smartsheet

New Product Development

Template Set Getting Started Guide

With the New Product Development Template Set, you can organize critical components in your product release process keeping your team on target. Using the pre-built form, track and manage new product requests and see it reflected in real-time on the included dashboard.
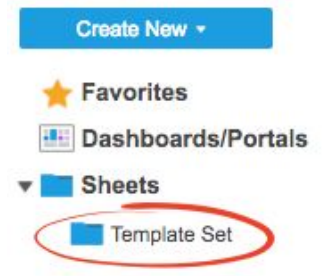
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REQUIREMENTS: This template set has been designed to utilize the full suite of functionality available in Smartsheet. Select plans do not have access to all premium features like Dashboards, Automated Actions, and Activity Log. If you are on a limited plan you can still use the template set however not all premium functionality will be available. Click here to see a list of discontinued plans.

Download

The data will be download in the *Sheets* folder - look on the left hand side under sheets**.**

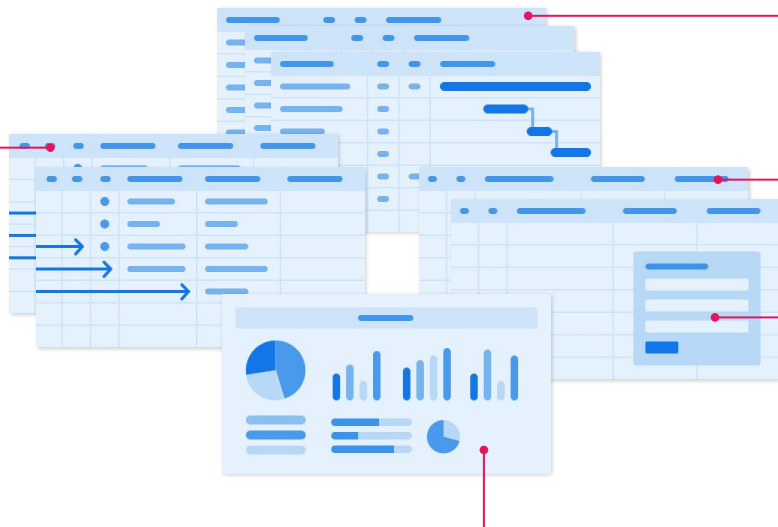**New Product Development Template Set**

How It Works

With the New Product Development Template Set, you can organizing critical components in your product release process keeping your team on target. Using the pre-built form, track and manage new product requests and see it reflected in real-time on the included dashboard.

Product Plan Sheets (x3)
Auto-calculating workback schedule to plan your product release timeline.

Approved Report
Shows all of the product requests that have been approved.

At-Risk Task Report
Shows all tasks that are currently at-risk across your new product plans.

Metrics Sheet
Central location to track new product key details.

New Product Approval Sheet with Form
A simple intake form that records new product requests directly in the New Product Approvals sheet.

New Product Development Dashboard
Central location for your department to get status updates on all new product requests.

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Set Up

i Using a workspace is a best practice when building a collaborative process. Workspaces allow you to centralize your work and control sharing with different stakeholders.
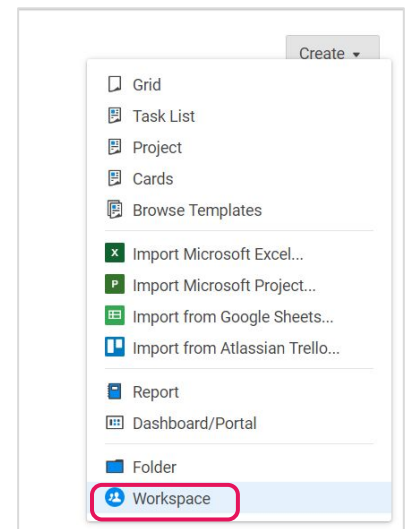
Step 1:
Create a New Workspace

Open *Home.* From the home menu, click the *Create* button in the upper right hand corner. From the drop-down menu, select *Workspace.* Name the workspace.

Learn more:

Workspaces Overview, Workspace Sharing, Home Tab

Step 2:
Drag the Files into Workspace

Select the template set folder under your *Sheets* folder. Drag and drop the folder down to the workspace you just created.

