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SSI Change Tracking Tools

SSI Change Importer

Recorded Project: ExampleProject

Change Author: Kenny Arnold

Publish Time: 6/25/2026 5:49:17 PM

	Name	Description	#	Status
☒	Tracked Changes			
☒	Changed Tasks			
☒	37			
☒	Changed Fields			
☒	Name	CHANGED value to "Develop RTM"	1	Not Accepted ✖
☒	Remaining Duration	CHANGED value to "20 d"	2	Not Accepted ✖
☒	Text1 (WP ID)	CHANGED value to "WP2.8.2"	3	Not Accepted ✖
☒	Changed Predecessors			
☒	35	CHANGED Predecessor 35 to SS+0d	4	Not Accepted ✖
☒	Added Successors			
☒	51	ADDED 51 as FS+0d Successor to 37	5	Not Accepted ✖
☒	Added Assignments			
☒	Program Manager	ADDED assignment "Program Manager"	7	Not Accepted ✖
☒	Remaining Work	SET value to "10 hrs"	8	Not Accepted ✖
☒	Changed Assignments			

Browse for recorded changes

Step Through Changes

Accept Checked Changes

Overview

SSI's Change Tracking Tools are designed to streamline the management of Microsoft Project schedules by enabling users to track and record changes they make in a standard Microsoft Project file and automatically import, or replicate those changes in another.

Uses

The SSI Change Tracking tools are versatile and can be used for various purposes, including:

Allowing multiple people to edit the same Microsoft Project file simultaneously

Imagine this scenario: two or more schedulers want to adjust different parts of the same Microsoft Project file at the same time. Because there is no way to have multiple people edit the same Microsoft Project file at once, the team would have to take turns adjusting their respective sections. With SSI's Change Tracking tools, the same copy of the schedule file can be given to team members, who can go and record the changes they make to the copy. The Tracked Changes file (.tcs) that is outputted by the Change Recorder tool can then automatically replicate the changes made into the "live" or "real" file using the Change Importer tool.

Making changes to an "unlinked" Master Project when working in a Multi-Project Environment

Teams working in a Multi-Project environment will be working with a collection of Subprojects that come together to create a Master Project. SSI's recommends teams integrate "unlinked" Subprojects on a regular basis to create a temporary "unlinked" Master Project. Changes made in an "unlinked" Master Project file will not be automatically reflected in Subproject files, so SSI recommends teams treat this file as read-only. However, it is often the case that teams will find it necessary and unavoidable to make live changes on the fly to an "unlinked" Master Project. Changes such as dependency changes, duration changes, changes to fields, etc. In the past, these changes would just need to be noted and the information passed down to the Subproject Owners to recreate the changes in their Subproject files manually. Now with SSI's Change Tracking tools, Teams can record changes made into the "unlinked" Master Project and flow the Tracked Changes file (.tcs) that is outputted by the Change Recorder tool down to the Subproject Owners. Subproject Owners can then automatically replicate changes that affect their Subproject file using the Change Importer tool.

Training Support

For many organizations, allowing someone who is new to Microsoft Project or still learning the organizations internal scheduling processes is not an option. Because of the significant performance management and deliverable requirements of the schedule, allowing someone new to Project edit the live schedule before they have learned all the nuances of the tool is usually a recipe for disaster. Microsoft Project is complex and requires a lot of training to master after all! Because of this, many organizations' training process will involve junior level schedulers shadowing more senior level schedulers to just watch what they do, but not actually be able to get that hands on Microsoft Project experience. SSI's Change Tracking Tools allow team members to independently make changes to a real schedule for training purposes. These changes can be reviewed step by step, offering a practical learning experience in managing and updating a Microsoft Project file.

Crucial Concepts

Understanding Tracking Unique IDs

To use SSI's Change Tracking Tools, you must be able to identify your Project's Tracking Unique ID field for tasks and resources.

Understanding the Task Tracking Unique ID

The **Task Tracking Unique ID** is whatever value that is used to uniquely identify (or track) each **activity** in the Project. This value should never change and will serve as the constant reference point to any given task, even if the Project file is renamed, moved, overwritten, or integrated with other projects. In most standard **Microsoft Project** environments, this will just be the regular **Unique ID** field:

Unique ID ▼	Task Name ▼	Remaining Duration ▼	Start ▼	Finish ▼
107	Project Milestones	224 d	1/2/25	11/11/25
2	Contract Award Received From Customer	0 d	1/2/25	1/2/25
3	Design Milestones	71 d	2/26/25	6/5/25
4	Solution Engineering Review (SER)	0 d	2/26/25	2/26/25
5	System Definition Review (SDR)	0 d	4/11/25	4/11/25
6	Preliminary Design Review (PDR)	0 d	5/13/25	5/13/25

If you are working in a **multi-project environment**, the field you use to uniquely identify tasks will likely not be the regular Unique ID field. Instead, it will be a custom **Text** field that stores an identifier for each activity.

Project UID (Text1) ▼	Task Name ▼	Duration ▼	Start ▼	Finish ▼
	Project A	23 d	8/2/24	9/3/24
ProjA_2	Project A Requirements	23 d	8/2/24	9/3/24
ProjA_3	Write the Requirements Document	5 d	8/2/24	8/8/24
ProjA_4	Deliver Requirements Document	0 d	8/6/24	8/6/24
ProjA_5	Some task name	10 d	8/9/24	8/22/24
ProjA_6	Deliver Requirements Verification Document	0 d	8/22/24	8/22/24

Understanding the Resource Tracking Unique ID

The **Resource Tracking Unique ID** is whatever value that is used to uniquely identify (or track) each **Resource** in the Project's **Resource Sheet**. This value should never change and serves as the constant reference point to any given resource. In most standard environments, this will just be the regular **Unique ID** field. Although the SSI Change Tracking Tools cannot record or import changes to the Resource Sheet, this value is still needed to properly track changes to **Resource Assignments**.

