WILLKOMMEN! BIENVENUE! WELCOME!

to the world of

MagicWorkbooks®

ProjectManager

This is a MagicWorkbook: a controlling tool in the form of a Microsoft Excel file.

No macros, no write protection. All formulas used are visible.

All formats used are standard Excel which transform into your country's Excel formats.

You can import your DATA from any source that supports MS Excel.

You can also add your own worksheets as you see fit.

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System requirements

Platform: Windows 98 or later operating system
Microsoft Excel Version: 20010 or later

Product Survey

- Project Manager is a tool for project-planning, project-in-action and project controlling.
- Project Manager is designed for a project with up to 15 separate units and up to 15 steps per unit.
- Project Manager calculates and operates on the basis of project work-load, project time-line and project expenses (incl. Investments).
- Automatically generated status reports and graphs are available at any point during the course of the project.
- Different scenarios are available at the push of a button.
- Project Manager is presentation-friendly: every sheet and graph has been formatted for effective use in a presentation.

Master of Disaster — Contents — Project Manager

Sheet	type	contains:	click to go!
WELCOME		INTRODUCTION	
Demo Data		Demo Data for Orientation	
DATA		DATA INPUT	
FAQ		FAQ OR Unidentified non-Flying Occurrences while working with this tool.	
Status	graph	Projection of project variances	
Projection	graph	Projection of project variances	
sub	graph	Sub Survey - Survey all project units	
dev	spreadsheet	Survey Budget and Actual of Project Steps	
cost	spreadsheet	PROJECT EXPENSES	
costsheet	spreadsheet	Budget and Actual Expenses	
gantt	graph	PROJECT TIME FRAME	
pT	spreadsheet	PROJECT DEVELOPMENT	
p1	spreadsheet	project development unit 1	
p2	spreadsheet	project development unit 2	
p3	spreadsheet	project development unit 3	
p4	spreadsheet	project development unit 4	
p5	spreadsheet	project development unit 5	
p6	spreadsheet	project development unit 6	
p7	spreadsheet	project development unit 7	
p8	spreadsheet	project development unit 8	
p9	spreadsheet	project development unit 9	
p10	spreadsheet	project development unit 10	
p11	spreadsheet	project development unit 11	
p12	spreadsheet	project development unit 12	
p13	spreadsheet	project development unit 13	
p14	spreadsheet	project development unit 14	
p15	spreadsheet	project development unit 15	

DEMO DATA

Master of Disaster

This sheet shows demo data for your orientation in data input.

Of course you can also change the demo data e.g. to create different

scenarios for your project.

To activate the demo data you click the button "DEMO DATA" in the green field on top of the DATA sheet.

GENERAL DATA

Company:	Moose Ltd.		
Year from:	1/1/2008	2008	0
actual month:	Jun-15		
reporting currency:	US $		

PROJECT DATA

Project:	IMPLEMENTATION of SAP		
Project Manager:	Sally Wheaton		
Project on:	1/1/2015	project duration in months:	18
Project off:	6/30/2016	in days:	548

PROJECT BUDGET

cost type	budget amount
INVESTMENTS	
standard software	120,000
new hardware	25,000
add. programming Sales	15,000
add. programming Customer support	15,000
add. programming Accounting	5,000
Total Investments	180,000

PROJECT EXPENSES

ACTUAL AMOUNT	
INVESTMENTS	
120,000	standard software
25,000	new hardware
15,000	add. programming Sales
15,000	add. programming Customer support
5,000	add. programming Accounting
8,000	add. programming Warehousing
188,000	

Project expenses	budget amount	Æ per month
training costs	20,000	1,111
consultants' fees	50,000	2,778
overtime costs	5,000	278
other	5,000	278
travel expenses	0	0
overhead	0	0
other	0	0
other	0	0
Total expenses	80,000	4,444
TOTAL PROJECT	260,000	