Learn more:

Manage Items in a Workspace (Add, Move, Remove)
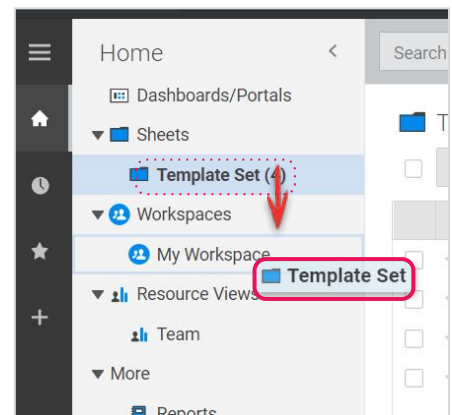
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Step 3:

Add Requests with the New Product Request Form

The New Product Request form is how your product management team can quickly submit new product requests. The information completed in the form will appear in the New Product Approval sheet, which tracks product requests, product approval, approval email, approval status, links to the individual product plans, and % complete. Open the New Product Approval sheet and click on Forms in the top menu to customize the form.

A. Click on *Manage Forms* and then *Edit* to customize the existing fields. You can add or remove fields, change field titles or descriptions, and modify Form Options. Mark fields as required that you want to ensure your product team completes.

B. Click *Save* to close the form builder and copy and save the URL displayed. Give this URL to anyone who will be submitting new product requests. You can also share it via email, hyperlink, or embed it on a website.

Learn more:

Forms, Edit Existing Fields

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Customize

Step 4:
Manage Requests in the New Product Approval Sheet

The New Product Approval sheet is where you track new product requests through the New Product Approval Intake Form. The sheet can be tailored for any product request, and is a great place to centralize resources and key information.

A.   The rows in this New Product Approval sheet are populated from the intake form.

B.   Customize, disable, or add conditional formatting rules by clicking on the conditional formatting button in the top toolbar.

C.   When new product requests are submitted, they will appear at the top of the sheet with a white background. Managers will need to mark *Approved* or *Declined* in this column.

D.   Once the product plan for the new product is created, use the cell link feature by right clicking on the cell to link to the appropriate product plan.

E.   Link the % Complete cell to the overall % Complete cell in the appropriate product plan sheet.
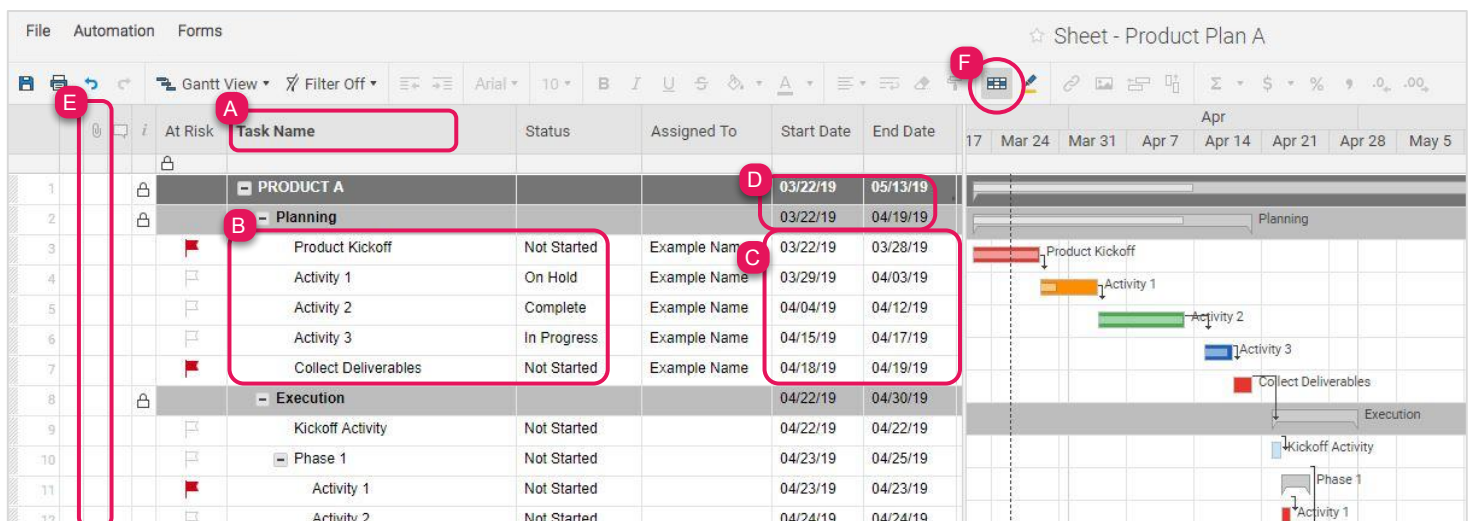

