

All-in-One Project Management Documentation Solution Template 2.0

Brand: **TEMPLATE22.COM**

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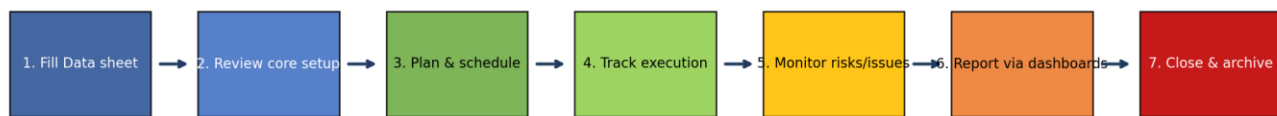


Figure 1. Recommended workflow to use this template for best results.

1. What this premium template is all about

This workbook is a complete project management documentation and tracking system built in Excel. It combines a central Data sheet, a Project Dashboard, and a large library of linked planning, tracking, reporting, risk, cost, and governance templates in one file. Based on the workbook structure reviewed, the template contains 66 sheets and more than 7,000 formulas, which means it is designed as an integrated system rather than a single form.

A key design principle visible in the workbook is 'enter data once, use it many times.' The Data sheet is labeled as the main master data sheet, and multiple other templates pull from it. This reduces duplicate typing, improves consistency, and helps project managers produce faster reports and cleaner documentation.

2. Workbook facts and structure summary

Item	Value
Workbook file	All-in-One Project Management Documentation Solution Template 2.0.xlsx
Total sheets observed	66
Total formulas (approx.)	7210
Main dashboard sheet	Project Dashboard
Primary input sheet	Data (master sheet)
Included instruction sheets	Instructions, Benefits

3. Visual overview of the template (charts)

The following charts help you understand how the workbook is organized and where the main logic is concentrated.

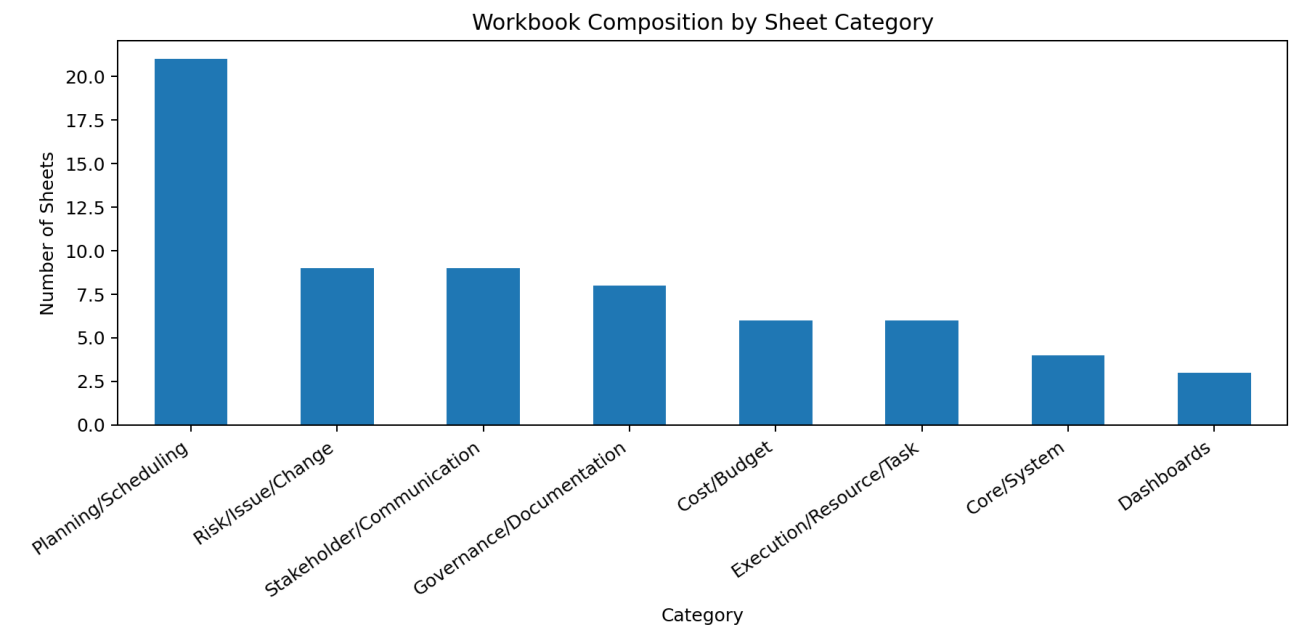


Figure 2. Number of sheets by category.

