

# PROJECT

EXCEL TEMPLATES

# MANAGEMENT

# TOOLKIT



EXCEL FOR WINDOWS (2010 OR ABOVE)



EXCEL FOR MAC (2011 OR ABOVE)

**SIMPLE**

[www.indzara.com](http://www.indzara.com)

**EFFECTIVE**

# PURPOSE

PROJECT MANAGER

PM

PROJECT PLANNER

PPA

TASK MANAGER

TMA

EVENT CALENDAR MAKER

ECM

GANTT CHART MAKER

GCM

RESOURCE CAPACITY PLANNER

RCP

**6 EXCEL  
TEMPLATES FOR  
SIMPLE AND  
EFFECTIVE  
PROJECT  
MANAGEMENT**

# BENEFITS



SAVE TIME



IMPROVED PROJECT MANAGEMENT



SAVE MONEY VS COSTLY PM SOFTWARE



EASY TO GET STARTED



ALL WITHIN FAMILIAR EXCEL

# PROJECT MANAGER

CLICK to view

## PLAN & MANAGE A PROJECT

- ✓ Plan and Manage
- ✓ Compare Plan Vs Baseline
- ✓ Track Actuals
- ✓ Automatic Scheduling
- ✓ Automated Reporting
- ✓ Gantt Chart
- ✓ Resource Management

	BASELINE PLAN	CURRENT PLAN	
STATUS	Will Complete	Will Complete	
DATES			
Start	01-Mar-2016	01-Mar-2016	Starts On Schedule
Finish	25-Mar-2016	25-Mar-2016	Finishes On Schedule
HOURS			
Hours Required	168	183	Increased Hours
Hours Scheduled	168	183	
Hours Not Scheduled	0	0	
COST			
Resource Cost	2820	3165	
Other Cost			
Total	2820	3165	Over Baseline Cost
TASKS			
Number of Tasks	7	7	
Tasks that won't complete	0	0	
RESOURCES			
Resource Utilization	34%	37%	Increased Utilization Rate
Resources Underutilized	5	5	

### LIMITATIONS

- ❖ 1 Project at a time
- ❖ 150 Tasks
- ❖ 30 Resources
- ❖ Max. Project duration: 1 year
- ❖ Only 1 resource to a task

One of the best Project Management templates I have ever found... – Martin, Jan 2016

Very usable alternative to MS Project...

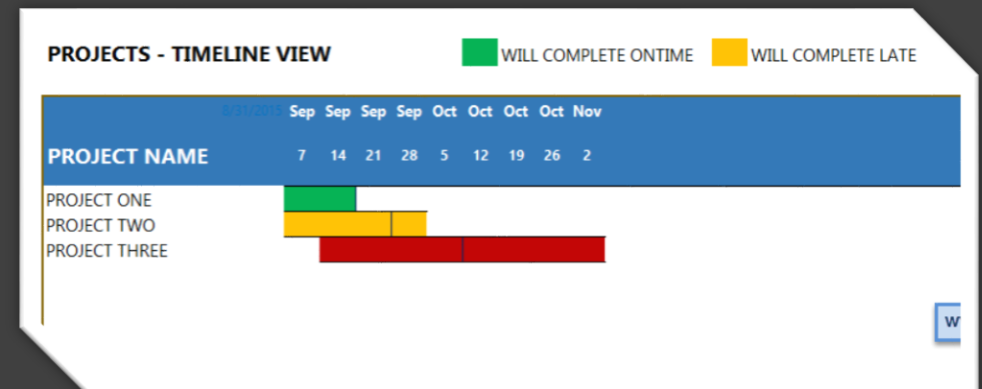
– vnfsdad, Sep 2015

# PROJECT PLANNER

CLICK to view

## PLAN 1 OR MORE PROJECTS

- ✓ Plan multiple projects
- ✓ Automatic Scheduling
- ✓ Automated Reporting
- ✓ Gantt Chart
- ✓ Resource Management
- ✓ Practical Functionality



### LIMITATIONS

- ❖ 50 Projects by default (can be extended)
- ❖ 250 Tasks by default (can be extended)
- ❖ 30 Resources
- ❖ Max. Project duration: 1 year
- ❖ Only 1 resource to a task
- ❖ Only Planning, not Management

Our team was having a difficult time managing our project list and deadlines. This has helped us get organized and is a much more simple solution - Kelli, Jan 2016

# TASK MANAGER

CLICK to view

## CREATE AND MANAGE TASKS

- ✓ 12 types of Recurring Tasks
- ✓ Assign to Resources
- ✓ Track Progress
- ✓ Customize Status values
- ✓ Automated Reporting
- ✓ Practical Functionality