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Step 5:
Track Data with the Product Plan Sheets

This template set includes three Product Plan sheets. Use these sheets to track and maintain critical data about a product's release. Project sheets in Smartsheet have dependencies enabled and includes columns such as Duration, Predecessors, and % Complete. The project plan will automate your project timeline from the start date forward and will provide an estimated end date based on project tasks. You can create a separate product plan for each new product that can be tracked individually with unique attributes and contributors by right clicking on one product plan sheet in your template set and select Save as New. Then rename that sheet and go into sheet and update the inputs to map to the new product.

A. In the Task Name column, name the project phases in the parent (light gray) rows.

B. Use the indented grandchild (white) rows in your hierarchy, to enter tasks in the Task Name column.

C. Starting on row 3, enter dates in the Start Date and End Date columns.

D. The other data on your ancestor and parent rows, including Start Date, End Date, % Complete, and Duration are auto-calculated by the tasks in the children rows.

E. Attach documents or links to webpages to the row in the Attachment (*paperclip icon*) column to keep all of your project information and resources in one place.

F. Track the progress of your project by viewing the interactive Gantt timeline to see which tasks are complete (green), late (red), in progress (blue), or on hold (orange). Conditional formatting rules apply formatting automatically to rows or cells based on the Status column values they contain. To change the attributes of the conditional formatting, click on the Conditional Formatting icon and either Create New Rule or edit the existing rules by clicking on any of the linked parameters.

Learn more:

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Step 6:
Sheet Bonus: View or Edit Your Project Summary Data

For those with a *Business* or *Enterprise* plan, this template set utilizes the *sheet summary* feature. The New Product Approval with Form sheet and the Product Plan sheets include a pre-populated sheet summary that provides a standard, robust way to organize and report on project information in your sheet. On the New Product Approval sheet, get a snapshot of approval status, projected sales, budget information, and figures for products launched by category and quarter. On the Product Plan sheets, you can see a quick recap of budget versus actuals information. Open the sheet summary on the right panel to view or edit your project summary fields. You can use formulas and reference another summary fields.

A.   Click the sheet summary icon to expand the sheet summary. You can expand and collapse the right panel to stay in the context of your sheet or maximize your sheet real estate when you don't need to view it.

B.   To add fields, click +New Field.

C.   Name your field and select the field type: Text/Number, Contact list, Date, Dropdown list, Checkbox, or Symbols.

A.   To edit the field properties, hover over the right side of the field and click on the vertical ellipsis (⋮) to open the field options dropdown menu.

Learn more:

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Step 7:
Adjust Duration and Predecessors

Duration and Predecessor are two unique column types that exist in project sheets.

A. Set the duration of each task in the Duration column.

B. Set predecessors, or relationships between tasks, in the Predecessors column.

Start Date	End Date	% Complete	(A) Duration	Predecess. (B)
03/05/18	04/24/18	28%	37d	
03/05/18	04/02/18	50%	21d	
03/05/18	03/09/18	0%	5d	
03/12/18	03/15/18	30%	4d	3
03/16/18	03/26/18	100%	7d	4
03/27/18	03/29/18	75%	3d	5
03/30/18	04/02/18	0%	2d	6

Learn more:

Project Sheet Columns: Start Date, End Date, Duration, % Complete and Predecessors

Step 8:
Assign Tasks to Team Members

Assign tasks to individuals by adding their email addresses in the Assigned To column. A contact includes both the name and email address, which can drive delivery of automated actions, alerts, reports, and more.

A. Add contacts in the Assigned To column by individually creating a new contact, or adding an existing contact from your *Contact List*.