Understanding Resource Assignments

In Microsoft Project, a **Resource** and **Resource Assignment** are related but distinct concepts. A **Resource** represents a person, piece of equipment, material, or cost item that can be assigned to perform work on a project. Resources are defined once in the project's **Resource Sheet** and can be assigned to multiple tasks.

	Resource Name	Type	Initials	Group	Max.	Std. Rate	Base Calendar
1	SW Engineer	Work	S	Eng	1,000%	\$75.00/hr	Standard
2	HW Engineer	Work	H	Eng	1,000%	\$75.00/hr	Standard
3	Systems Engineer	Work	S	Eng	1,000%	\$75.00/hr	Standard
4	Program Manager	Work	P	PMO	1,000%	\$75.00/hr	Standard
5	PM Office	Work	P	PMO	1,000%	\$75.00/hr	Standard
6	Security Engineer	Work	S	Eng	1,000%	\$75.00/hr	Standard
7	Production Lead	Work	P	Mfg	1,000%	\$75.00/hr	Standard
8	Production Support	Work	P	Mfg	1,000%	\$75.00/hr	Standard
9	Test Engineer	Work	T	Test	1,000%	\$75.00/hr	Standard
10	Test Tech	Work	T	Test	1,000%	\$75.00/hr	Standard
11	Material	Material	M	Cost		\$1.00	

A **Resource Assignment**, on the other hand, represents the relationship between a specific resource and a specific task. It stores information about how that resource is assigned to the task, such as how much work or cost is needed from it to accomplish the task. Because a single resource can be assigned to many tasks, and a single task can have multiple resources assigned to it, each resource assignment is treated as a separate object within Microsoft Project.

Task		Work	Cost	Remaining Work	Remaining Cost	Actual Work	Actual Cost
Develop Disaster Recovery Plan		60 hrs	\$4,500.00	32 hrs	\$2,400.00	28 hrs	\$2,100.00
SW Engineer		20 hrs	\$1,500.00	10.67 hrs	\$800.00	9.33 hrs	\$700.00
HW Engineer		20 hrs	\$1,500.00	10.67 hrs	\$800.00	9.33 hrs	\$700.00
Systems Engineer		20 hrs	\$1,500.00	10.67 hrs	\$800.00	9.33 hrs	\$700.00

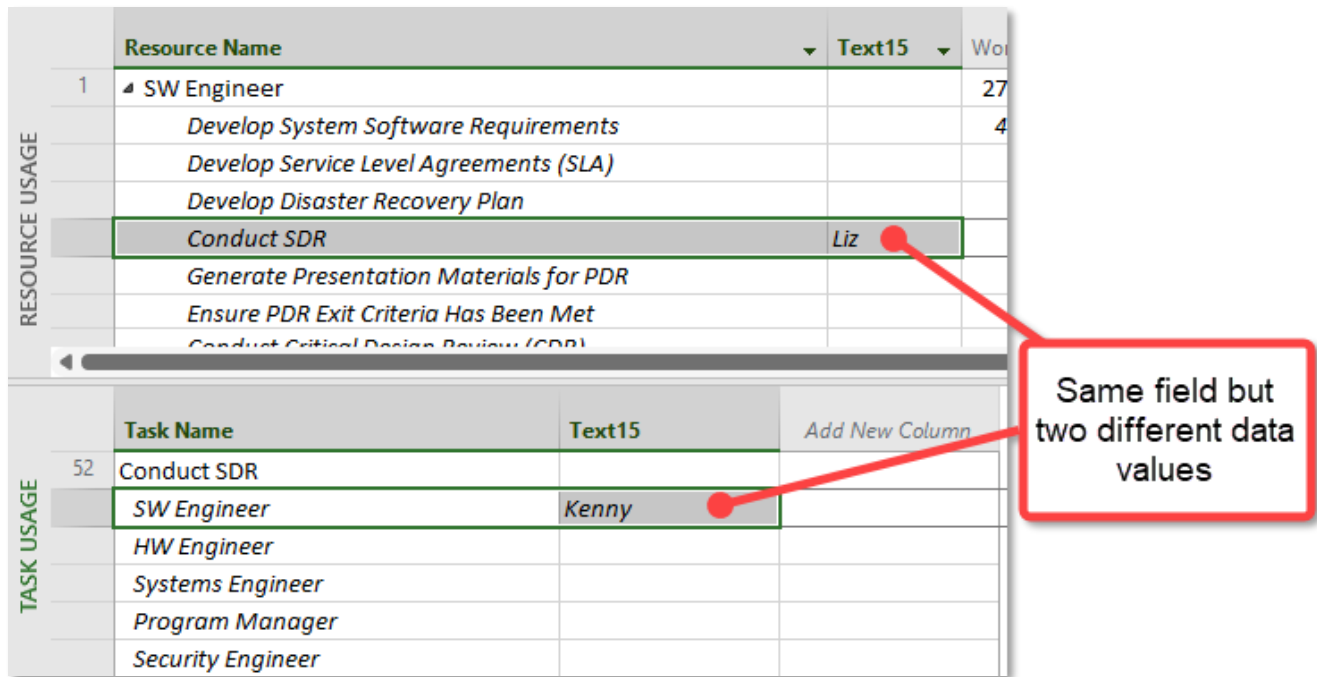
Resources Assignments

The Change Tracking Tools can record and import changes made to **Resource Assignments**.