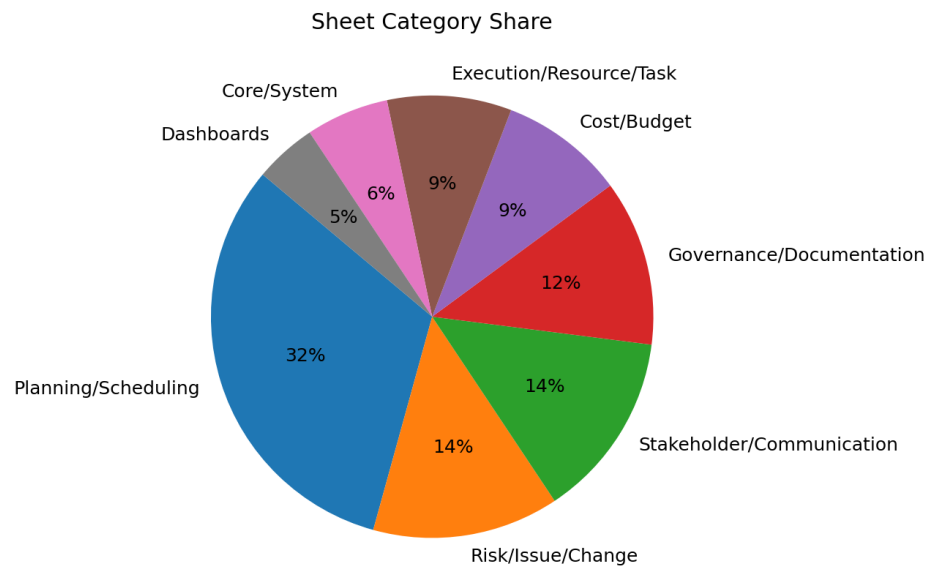


Figure 3. Category share of all sheets.