Task Name	Status	Assigned To
PROJECT NAME		
– Planning		
Project Kickoff	Not Started	(A) Example Name
Activity 1	On Hold	Example Name
Activity 2	Complete	Example Name
Activity 3	In Progress	Example Name
Collect Deliverables	Not Started	Example Name

Learn more:

Contact List Column, Manage Contacts in the My Smartsheet Contacts List

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Step 9:

Create and Adjust Alerts or Reminders

An automated alert workflow is a great way to let your team know they have new tasks to fulfill as soon as they are assigned. An alert has been set on the project sheets to notify anyone shared to the sheet right away when a new task has been assigned to them.

A. To edit the alert workflow, click on *Automation* and select *Manage Workflows* in the dropdown menu.

B. Then double-click on the workflow itself in order to edit the criteria.
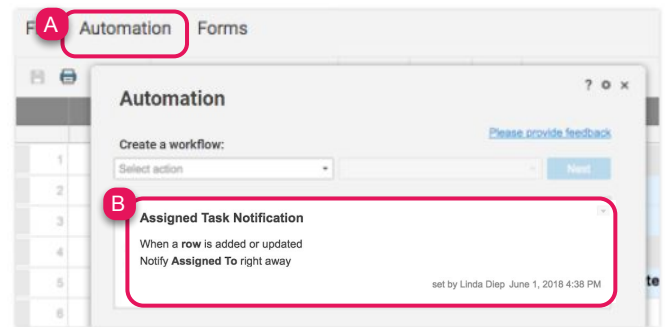
Learn more:

Save Time and Work Faster With Automated Workflows

Step 10:

Update Filters

After the task has been assigned, the task owner can update the status by selecting an option from a custom dropdown list in the Status column. If there are multiple owners, filters are an ideal way to help people cut through the noise. On the Project Plan sheet, we created a shared filter called *Tasks Assigned to Me*. Anyone viewing the sheet can select that filter and see only their assigned items.

A. Click on the *Filter* button and select *Tasks Assigned to Me* to see tasks assigned to the current user viewing the sheet. You can also select any of the other filter options to perform other tasks.

B. Select the *Filter Off* button in the toolbar to see all tasks. You can also create, use, or modify filters.
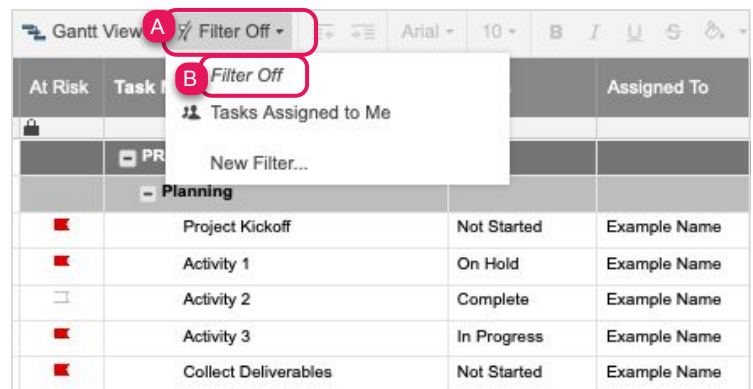
Learn more:
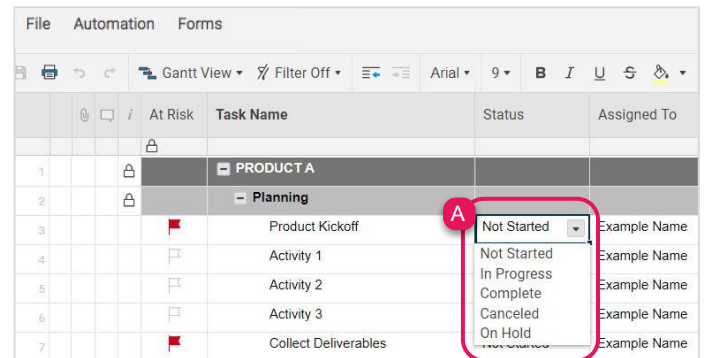
Filters, Shared Filter

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Step 11:

Update Status

After the task has been assigned, the task owner can update the status by selecting an option from a custom dropdown list in the Status column.