Assignment Field Data Storage

Microsoft Project provides two primary views for working with assignment data: **Task Usage**, which groups assignments beneath each task and **Resource Usage**, which groups assignments beneath each resource:

A unique characteristic of Microsoft Project is that values entered into custom Assignment fields are maintained separately for the Task Usage and Resource Usage views. In other words, entering a value into a custom Assignment field in one view does not automatically populate the corresponding field in the other view. Microsoft Project stores these values independently, even though they represent the same task-resource assignment.



RESOURCE USAGE			
	Resource Name	Text15	Work
1	SW Engineer		27
	Develop System Software Requirements		4
	Develop Service Level Agreements (SLA)		
	Develop Disaster Recovery Plan		
	Conduct SDR	Liz	
	Generate Presentation Materials for PDR		
	Ensure PDR Exit Criteria Has Been Met		
	Conduct Critical Design Review (CDR)		

TASK USAGE			
	Task Name	Text15	Add New Column
52	Conduct SDR		
	SW Engineer	Kenny	
	HW Engineer		
	Systems Engineer		
	Program Manager		
	Security Engineer		

Same field but two different data values

This behavior is limited to custom Assignment fields, such as **Text1-30**, **Number1-20**, and **Flag1-20**. Standard assignment fields like **Work**, **Cost**, **Work Contour**, and **Cost Rate Table** reference the same underlying data regardless of whether they are viewed in the Task Usage or Resource Usage view.

Because of this behavior, the Change Tracking Tools treat changes to custom assignment field data from the **Task Usage** and **Resource Usage** views as separate entities when recording and importing changes. This ensures that changes are tracked and synchronized independently for each view, and that values are written to the appropriate set of assignment fields.

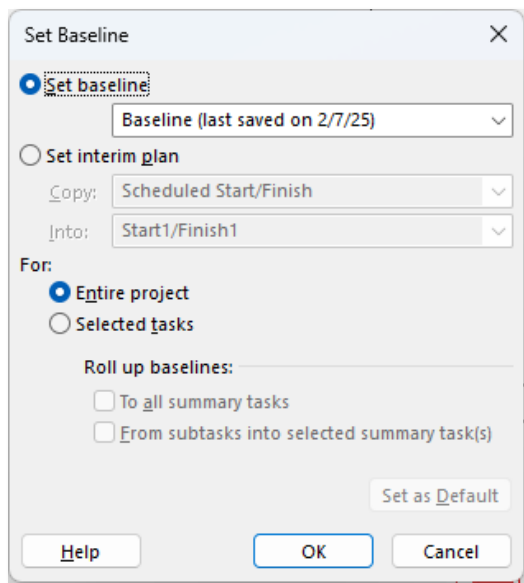
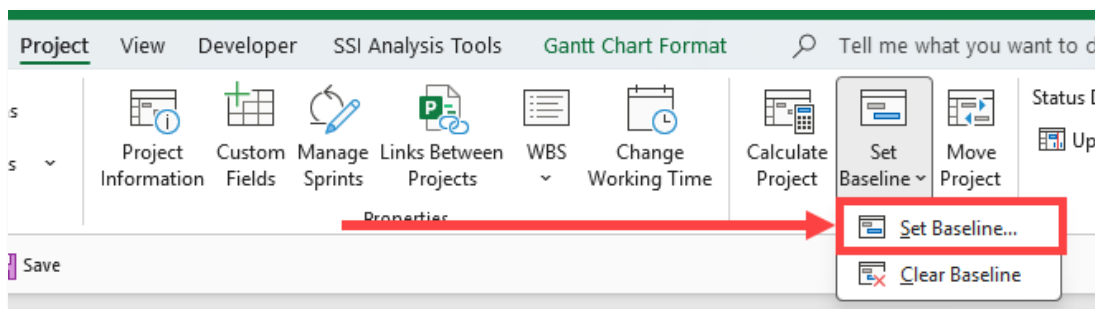
Understanding Baseline and Interim Plans

In Microsoft Project, **Baseline Plans** and **Interim Plans** are both used to capture snapshots of project data, but they serve different purposes.

A **Baseline Plan** stores a comprehensive snapshot of tasks schedule, including planned start and finish dates, durations, and time phased work and cost, and other scheduling information. Baselines are primarily used to measure project performance by comparing current values against the approved plan.

An **Interim Plan**, on the other hand, stores only the **Start** and **Finish** dates for tasks and does not capture durations, work, costs, or other baseline data. Interim Plans are typically used to preserve simple schedule snapshots for comparison purposes or to track short-term schedule changes without overwriting a full baseline.

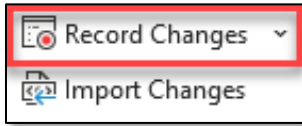
Both Baseline and Interim Plans set using the **Set Baseline tool** that is built into Microsoft Project:



Changes to Baseline and Interim Plans can be recorded and imported by the Change Tracking Tools.

Recording Changes

Recording changes is similar to recording a macro in Microsoft Project or Excel. When changes are **not** being recorded, the SSI Change Recorder button will look like this:



Click the **Record Changes** button to start recording changes.

While changes **are** being recorded, the SSI Change Recorder button will look like this:



To stop recording changes, click **Stop Recording**.

Recording will stop automatically if you switch the active Microsoft Project file while changes are being recorded.

Recorded changes can be reviewed in the **Change Recorder Details** pane and, at any time, compiled into a **.tcs** (Tracked Changes) file or exported to an Excel workbook. If the project is closed before the recorded changes have been compiled, the SSI Change Recorder will automatically compile all uncompiled changes into a **.tcs** file to ensure that no recorded changes are lost.

