current status	Green	CD	ST	£60k		Q4	35	30	25.0	83%	5.0	52		30.0	58%	22.0
804	Title of Project No: 4: A sentence or 2 explaining the nature and scope of the project							Oct-08	180		44.0	24%	136.0	125		33.0	26%	92.0
805	Title of Project No: 5: A sentence or 2 explaining the nature and scope of the project							Q2	60	73	73.0	100%	0.0	5		5.0	100%	0.0
Project Details section 1. Ref column: [Number] Project Reference No: 2. Project / Scheme column: [Text] Enter Name (in Bold) and brief explanation (in normal text) of the project 3. Current Status & RAG Status columns: [Text] Brief update (entered weekly/monthly) on current position of the project, RAG status to indicate Red Amber or Green. All Red status projects should be escalated. 4. Project Section Heading: [Text] Split the table into Programme sections if useful to manage programme reporting 5. Proj Sponsor: [Text] Initials of Project Sponsor (if useful) 6. Proj Man: [Text] Initials of Project Manager (if useful) 7. Budget & Spend to date columns: [Text] Financial budget attached to project '£0k' or 'N/A' if no costs incurred & any spend against budget to date. 8. End Date: [Text] Anticipated end date of the Project									15	Total ROY	15	Total ROY						
									435	428	:Days Required:		188	1	392	:Days Required:		239
									441	441	:Days Available:		243	1	416	:Days Available:		230
									2.2	2.2	:FTE:		2.2	1	2.0	:FTE:		2.0
									6	13	:Surplus/Deficit:		55	1	24	:Surplus/Deficit:		-9
									20	Last Updated on:		10/9/08	2	Calendar Days Remaining:		139		

Summary section

15. 'Original', 'Revised 'ROY' columns: [Calculated] Columns contain totals as explained below. 'ROY' = Rest of Year

16. Days 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