ACTUAL AMOUNT Jan-15	ACTUAL AMOUNT Feb-15	ACTUAL AMOUNT Mar-15	ACTUAL AMOUNT Apr-15	ACTUAL AMOUNT May-15	ACTUAL AMOUNT Jun-15	ACTUAL AMOUNT Jul-15	ACTUAL AMOUNT Aug-15	ACTUAL AMOUNT Sep-15	ACTUAL AMOUNT Oct-15	ACTUAL AMOUNT Nov-15	ACTUAL AMOUNT Dec-15	ACTUAL AMOUNT Jan-16	ACTUAL AMOUNT Feb-16	ACTUAL AMOUNT Mar-16	ACTUAL AMOUNT Apr-16	ACTUAL AMOUNT May-16	ACTUAL AMOUNT Jun-16			Total
0	0	1,000	1,500																	2,500
5,000	4,000	4,000	0																	13,000
0	500	0	0																	500
300	0	0	0																	300
100	0	200	300																	600
																				0
																				0
																				0
5,400	4,500	5,200	1,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,900

PROJECT IN ACTION ROUGH STRUCTURE

This is where you outline the basic structure of your project (for fine-tuning see further down)

Project units	Work load	on:	WD	off:	WD	days	work load %
unit 1	Introduction and system analysis	3/1/2015	TTT	3/15/2015	TTT	15	15%
unit 2	Comparing existing procedures to SAP procedures	3/16/2015	TTT	3/31/2015	TTT	16	15%
unit 3	Defining additional programming scope	4/1/2015	TTT	5/15/2015	TTT	45	5%
unit 4	Additional programming	4/15/2015	TTT	7/15/2015	TTT	92	10%
unit 5	Training	7/1/2015	TTT	9/15/2015	TTT	77	15%
unit 6	Data Transfer to SAP	9/16/2015	TTT	10/15/2015	TTT	30	15%
unit 7	Test run and installation of hardware	10/16/2015	TTT	3/15/2016	TTT	152	10%
unit 8	Test run additional programming	3/16/2016	TTT	5/15/2016	TTT	61	5%
unit 9	Mop Up and final trainings	5/1/2016	TTT	6/30/2016	TTT	61	10%
unit 10						0	
unit 11						0	
unit 12						0	
unit 13						0	
unit 14						0	
unit 15						0	
TOTAL						549	100%

PROJECT IN ACTION FINE TUNING

This is where you subdivide your project units into up to 20 work steps per unit.

unit 1	Introduction and system analysis		on: 3/1/2015	WD TTT	off: 3/15/2015	WD TTT	days 15	work load %
Step 1	Intro all departments		3/1/2015	TTT	3/1/2015	TTT	1	4%
Step 2	Intro all departments		3/2/2015	TTT	3/2/2015	TTT	1	4%
Step 3	Intro all departments		3/3/2015	TTT	3/3/2015	TTT	1	4%
Step 4	Intro all departments		3/4/2015	TTT	3/4/2015	TTT	1	4%
Step 5	Intro all departments		3/5/2015	TTT	3/5/2015	TTT	1	4%
Step 6	System analysis and requirements for Accounting Dep.		3/8/2015	TTT	3/10/2015	TTT	3	20%
Step 7	System analysis and requirements for Sales Dep.		3/9/2015	TTT	3/9/2015	TTT	1	20%
Step 8	System analysis and requirements for Controlling Dep.		3/10/2015	TTT	3/10/2015	TTT	1	20%
Step 9	System analysis and requirements for Warehousing		3/11/2015	TTT	3/15/2015	TTT	5	20%
Step 10							0	
Step 11							0	
Step 12							0	
Step 13							0	
Step 14							0	
Step 15							0	
Step 16							0	
Step 17							0	
Step 18							0	
Step 19							0	
Step 20							0	
TOTAL					OK		15	100%

Introduction and system analysis			on: 3/1/2015	off: 3/25/2015	days 25	work load %
Step 1	Intro all departments		3/1/2015	3/2/2015	2	5%
Step 2	Intro all departments		3/3/2015	3/4/2015	2	5%
Step 3	Intro all departments		3/5/2015	3/6/2015	2	5%
Step 4	Intro all departments		3/7/2015	3/8/2015	2	5%
Step 5			3/9/2015	3/13/2015	5	20%
Step 6	System analysis and requirements for Accounting		3/14/2015	3/16/2015	3	15%
Step 7	System analysis and requirements for Sales Dep.		3/17/2015	3/19/2015	3	15%
Step 8	System analysis and requirements for Controlling		3/20/2015	3/22/2015	3	15%
Step 9	System analysis and requirements for Warehousir		3/23/2015	3/25/2015	3	15%
Step 10					0	
Step 11					0	
Step 12					0	
Step 13					0	
Step 14					0	
Step 15					0	
Step 16					0	
Step 17					0	
Step 18					0	
Step 19					0	
Step 20					0	
TOTAL					25	100%