The Change Recorder **can** record any of the following changes:

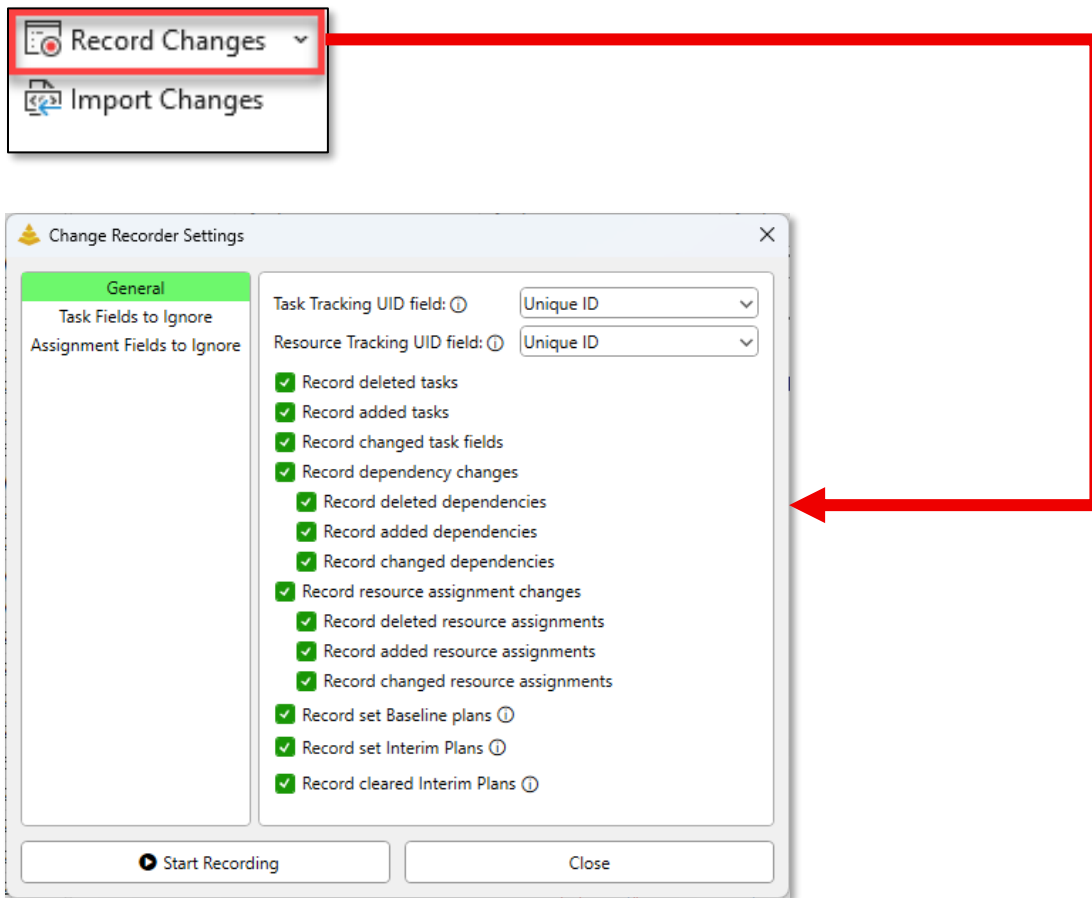
- Deleted tasks
- Added tasks
- Changes to task fields, such as Duration or Text1
- Deleted dependencies
- Added dependencies
- Changes to dependency types
- Changes to dependency lags
- Deleted Assignments
- Added Assignments
- Changes to Assignment fields, such as Remaining Work or Cost.
- Set Baseline Plans
- Set Interim Plans
- Cleared Interim Plans

The Change Recorder **cannot** currently record the following changes:

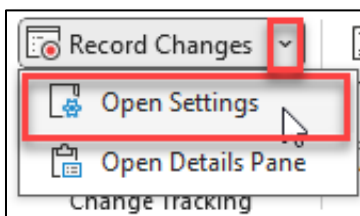
- Changes to the resource sheet (added resources, deleted resources, or changed resources)
- Changes to the time phased work or cost of a resource assignment.

Adjusting The Change Recorder Settings

Before changes begin recording, you will be prompted to confirm what you would like to record and what you do not wish to be recorded. The **Change Recorder Settings** form will automatically open when the Record Changes button is initially clicked.