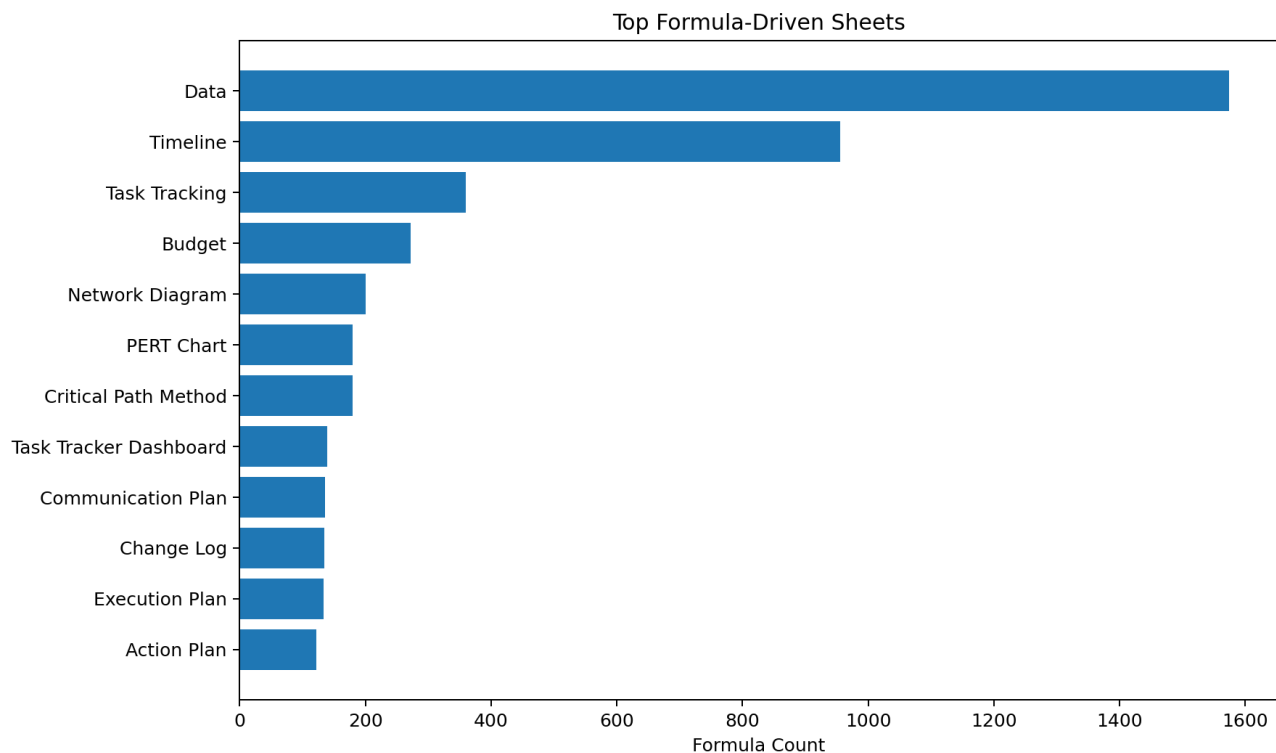


Figure 4. Formula-heavy sheets (these are likely core logic/data-link areas).

4. How you take benefits from this template

- Save time by entering core project data once in the Data sheet and reusing it across many templates.
- Create consistent documentation (charter, plans, trackers, reports) using one workbook standard.
- Monitor project health through dashboard and tracker sheets instead of manually compiling reports.
- Track risks, issues, assumptions, and dependencies in structured formats to improve control.
- Use ready-made templates to speed up audits, handovers, kickoff meetings, and project closure.
- Reduce reporting mistakes caused by copy-paste work across multiple separate files.

Best value comes when you use the workbook as a complete system. If you use only one sheet and ignore the Data sheet setup, you will lose much of the automation and consistency built into the template.

5. Quick start (first 15 minutes)

Step	Action
Step 1	Open the workbook and enable editing (and macros only if your version prompts and you trust the file).
Step 2	Read the Instructions sheet first to understand the workbook flow.
Step 3	Go to the Data sheet. This is the master input area.
Step 4	Enter project basics: project name, manager/lead, sponsor, start date, end date, and key settings.
Step 5	Enter tasks, owners, priorities, planned dates, actual dates, and status values in the data tables.
Step 6	Enter risks, issues, changes, costs, and stakeholder information as needed.
Step 7	Review Project Dashboard, Task Tracker Dashboard, and Budget Dashboard for output.

Step 8

Open the specific documentation templates you need (charter, status report, RACI, etc.).

6. Complete process: how to use the template and get best results

Phase A - Setup the project foundation

- Start in the Data sheet and complete the project profile fields first.
- Standardize names (project manager, team names, stakeholders) before entering detailed records.
- Confirm date format settings in Excel so dates display correctly. If you see numbers like 45505, format cells as Date.
- Review the Template22 / Update Template / Instructions sheets for version notes and usage guidance.

Phase B - Build the project plan

- Use planning sheets such as Timeline, Project Plan, Execution Plan, Charter, WBS TREE Diagram, PERT Chart, Critical Path Method, Calendar, and Milestone Tracker.
- Enter or validate tasks, durations, dependencies, owners, and planned dates.
- Use one naming convention for tasks across all planning and tracking sheets to avoid confusion.
- Finalize baseline plan before active execution begins.

Phase C - Organize governance and communication

- Set up RACI Matrix, Stakeholder Analysis, Stakeholder Register, Communication Plan, Meeting Minutes Template, Project Kickoff Agenda, and Team Roles Responsibilities.
- Record who is Responsible, Accountable, Consulted, and Informed for key work items.
- Define reporting frequency (daily/weekly/monthly) and meeting cadence.

Phase D - Track execution and performance

- Use Task Tracking, Task Assignment Sheet, To-Do List, Kanban Board, Timesheet, Resource Plan, Deliverables Tracker, and Multiple Project Tracking (if managing a portfolio).
- Update actual start/end dates, progress, and status regularly (daily or weekly).
- Record variances and bottlenecks early instead of waiting for end-of-month reporting.

Phase E - Control cost, risk, and change

- Maintain Budget, Project Budget Tracker, Budget Dashboard, Cost Estimation Template, Cost Benefit Analysis, and Estimate sheets for cost visibility.
- Track Risk Tracking, Risk Matrix, RAID Log, Issue Tracking, and Change Log / Change Request Form for control.
- Assign owners and due dates for each risk response, issue action, and change decision.

Phase F - Reporting and decision-making

- Review Project Dashboard, Task Tracker Dashboard, Status Report, and Budget Dashboard for executive updates.
- Use the same reporting date across all update activities to keep all outputs aligned.
- Share only the required output sheets with stakeholders if you want to protect the raw data area.

Phase G - Handover and closure

- Complete Handover Template, Lessons Learned Template, Project Closure Report, and archive final status reports.
- Capture what worked, what failed, and what should be reused in future projects.
- Keep one final version of the workbook as the project record.