unit 2	Comparing existing procedures to SAP procedures		on: 3/16/2015	WD TTT	off: 3/31/2015	WD TTT	days 16	work load %
Step 1	Workflow analysis Accounting		3/16/2015	TTT	3/18/2015	TTT	3	10%
Step 2	Workflow analysis Controlling		3/19/2015	TTT	3/21/2015	TTT	3	10%
Step 3	Workflow analysis Sales		3/22/2015	TTT	3/26/2015	TTT	5	40%
Step 4	Workflow analysis Warehousing/Merchandising		3/27/2015	TTT	3/31/2015	TTT	5	40%
Step 5							0	
Step 6							0	
Step 7							0	
Step 8							0	
Step 9							0	
Step 10							0	
Step 11							0	
Step 12							0	
Step 13							0	
Step 14							0	
Step 15							0	
Step 16							0	
Step 17							0	
Step 18							0	
Step 19							0	
Step 20							0	
TOTAL					OK		16	100%

Comparing existing procedures to SAP procedures			on: 3/26/2006	off: 4/16/2006	days 22	work load %
Step 1	Workflow analysis Accounting		3/26/2015	3/28/2015	3	10%
Step 2	Workflow analysis Controlling		3/29/2015	3/31/2015	3	10%
Step 3	Workflow analysis Sales		4/1/2015	4/3/2015	3	30%
Step 4	Workflow analysis Warehousing/Merchandising		4/4/2015	4/8/2015	5	30%
Step 5	Workflow analysis Customer Service		4/9/2015	4/16/2015	8	20%
Step 6					0	
Step 7					0	
Step 8					0	
Step 9					0	
Step 10					0	
Step 11					0	
Step 12					0	
Step 13					0	
Step 14					0	
Step 15					0	
Step 16					0	
Step 17					0	
Step 18					0	
Step 19					0	
Step 20					0	
TOTAL					22	100%

unit 3	Defining additional programming scope		on: 4/1/2015	WD TTT	off: 5/15/2015	WD TTT	days 45	work load %
Step 1	Additional programming Accounting		4/1/2015	TTT	4/5/2015	TTT	5	15%
Step 2	Additional programming Controlling		4/6/2015	TTT	4/10/2015	TTT	5	15%
Step 3	Additional programming Sales		4/11/2015	TTT	4/25/2015	TTT	15	10%
Step 4	Additional programming Warehousing/Merchandising		4/26/2015	TTT	5/15/2015	TTT	20	50%
Step 5							0	
Step 6							0	
Step 7							0	
Step 8							0	
Step 9							0	
Step 10							0	
Step 11							0	
Step 12							0	
Step 13							0	
Step 14							0	
Step 15							0	
Step 16							0	
Step 17							0	
Step 18							0	
Step 19							0	
Step 20							0	
TOTAL					OK		45	90%

Defining additional programming scope			on: 4/17/2015	off: 6/20/2015	days 65	work load %
Step 1	Additional programming Accounting		4/17/2015	4/23/2015	7	10%
Step 2	Additional programming Controlling		4/24/2015	4/30/2015	7	10%
Step 3	Additional programming Sales		5/1/2015	5/20/2015	20	20%
Step 4	Additional programming Warehousing/Merchandis		5/21/2015	6/3/2015	14	40%
Step 5	Additional programming Customer Service		6/4/2015	6/20/2015	17	20%
Step 6					0	
Step 7					0	
Step 8					0	
Step 9					0	
Step 10					0	
Step 11					0	
Step 12					0	
Step 13					0	
Step 14					0	
Step 15					0	
Step 16					0	
Step 17					0	
Step 18					0	
Step 19					0	
Step 20					0	
TOTAL					65	100%

unit 4	Additional programming		on: 4/15/2015	WD TTT	off: 7/15/2015	WD TTT	days 92	work load %
Step 1							0	
Step 2							0	
Step 3							0	
Step 4							0	
Step 5							0	
Step 6							0	
Step 7							0	
Step 8							0	
Step 9							0	
Step 10							0	
Step 11							0	
Step 12							0	
Step 13							0	
Step 14							0	
Step 15							0	
Step 16							0	
Step 17							0	
Step 18							0	
Step 19							0	
Step 20							0	
TOTAL					check percentages!		0	0%