A. To edit Status, click on the Status cell and select the appropriate status in the dropdown menu.

Learn more:

Use the Best Column Type for Your Data, Dropdown Lists

Project Tracking and Rollup
Template Set Getting Started Guide
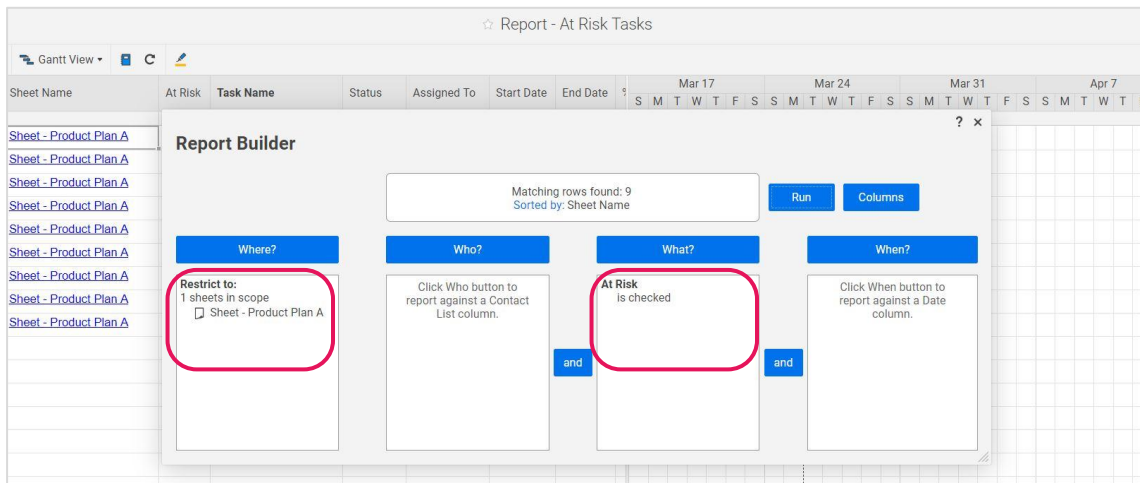
Step 12:
Approved Product Report

The Approved Product report tracks all the approved products from the various requestors by displaying any rows where the status *is equal to Approved*, and the *Approval status is Approved*. The information in this report also appears on the Product Development Dashboard.
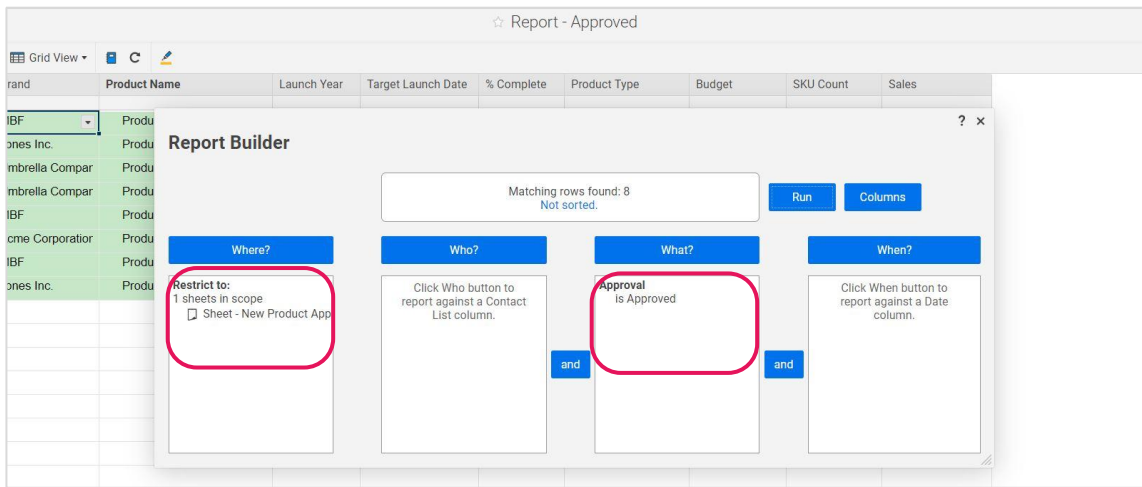
Step 13:
At-Risk Report

A task is automatically flagged as *At-Risk* if the status is not *Complete* and the *End Date* is in the past. The At-Risk report surfaces all at-risk tasks in one view, and also displays them on the Product Development dashboard.

Learn more:
Creating Reports, Share Sheets, Reports, and Dashboards

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Step 14:

The Metrics Sheet

The Metrics sheet is entirely driven by formulas. Linked to the New Product Approval sheet, formulas in the Metrics sheet focus on approval status, product launches, product plan status, brand categories, products by quarter, expected sales, and budget figures. Note: It is not recommended to give editor (or higher) sharing permissions to this sheet to ensure formulas stay intact.

