

# Project Management Documentation

This spreadsheet bundle will assist you in managing your expenses, team members and help build a timeline for your projects. As with any project management, it is always recommended to plan extra time in case unexpected issues happen.

## Worksheet 1: Project Management Documentation

This spreadsheet is the *Project Management Documentation* used to help budget your projects and team members.

When you first open the workbook, it is recommended to set the **[PROJECT NAME]**, **Total Budget** and **Target Periods To Complete** fields.

### **Book 2 – Employee Cost Manager**

Before you are able to use the rest of the calculator it is highly recommended to set up your employee list. The important fields here are the employees name, their rate of pay and hours per week. Note there is a separation between administration roles and employee roles.

### **Book 1 – Resource Budgeting Calculator**

To begin this book, it is recommended to fill out the **Monthly Costs** section. This can be anything you need to factor into your budget, such as software licenses, or even utility/server costs!

Next you will want to fill out the **Resource Budget** section. You will input the percentages of how you want to spend your budget. For example, you may want to focus heavily on character models at the expense of audio or marketing. This will vary greatly depending on your project. **All of your percentages should add up to 100%!**

Once you have filled out your monthly costs and employees rates, you will get a bunch of numbers beside the **Available Budget** entry. This will show you how much money you can spend on that section, without going over budget.

### **Book 3 – Project Tasks**

The final book is dedicated to planning specific large tasks you need to tackle. This allows you to specify how long the task should take, which employees are working on a task, with options of dividing contribution percentages and a description of the task.

## Worksheet 2: Project Scheduling Documentation

This spreadsheet is the *Project Scheduling Documentation* used to help create a timeline for your project. This document is an ideal tool to hand out to employees or team members, so everyone knows what they should be working on, when.

When you first open the workbook, it is recommended to set the **[PROJECT NAME]** and **Target Periods To Complete** fields.

Next you will list each of the team members in column **A**, then by changing the colors of individual cells you can label who is doing which job. It is recommended to use the **Project Tasks** book in the **Project Management Documentation** spreadsheet to distinguish what exact tasks are.