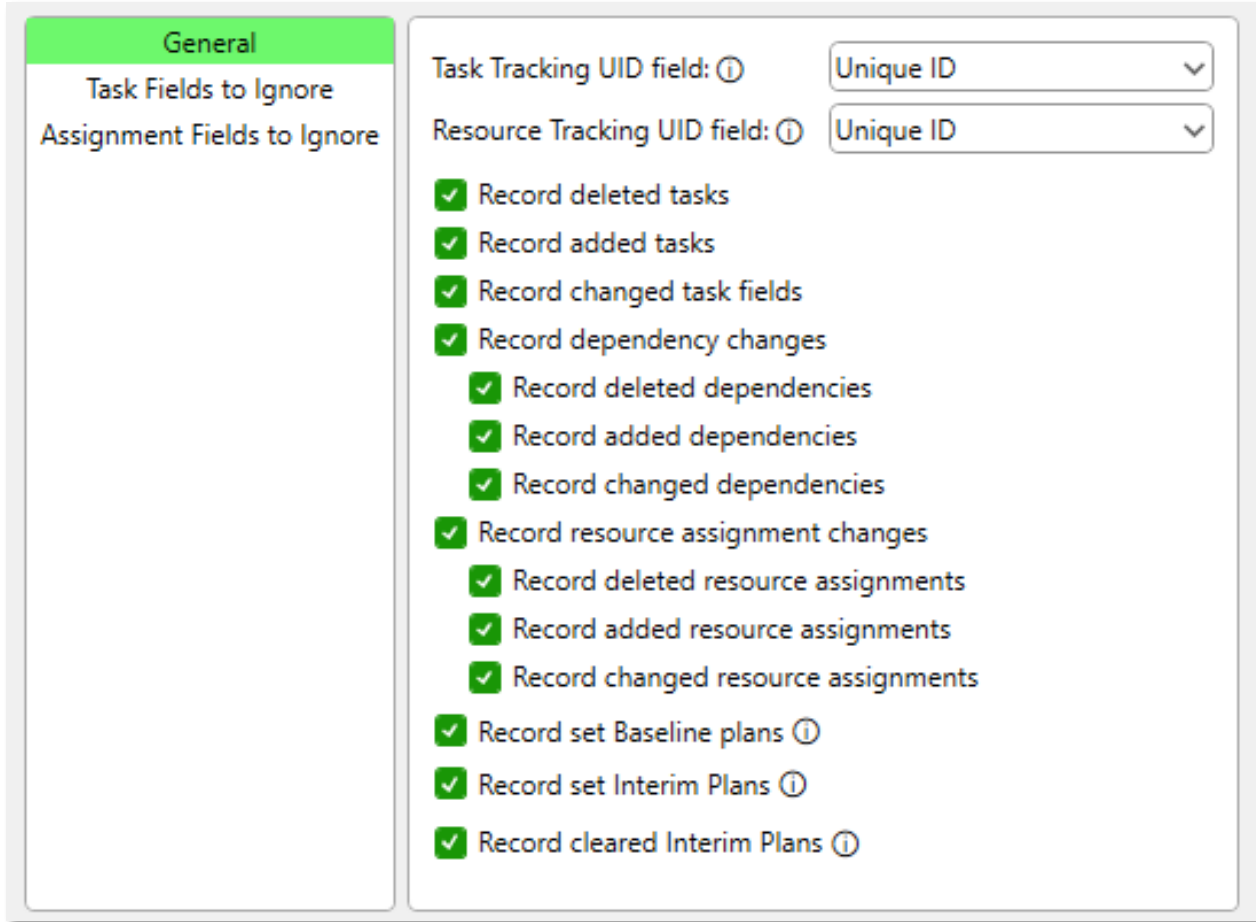


The Change Recorder Settings form can also be opened by clicking the down carrot icon to the right of the SSI Change Recorder button and selecting the Open Settings button.



The General Tab

The **General** tab of the Change Recorder Settings form allows you to select what will be used as the **Tracking Unique ID** field for tasks and resources as well as choose which things you would like the Change Recorder to capture while recording is turned on.



The screenshot shows the 'General' tab of the Change Recorder Settings form. On the left, there are two sections: 'Task Fields to Ignore' and 'Assignment Fields to Ignore', both of which are currently empty. On the right, there are two dropdown menus: 'Task Tracking UID field: ⓘ' and 'Resource Tracking UID field: ⓘ', both set to 'Unique ID'. Below these are several checkboxes, all of which are checked:

- ☒ Record deleted tasks
- ☒ Record added tasks
- ☒ Record changed task fields
- ☒ Record dependency changes
 - ☒ Record deleted dependencies
 - ☒ Record added dependencies
 - ☒ Record changed dependencies
- ☒ Record resource assignment changes
 - ☒ Record deleted resource assignments
 - ☒ Record added resource assignments
 - ☒ Record changed resource assignments
- ☒ Record set Baseline plans ⓘ
- ☒ Record set Interim Plans ⓘ
- ☒ Record cleared Interim Plans ⓘ

The following options are available:

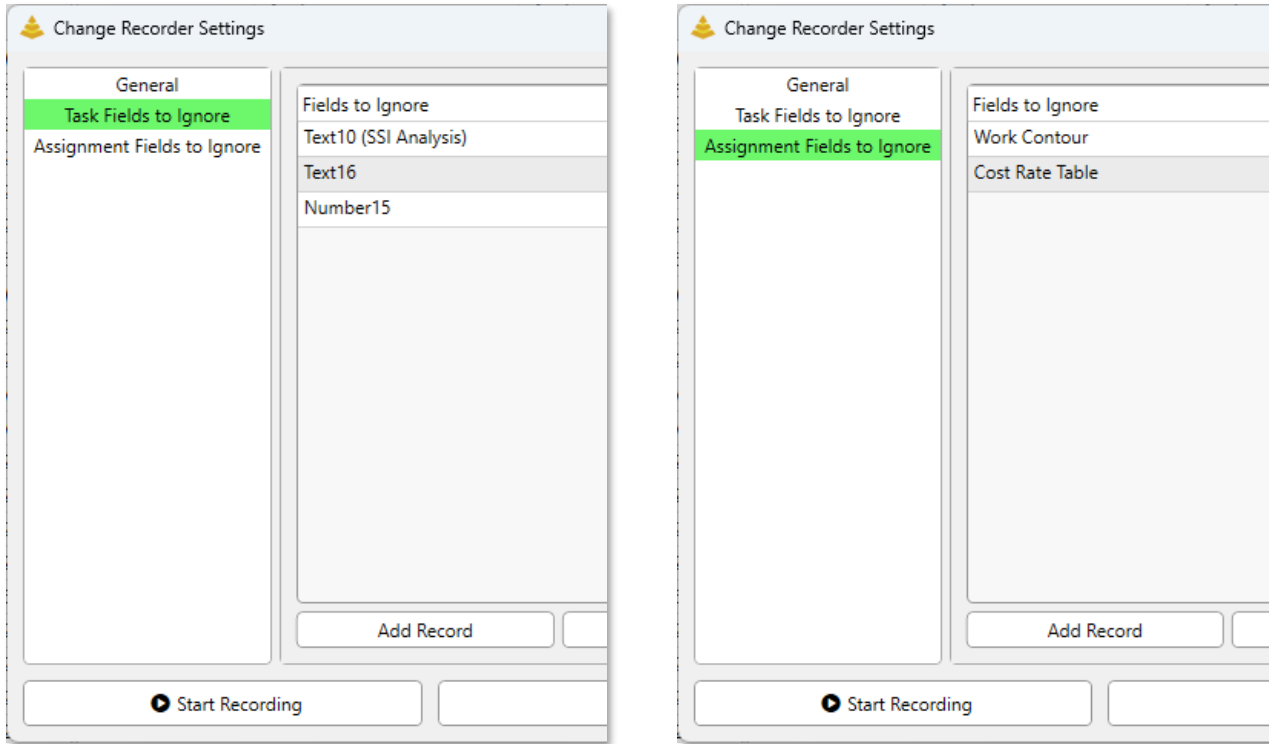
- **Record deleted tasks** – If this option is checked, any tasks that are deleted from the project will be recorded.
- **Record added tasks** – If this option is checked, any new tasks that are added to the project will be recorded.
- **Record changed task fields** – If this option is checked, changes to any task fields (such as duration, text1, text2, etc.) on new or existing tasks will be recorded.
- **Record deleted dependencies** – If this option is checked, any deleted predecessors or successors from tasks will be recorded.
- **Record added dependencies** – If this option is checked, any added predecessors or successors to tasks will be recorded.