Additional programming			on: 6/21/2015	off:	days 0	work load %
Step 1					0	
Step 2					0	
Step 3					0	
Step 4					0	
Step 5					0	
Step 6					0	
Step 7					0	
Step 8					0	
Step 9					0	
Step 10					0	
Step 11					0	
Step 12					0	
Step 13					0	
Step 14					0	
Step 15					0	
Step 16					0	
Step 17					0	
Step 18					0	
Step 19					0	
Step 20					0	
TOTAL					0	0%

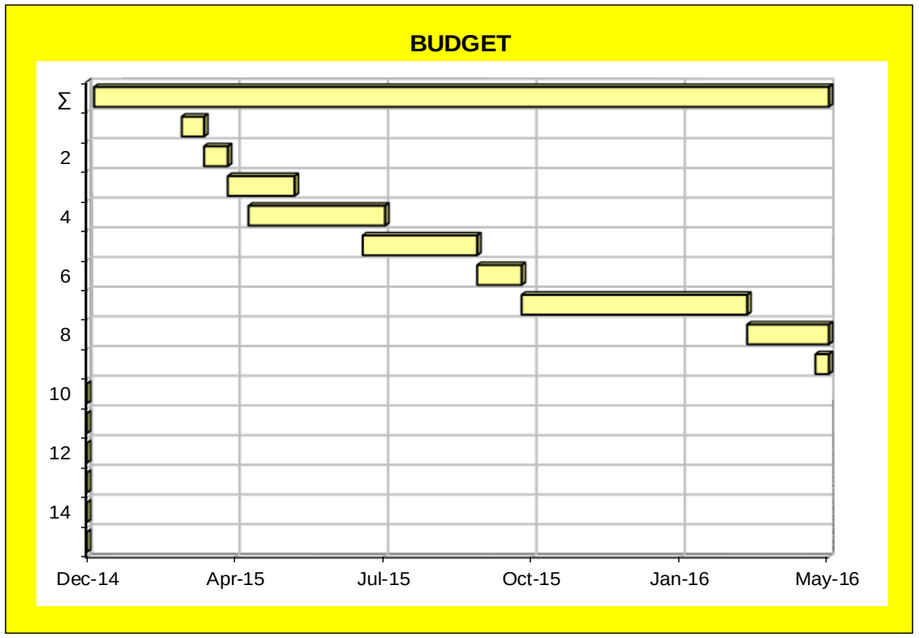
PROJECT TIME FRAME

Project: **IMPLEMENTATION of SAP**

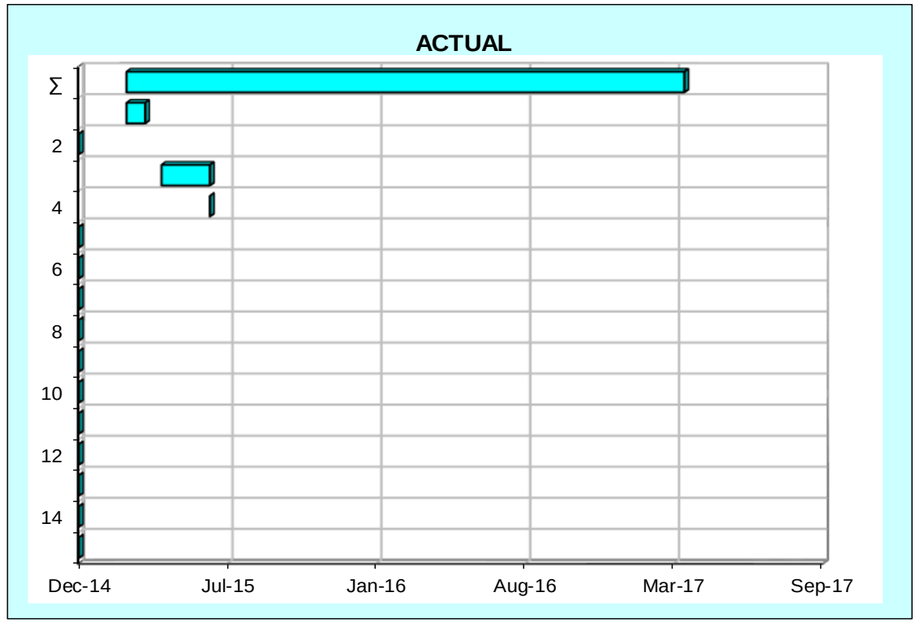
Company: ***Moose Ltd.***

Project Manager: ***Sally Wheaton***

		on:	off:	days
∑	***BUDGET***	**1/1/2015**	**6/30/2016**	**548**
1	Introduction and system analysis	3/1/2015	3/15/2015	15
2	Comparing existing procedures to SAP procedur	3/16/2015	3/31/2015	16
3	Defining additional programming scope	4/1/2015	5/15/2015	45
4	Additional programming	4/15/2015	7/15/2015	92
5	Training	7/1/2015	9/15/2015	77
6	Data Transfer to SAP	9/16/2015	10/15/2015	30