7. How to get the best results from this premium template

Best Practice	Why it matters
Use the Data sheet as the single source of truth	Do not enter the same information separately in many sheets unless a sheet is intentionally standalone.
Update on a fixed cadence	For example, update tasks and issues daily, and dashboards/status reports weekly.
Use controlled dropdown values	Keep status names and priority labels consistent (e.g., Complete, In Progress, Overdue, Not Started).
Separate planning from actuals	Keep baseline plan values stable; track actual dates/costs in designated columns.
Assign owners for every risk/issue/change	Unassigned entries create blind spots and slow down decision-making.
Create a reporting cutoff date	Update all logs before generating reports so dashboard numbers match supporting sheets.
Archive versions	Save weekly/monthly versions before major updates to preserve history and audit trace.

8. Key sheets and what they are used for

Sheet / Group	Purpose
Project Dashboard	High-level project status snapshot with KPI-style metrics and summary charts/tables.
Data	Master input sheet. Main data entry point for project info, tasks, costs, and linked templates.
Instructions	How to use the workbook and where to enter data.
Benefits	Summary of workflow and value proposition of the system.
Timeline / Timeline Detail	Task timeline planning and sequencing.
Project Plan / Execution Plan / One Page Project Plan	Planning and execution documentation.
Charter	Project initiation and authorization details.
Task Tracking / Task Assignment / To-Do / Kanban	Operational execution tracking.
Risk Tracking / Risk Matrix / RAID Log / Issue Tracking	Risk and issue management controls.
Budget / Project Budget Tracker / Budget Dashboard	Planning and monitoring of cost and variance.
Status Report	Periodic stakeholder reporting.
RACI Matrix / Team Roles Responsibilities	Role clarity and governance.
Stakeholder Analysis / Register / Map / Communication Log	Stakeholder engagement and communication management.
Meeting Minutes / Kickoff Agenda / Handover / Closure Report	Delivery governance, handover, and project closeout.

9. Full sheet catalog (observed in workbook)

This catalog is generated from the workbook structure to help users quickly find the right sheet.

Planning/Scheduling

Sheet Name	Rows x Cols	Formula Count	Typical Use
Action Plan	16 x 11	122	Planning, schedule, baseline control
Calendar	11 x 13	24	Planning, schedule, baseline control
Change Management Plan	24 x 10	43	Planning, schedule, baseline control
Communication Plan	31 x 9	136	Planning, schedule, baseline control
Critical Path Method	19 x 13	180	Planning, schedule, baseline control
Execution Plan	29 x 13	134	Planning, schedule, baseline control
Master Production Schedule	17 x 13	81	Planning, schedule, baseline control
Milestone Tracker	16 x 7	72	Planning, schedule, baseline control
Network Diagram	24 x 11	200	Planning, schedule, baseline control
One Page Project Plan	33 x 9	41	Planning, schedule, baseline control
PERT Chart	19 x 13	180	Planning, schedule, baseline control
Planning Basis	17 x 6	31	Planning, schedule, baseline control
Procurement Management Plan	24 x 8	53	Planning, schedule, baseline control
Project Plan	14 x 13	4	Planning, schedule, baseline control
Quality Management Plan	12 x 7	15	Planning, schedule, baseline control
Resource Plan	18 x 9	98	Planning, schedule, baseline control
Scope Management Plan	31 x 5	22	Planning, schedule, baseline control
Timeline	24 x 48	956	Planning, schedule, baseline control
Timeline Detail	18 x 14	90	Planning, schedule, baseline control
WBS TREE Diagram	21 x 14	16	Planning, schedule, baseline control
Weekly Work Schedule Template	19 x 12	94	Planning, schedule, baseline control

Risk/Issue/Change

Sheet Name	Rows x Cols	Formula Count	Typical Use
Change Log	18 x 12	135	Control risks, issues, changes, decisions
Change Request Form	26 x 7	12	Control risks, issues, changes, decisions
Decision Matrix	13 x 9	54	Control risks, issues, changes, decisions
Issue Tracking	15 x 11	120	Control risks, issues, changes, decisions
Lessons Learned Template	18 x 9	21	Control risks, issues, changes, decisions
RAID Log	20 x 10	39	Control risks, issues, changes, decisions
Risk Management Plan	15 x 9	70	Control risks, issues, changes, decisions
Risk Matrix	12 x 12	15	Control risks, issues, changes, decisions
Risk Tracking	16 x 10	109	Control risks, issues, changes, decisions