- **Record changed dependencies** – If this option is checked, any changes to dependency relationship types (FS, SS, FF, SF) and lags will be recorded.
- **Record deleted resource assignments** – If this option is checked, any deleted resource assignments from tasks will be recorded.
- **Record Added Resource Assignments** – If this option is checked, any added resource assignments to tasks will be recorded
- **Changed Resource Assignments** – If this option is checked, any changes to resource assignments, such as changes to work or cost, will be recorded.
- **Record set Baseline Plans** – If this option is checked, any Baseline Plans set via MS Project's **Set Baseline** tool will be recorded.
- **Record set Interim Plans** – If this option is checked, any Interim Plans set via MS Project's **Set Baseline** tool will be recorded.
- **Record cleared Interim Plans** – If this option is checked, any Interim Plans cleared via MS Project's **Set Baseline** tool will be recorded.

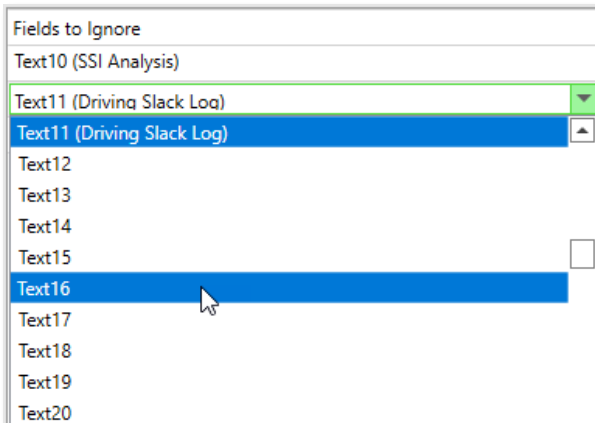
The Fields to Ignore Tabs

The **Fields to Ignore** tabs will allow you to add or remove **Task** or **Assignment Fields** (i.e. Text10, Number5, Contact, Cost Rate Table, etc.) you wish to ignore changes from. The Change Recorder will not observe changes to these Fields from while changes are being recorded.

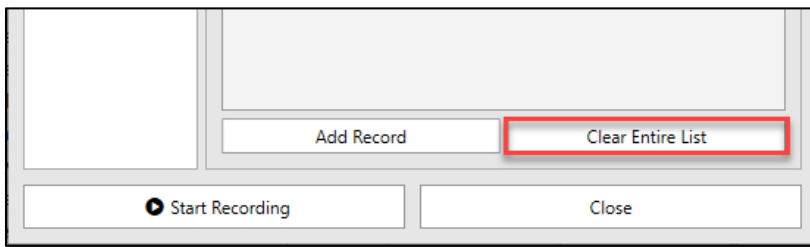


The **Fields to Ignore list** will contain all the task fields chosen to ignore changes into. An item can be deleted from the list by clicking on it and pressing the **Delete** key on the keyboard.

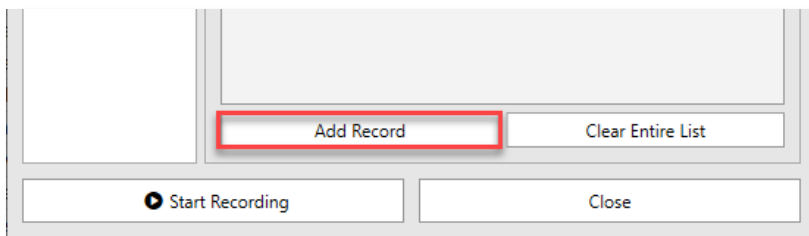
An item can also be changed to a different field by clicking on it and then opening the menu that appears:



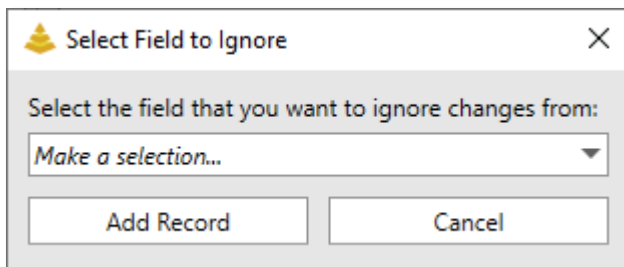
Click the **Clear Entire List** button to clear all items from the **Fields to Ignore list**.