7	Test run and installation of hardware	10/16/2015	3/15/2016	152
8	Test run additional programming	3/16/2016	5/15/2016	61
9	Mop Up and final trainings	5/1/2016	6/30/2016	61
10				
11				
12				
13				
14				
15				



		Projection		
		on:	off:	days
∑	***ACTUAL***	**3/1/2015**	***3/18/2017***	**749**
1	Introduction and system analysis	3/1/2015	3/25/2015	25
2	Comparing existing procedures to SAP procedur	3/26/2006	4/16/2006	22
3	Defining additional programming scope	4/17/2015	6/20/2015	65
4	Additional programming	6/21/2015		
5	Training			
6	Data Transfer to SAP			
7	Test run and installation of hardware			
8	Test run additional programming			
9	Mop Up and final trainings			
10				
11				
12				
13				
14				
15				



Set Filter to "D" to hide empty rows.

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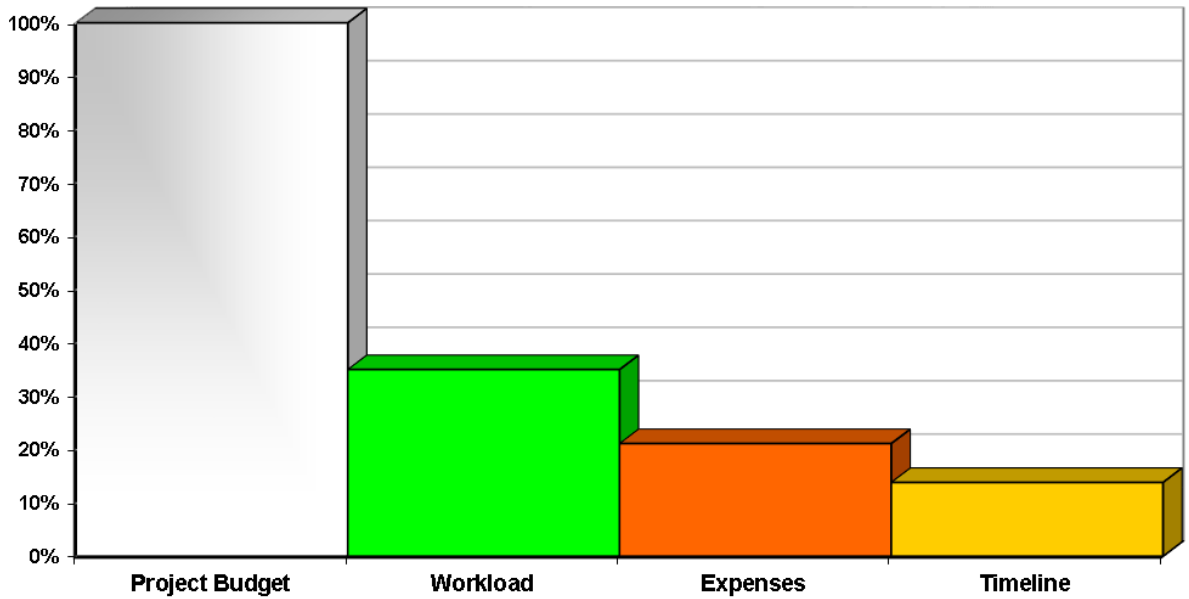
PROJECT STATUS

Company:	Moose Ltd.
Project Manager:	Sally Wheaton
Project:	IMPLEMENTATION of SAP