**PENDING TASK OCCURRENCES**

TODAY 30-Jan-2016

PENDING TASK OCCURRENCES **4**

TASK NAME	DUE DATE	RESOURCE	PRIORITY
Weekly update	25-Jan	VALLUVAR	M
Month-end Meeting	29-Jan	BHARATHI	H
Daily Meet	28-Jan	VALLUVAR	
Daily Meet	29-Jan	VALLUVAR	

### LIMITATIONS

- ❖ 100 active Tasks
- ❖ 1200 Task Occurrences
- ❖ 25 Resources
- ❖ Max. duration: 1 year

Extremely user-friendly. Saving me a lot of time since it allows me full control to customise. - Quenesza, Sep 2015

# EVENT CALENDAR

CLICK to view

## CREATE CALENDARS INSTANTLY

- ✓ Any Year
- ✓ Handles recurring events
- ✓ 12 Recurring Event Types
- ✓ 7 Calendar Designs
- ✓ Daily/Weekly/Monthly/Yearly
- ✓ Color events from 15 Colors
- ✓ Categorize into 12 Event Types

February-2016

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

### LIMITATIONS

- ❖ 300 Events
- ❖ 1200 Event Instances

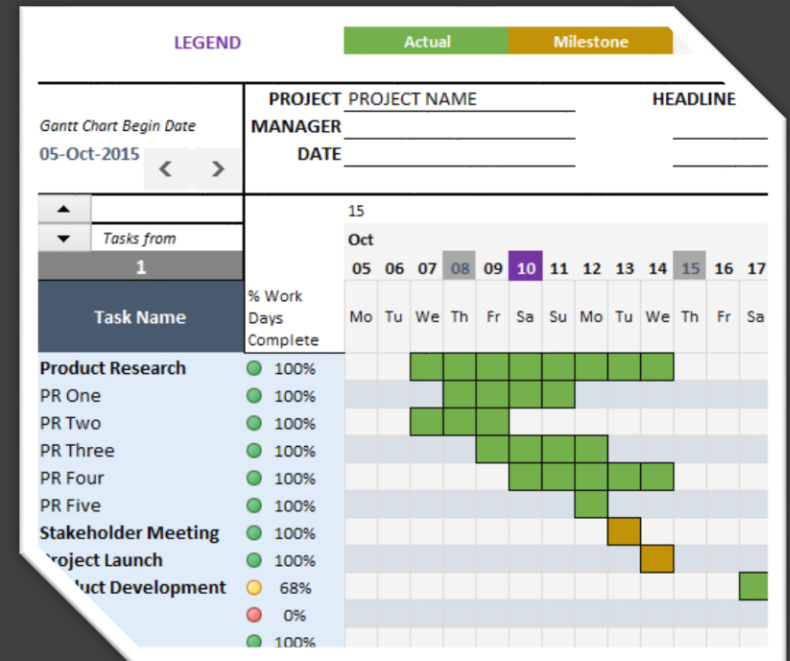
It's a great tool! Very simple to use, and money smartly spent. - Hgubein, Jun 2015

# GANTT CHART MAKER

CLICK to view

## CREATE INSTANT GANTT CHARTS

- ✓ Projects of any size
- ✓ Days/Weeks/Month/Years
- ✓ Plan, Actual, Actual Vs Plan
- ✓ Assign colors to Tasks
- ✓ Assign colors to Resources
- ✓ % Complete calculation
- ✓ Milestone Tasks



### LIMITATIONS

- ❖ 52 periods by default (can be extended)
- ❖ 40 tasks at a time (can be extended)

Again a simple and user friendly product from Indzara. - Diwe, Dec 2015



## EVALUATE CAPACITY VS DEMAND

- ✓ Calculate Capacity by Skill
- ✓ Calculate Surplus/Deficit
- ✓ Demand Daily/Wkly/Mthly
- ✓ Employee Availability Report
- ✓ Trend over time
- ✓ Cost Calculation
- ✓ Handles Holidays/Weekends

CAPACITY (HOURS)													
SKILL GROUP	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb	4-Mar	11-Mar	18-Mar	25-Mar
Developer	40	32	45	40	40	32	40	40	40	40	40	40	40
Tester	30	24	34	30	30	24	24	30	30	30	30	30	30
Project Manager	8	16	24	24	24	16	24	24	24	24	24	24	24
IT	28	24	28	28	4	8	8	8	8	8	8	8	8
Marketing	0	0	6	6	8	6	8	8	8	8	8	8	8

### LIMITATIONS

- ❖ Max duration: 1 year
- ❖ 100 Resources
- ❖ 30 Skill Groups

Great material. Very useful for PMs. - Kingsley, Feb 2016

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HELP



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UPGRADES

100% SATISFACTION  
GUARANTEE



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