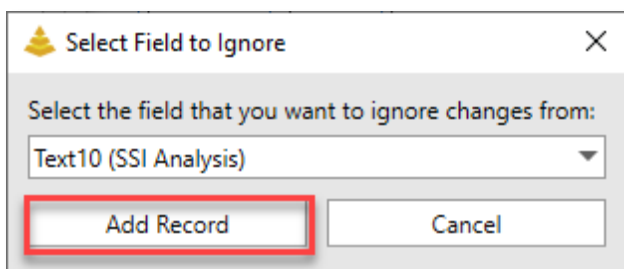
Click the **Add Record** button to add a new task field to the list of fields that will be ignored.



Once this button is clicked the **Select Field to Ignore Dialog** will open:



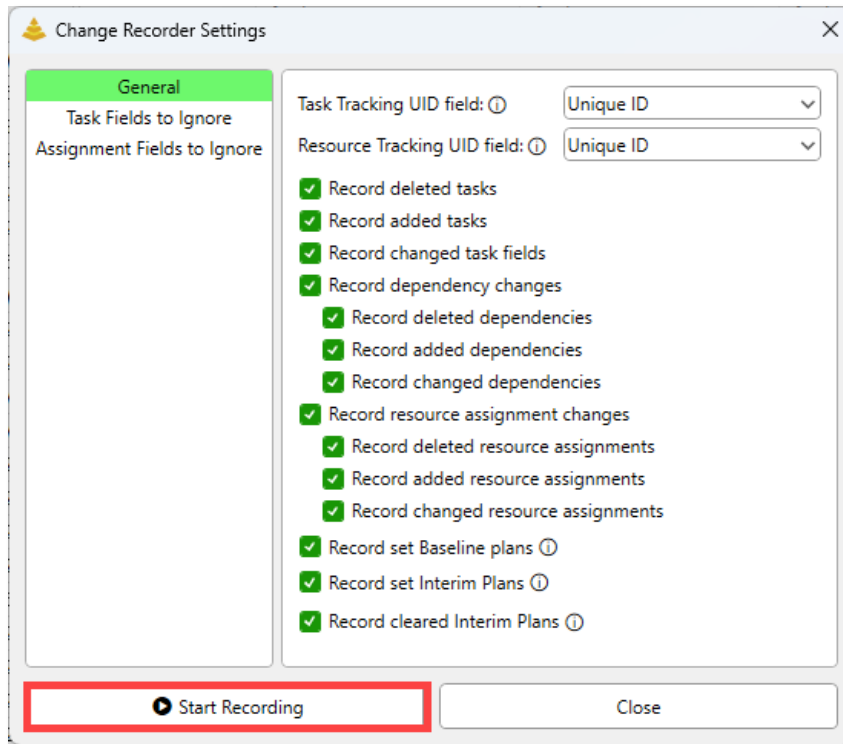
Click the drop-down button on the selection box to choose a field. Then click **Add Record** to add it to the **Fields to Ignore list**.



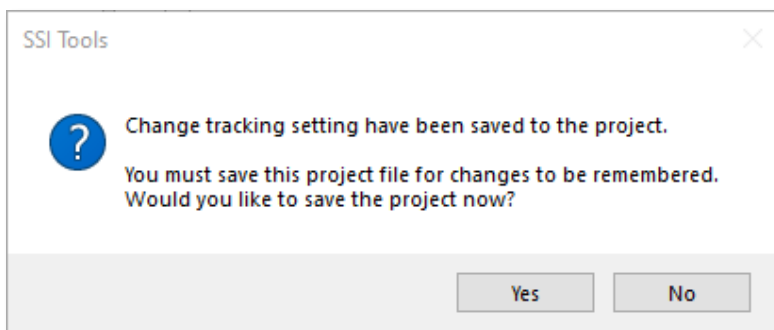
Click the **Cancel** button to exit without adding a new record.

Saving Settings

Once you are satisfied with all options chosen in the **General** and **Fields to Ignore** tabs, click the **Start Recording** or **Save Changes** button.



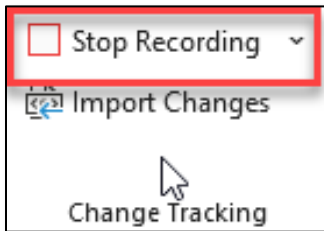
The Change Recorder settings are saved at the **Project** level, rather than the machine level. This means that the Project file you are currently working in must be saved in order for the settings to be remembered. When you click the **Start Recording** or **Save Changes** button, a message box will appear asking you if you would like to save the current Project:



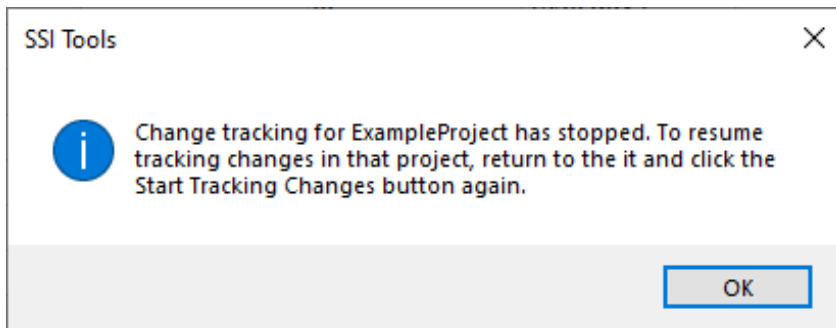
Selecting **Yes** will save the Project with the normal save function. Selecting **No** will not save the project, but the Change Recorder settings will still be remembered if the project is saved before it is closed.