Evaluation Jun-15

	STATUS
Project Budget	100%
Workload	35%
Expenses	21%
Timeline	14%

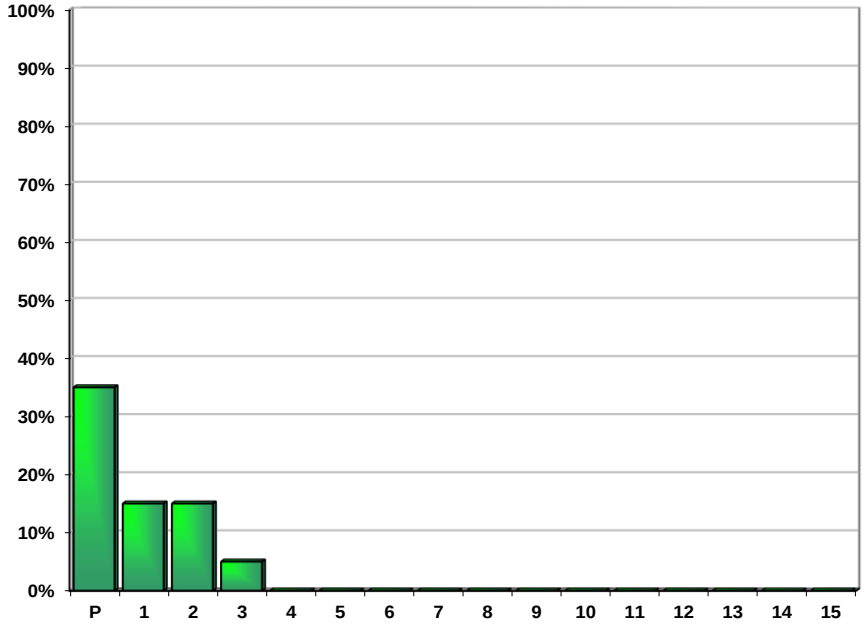


SUB SURVEY

Company: ***Moose Ltd.***
Project Manager: ***Sally Wheaton***
Project: **IMPLEMENTATION of SAP**

Evaluation ***Jun-15***

		Total Workload	Unit Workload
Project:	**P**	**35%**	
Introduction and system analysis	**1**	**15%**	**100%**
Comparing existing procedures to SAP proc	**2**	**15%**	**100%**
Defining additional programming scope	**3**	**5%**	**100%**
Additional programming	**4**		
Training	**5**		
Data Transfer to SAP	**6**		
Test run and installation of hardware	**7**		
Test run additional programming	**8**		
Mop Up and final trainings	**9**		
	10		
	11		
	12		
	13		
	14		
	15		



PROJECTION

Company: **Moose Ltd.**
Project Manager: *Sally Wheaton*

Evaluation **Jun-15**

	Target	Var. +	Var. -
Project Budget	100%		
Workload	100%		
Investments	104%		-4%
Expenses	63%	37%	
Total Expenses	99%	1%	
Timeline	147%		-47%

IMPLEMENTATION of SAP | **PROJECT EXPENSES** | **Company:** **Moose Ltd.**

reporting currency: US $ | *Project Manager:* Sally Wheaton

Evaluation	**Jun-15**

INVESTMENTS	BUDGET		ACTUAL	Var.
standard software	120,000	standard software	120,000	
new hardware	25,000	new hardware	25,000	
add. programming Sales	15,000	add. programming Sales	15,000	
add. programming Customer support	15,000	add. programming Customer support	15,000	
add. programming Accounting	5,000	add. programming Accounting	5,000	
		add. programming Warehousing	8,000	8,000
Total Investments	180,000		188,000	8,000
		cost increase of	8,000	4%

project duration in months:	18
actual duration in months:	6

Project expenses	BUDGET	ACTUAL	Var.
training costs	6,667	2,500	-4,167
consultants' fees	16,667	13,000	-3,667
overtime costs	1,667	500	-1,167
other	1,667	300	-1,367
travel expenses		600	600
overhead			
other			
other			
Total expenses	26,667	16,900	-9,767
		cost savings of	-9,767	-37%