A.   Before deleting rows from the Metrics sheet, look at how they work in the Product Development dashboard.

B.   All items in the Products column are using cross-sheet formulas.

C.   Formulas in the light gray metrics area are counting the number of products that have been Approved, Submitted and Declined for the current year.
   =COUNTIF({Approval Column}, "Approved")

D.   Formulas in the light blue metrics area are counting the number of products that have been submitted in this year, how many requests are submitted for next year and how many are submitted for the following year.
   =COUNTIFS({Launch Year}, YEAR(TODAY()), {Approval Column}, "Approved")
   =COUNTIFS({Launch Year}, (YEAR(TODAY()) + 1), {Approval Column}, "Approved")
   =COUNTIFS({Launch Year}, (YEAR(TODAY()) + 2), {Approval Column}, "Approved")

E.   Formulas in the yellow status area are counting the status of products in the current year.
   =COUNTIFS({% Complete}, 0, {Launch Year}, 2019)

F.   Formulas in the light green Expected Sales and Budget for This Year's Products area are adding the sales and budget for this year. **=SUMIF({Launch Year}, 2019, {Sales})**

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Step 14 (continued):

The Metrics Sheet

G.   Formulas in the pink section are counting the items in each department.

=COUNTIF({Approval Sheet - Ideation Range 1}, "Women's Apparel")

H.   Formulas in the 2019 Products by Quarter section are counting the number of products in each quarter of the current year. Note: These formulas are built to dynamically update the count in the current year (i.e. if current year is 2020 then the formulas will automatically update to count products by quarter in 2020) and uses January - March as quarter 1.

=COUNTIFS({New Product Approval Sheet Range 1}, OR(IFERROR(MONTH(@cell), 0) = 1, IFERROR(MONTH(@cell), 0) = 2, IFERROR(MONTH(@cell), 0) = 3), {New Product Approval Sheet Range 1}, YEAR(@cell) = YEAR(TODAY()))

   a.   Update the formula to match your fiscal year, by double-clicking to open the formula in the cell and edit the = 1, = 2, and =3 in **OR(IFERROR(MONTH(@cell), 0) = 1, IFERROR(MONTH(@cell), 0) = 2, IFERROR(MONTH(@cell), 0) = 3)** with the number that corresponds to the month in the quarter. The month number for January is 1 and the month number for December is 12.

I.   In the light gray Budget and Actuals areas numbers are linking to the Budget and Actuals cells in the Product Plan.

Learn more:

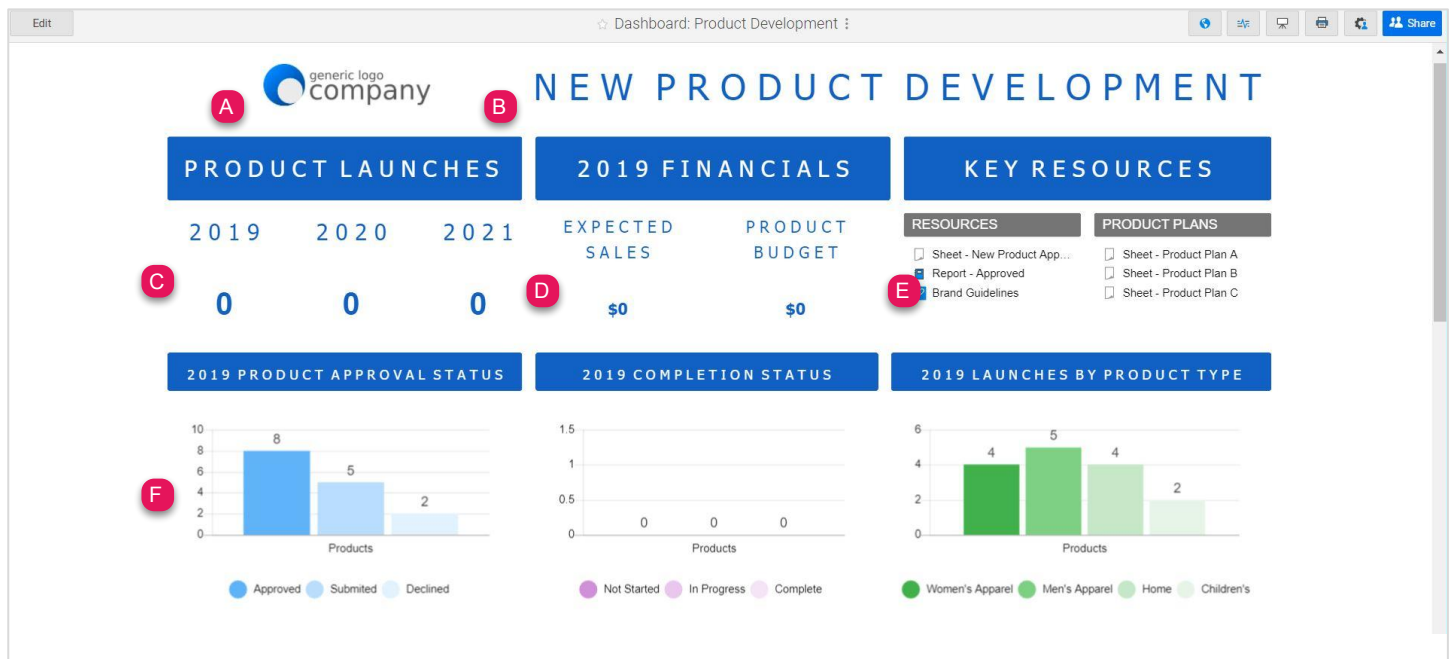Formulas, Cross-sheet Formulas, COUNTIF, COUNTIFS, SUM, @cell

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Step 15:

Customize the Product Development Dashboard

The New Product Development dashboard is a central location that summarizes key information you track for your product requests. Dashboards are easily customized and are made of different widgets that pull in live information from your other sheets and reports. Click *Edit* in the upper right to begin customizing your dashboard:

A.   Replace the logo placeholder with your organization's logo in the Image widget.

B.   Edit the dashboard name in the Title widget.

C.   "Product Launches" includes Metrics widgets, pulling the live data from the Product column in the *Metrics for Dashboard* section in the Metrics sheet.

D.   "2019 Financials" includes Metrics widgets, pulling the live data from the *Expected Sales* and *Budgets for This Year's Products* rows in the Metrics sheet.

E.   Attach links, files, and Smartsheet items to "Resources" and "Product Plans" in the Key Resources Shortcut widget to display important links and information.

F.   "2019 Product Approval Status", "2019 Completion Status" and "2019 Launches by Product Type" sections are all Chart widgets using information from the Metrics sheet.

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Step 15 (continued):

Customize the Product Development Dashboard

G.   The Sheet - New Product Approval shows a publish sheet embedded using the Web Content Widget to display a card view of all submitted, approved and declined product requests. To view a sheet in card view, select the Card View default from the dropdown in the Publish Settings section when publishing a sheet

H.   Using the Report widget, you can display the "Approved Projects in Flight" in a report that shows all of the approved product requests.
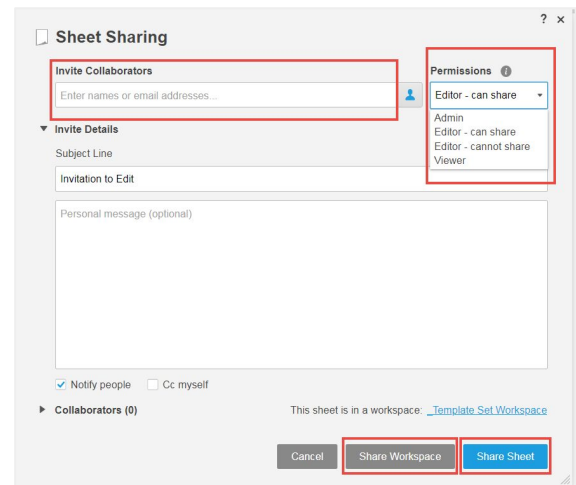
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Step 16:

Share your New Product Development Template Set

Sharing is the best way to collaborate with others involved in your new product development process. You can share your entire workspace with members of your department, or you simply share individual items within the workspace. For more information on sharing and permission levels, check out this infographic.

Learn more:

Workspace Sharing