Stakeholder/Communication

Sheet Name	Rows x Cols	Formula Count	Typical Use
Handover Template	26 x 9	54	Stakeholder, roles, communication
Meeting Minutes Template	18 x 10	60	Stakeholder, roles, communication
Project Communication Log	18 x 9	104	Stakeholder, roles, communication
Project Kickoff Agenda	18 x 5	45	Stakeholder, roles, communication
RACI Matrix	15 x 10	116	Stakeholder, roles, communication
Stakeholder Analysis	14 x 15	59	Stakeholder, roles, communication
Stakeholder Map	22 x 9	27	Stakeholder, roles, communication
Stakeholder Register	20 x 9	35	Stakeholder, roles, communication
Team Roles Responsibilities	11 x 10	0	Stakeholder, roles, communication

Governance/Documentation

Sheet Name	Rows x Cols	Formula Count	Typical Use
Charter	22 x 13	27	Documentation, templates, closure/compliance
Gap Analysis	12 x 11	33	Documentation, templates, closure/compliance
Multiple Project Tracking	21 x 10	72	Documentation, templates, closure/compliance
Project Closure Report	30 x 8	25	Documentation, templates, closure/compliance
Project Documentation Template	18 x 9	120	Documentation, templates, closure/compliance
Project Initiation Checklist	16 x 8	84	Documentation, templates, closure/compliance
Project Prioritization Matrix	17 x 9	13	Documentation, templates, closure/compliance
Status Report	30 x 11	56	Documentation, templates, closure/compliance

Cost/Budget

Sheet Name	Rows x Cols	Formula Count	Typical Use
Benefits	22 x 10	0	Cost planning and financial monitoring
Budget	31 x 14	272	Cost planning and financial monitoring
Cost Benefit Analysis	19 x 10	51	Cost planning and financial monitoring
Cost Estimation Template	25 x 8	63	Cost planning and financial monitoring
Estimate	23 x 7	52	Cost planning and financial monitoring
Project Budget Tracker	25 x 15	91	Cost planning and financial monitoring

Execution/Resource/Task

Sheet Name	Rows x Cols	Formula Count	Typical Use
Deliverables Tracker	16 x 7	60	Daily execution and task/resource tracking
Kanban Board	15 x 9	75	Daily execution and task/resource tracking
Task Assignment Sheet	16 x 8	84	Daily execution and

			task/resource tracking
Task Tracking	34 x 13	360	Daily execution and task/resource tracking
Timesheet	20 x 10	21	Daily execution and task/resource tracking
To-Do List	18 x 8	105	Daily execution and task/resource tracking

Core/System

Sheet Name	Rows x Cols	Formula Count	Typical Use
Data	348 x 31	1574	Setup, instructions, master data
Instructions	45 x 7	0	Setup, instructions, master data
Template22	20 x 10	0	Setup, instructions, master data
Update Template	27 x 6	48	Setup, instructions, master data

Dashboards

Sheet Name	Rows x Cols	Formula Count	Typical Use
Budget Dashboard	12 x 9	24	Executive monitoring/reporting
Project Dashboard	39 x 18	94	Executive monitoring/reporting
Task Tracker Dashboard	24 x 13	139	Executive monitoring/reporting

10. Troubleshooting and common mistakes

Problem	Recommended Fix
Dashboard numbers do not update	Check if master data is entered in the Data sheet and verify formulas are not overwritten.
Dates show as serial numbers (e.g., 45505)	Format those cells/columns as Date in Excel.
Inconsistent status counts	Use consistent status text values; avoid adding new spelling variations.
Broken links after copy/paste	Paste values only in input cells. Avoid pasting over formula cells and headers.
File feels slow	Large formula workbooks can be heavy. Close other files, calculate only when needed, and save version backups.
Visual layout changes in another Excel version	Use standard fonts and zoom; some formatting can shift slightly across Excel versions.

11. Weekly operating checklist (recommended)

- Update Data sheet with latest task progress, dates, and costs.
- Update risks, issues, assumptions, dependencies, and changes.
- Validate owners and due dates for open actions.
- Review Task Tracker Dashboard and Budget Dashboard.
- Prepare Status Report and share to stakeholders.
- Save a dated backup copy of the workbook.

12. Notes

This user manual is based on the observed workbook structure, sheet names, sample labels, and formula distribution in the provided Excel file. If your version contains hidden sheets, macros, or protected areas, include an additional technical appendix for those items.