TOTAL	206,667		204,900	-1,767
		cost savings of	-1,767	-1%

PROJECT DEVELOPMENT

Company: Moc

Project Manage Sally Wheaton

Project:	IMPLEMENTATION of SAP	BUDGET				ACTUAL				Var.	BUDGET
		on:	off:	days	%	on:	off:	days	erledigt	days	work load %
Work load survey		1/1/2015	6/30/2016	548		3/1/2015	3/18/2017	749	%	202	
unit 1	Introduction and system analysis	3/1/2015	3/15/2015	15	3%	3/1/2015	3/25/2015	25	3%	10	15%
unit 2	Comparing existing procedures to SAP procedures	3/16/2015	3/31/2015	16	3%	3/26/2006	4/16/2006	22	3%	6	15%
unit 3	Defining additional programming scope	4/1/2015	5/15/2015	45	8%	4/17/2015	6/20/2015	65	8%	20	5%
unit 4	Additional programming	4/15/2015	7/15/2015	92	17%	6/21/2015					10%
unit 5	Training	7/1/2015	9/15/2015	77	14%						15%
unit 6	Data Transfer to SAP	9/16/2015	10/15/2015	30	5%						15%
unit 7	Test run and installation of hardware	10/16/2015	3/15/2016	152	28%						10%
unit 8	Test run additional programming	3/16/2016	5/15/2016	61	11%						5%
unit 9	Mop Up and final trainings	5/1/2016	6/30/2016	61	11%						10%
unit 10											
unit 11											
unit 12											
unit 13											
unit 14											
unit 15											
TOTAL				549	100%			112	14%	36	100%

Evaluation	per:		Jun-15
project time frame	delayed	36 days	47%
projection completion date			3/18/2017
project workload	on budget		

PROJECT IN ACTION ***FINE TUNING*** ***Project:*** ***IMPLEMENTATION of SAP*** ***Company:***

Project Manager: *Sally Wheaton*

unit 1	***Introduction and system analysis***	***BUDGET***			***ACTUAL***			***Var.***	***BUDGET***
		on:	**off:**	**days**	**on:**	**off:**	**days**	**days**	**work load %**
Work load survey		**3/1/2015**	**3/15/2015**	**15**	**3/1/2015**	**3/25/2015**	**25**	**10**	
Step 1	Intro all departments	3/1/2015	3/1/2015	1	3/1/2015	3/2/2015	2	**1**	**4%**
Step 2	Intro all departments	3/2/2015	3/2/2015	1	3/3/2015	3/4/2015	2	**1**	**4%**
Step 3	Intro all departments	3/3/2015	3/3/2015	1	3/5/2015	3/6/2015	2	**1**	**4%**
Step 4	Intro all departments	3/4/2015	3/4/2015	1	3/7/2015	3/8/2015	2	**1**	**4%**
Step 5	Intro all departments	3/5/2015	3/5/2015	1	3/9/2015	3/13/2015	5	**4**	**4%**
Step 6	System analysis and requirements for Accounting Dep.	3/8/2015	3/10/2015	3	3/14/2015	3/16/2015	3		**20%**
Step 7	System analysis and requirements for Sales Dep.	3/9/2015	3/9/2015	1	3/17/2015	3/19/2015	3	**2**	**20%**
Step 8	System analysis and requirements for Controlling Dep.	3/10/2015	3/10/2015	1	3/20/2015	3/22/2015	3	**2**	**20%**
Step 9	System analysis and requirements for Warehousing	3/11/2015	3/15/2015	5	3/23/2015	3/25/2015	3	**-2**	**20%**
Step 10									
Step 11									
Step 12									
Step 13									
Step 14									
Step 15									
Step 16									
Step 17									
Step 18									
Step 19									
Step 20									
TOTAL				**15**			**25**	**10**	**100%**

Evaluation	***Jun-15***

start as planned

project unit finished

project unit finished with delay:

In what way do MagicWorkbooks® differ from normal Excel workbooks?

MagicWorkbooks are easier to use:

- Easy-to-handle data input with demo data for orientation
- All data to be entered only once
- No programming knowledge required
- No detailed knowledge of Microsoft Excel required
- No work on spreadsheets or charts required
- No scrolling for sheets thanks to a Hyperlink-table of contents

MagicWorkbooks are faster:

- A monthly report with 20 spreadsheets and 20 charts in 20 minutes?
- Calculate year-end liquid reserves with changes in revenue prediction for every month in half an hour?
- Compute balance sheets for the next five years in one hour?
- Decision on a $ 50 million sale-and-lease-back operation: Prepare all relevant data in one hour?
- Determine capital re-investment requirements (fixed assets) for the next year in 10 minutes?
- Prepare a comprehensive company presentation for your bank in one hour?

With MagicWorkbooks all that is „business as usual“!

This was just a brief survey ...

if you have further questions regarding this workbook, email us!

You are interested in other products:

www.MagicWorkbooks.com