Stopping the recording

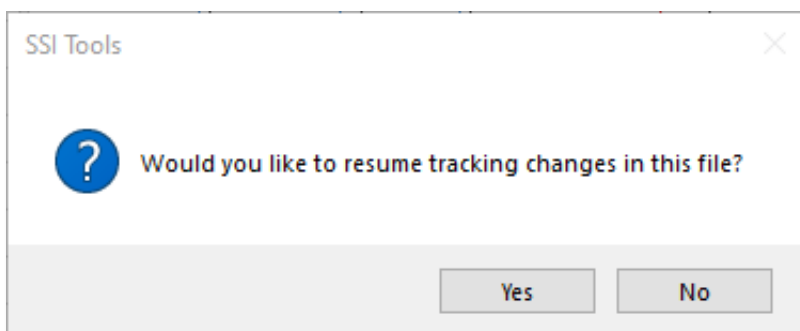
Once change recording has begun, it can be stopped at any point by clicking the **Stop Recording** button.



Change recording will automatically stop if the active project file is changed to a different project. If this happens, a message will be displayed indicating so



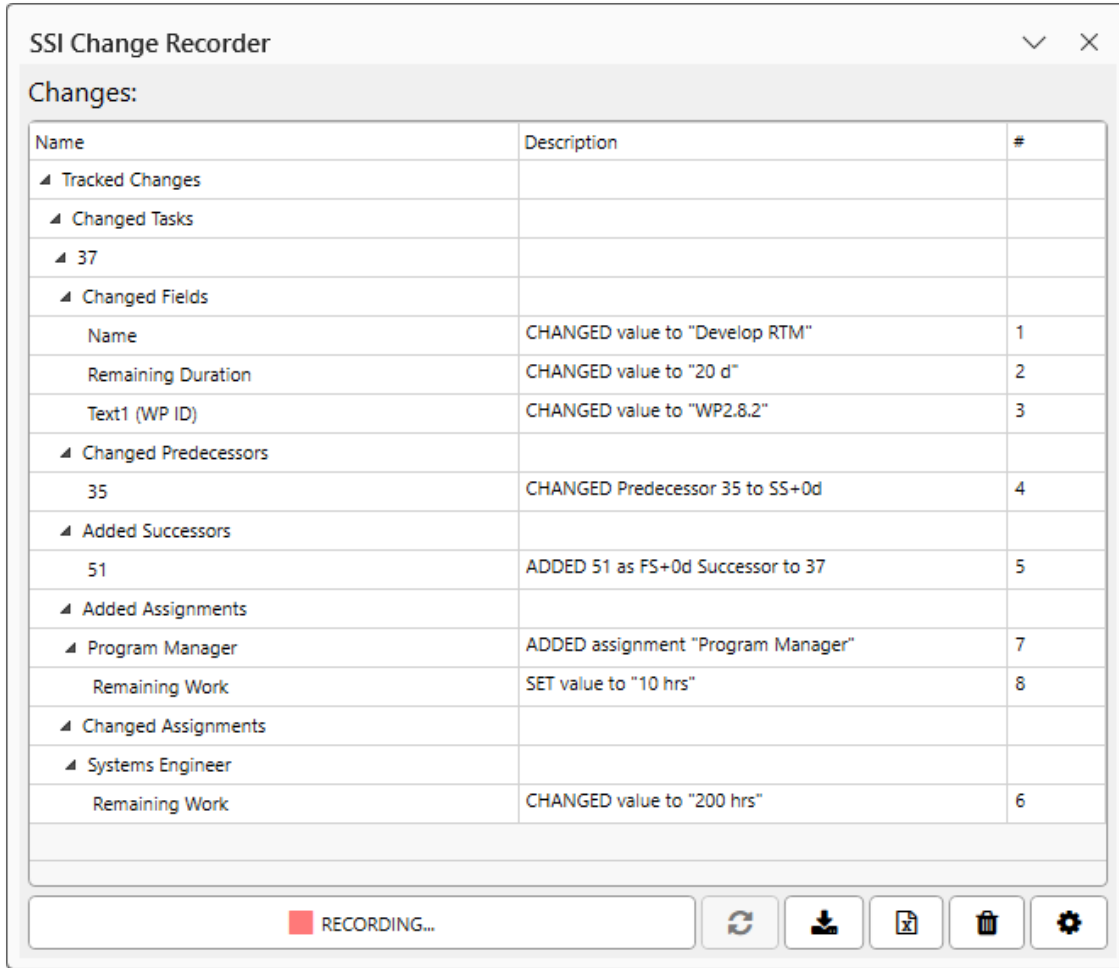
If change recording was stopped this way, when the project that was being recorded becomes the active project again, an option to resume change recording will be displayed:



Click **Yes** to resume recording changes.

Using the Change Recorder Details Pane

The **Change Recorder Details Pane** will allow you to view changes that have been captured by the Change Recorder, along with several other features.



SSI Change Recorder

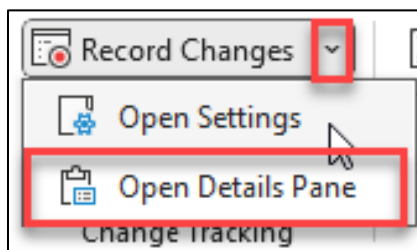
Changes:

Name	Description	#
Tracked Changes		
Changed Tasks		
37		
Changed Fields		
Name	CHANGED value to "Develop RTM"	1
Remaining Duration	CHANGED value to "20 d"	2
Text1 (WP ID)	CHANGED value to "WP2.8.2"	3
Changed Predecessors		
35	CHANGED Predecessor 35 to SS+0d	4
Added Successors		
51	ADDED 51 as FS+0d Successor to 37	5
Added Assignments		
Program Manager	ADDED assignment "Program Manager"	7
Remaining Work	SET value to "10 hrs"	8
Changed Assignments		
Systems Engineer		
Remaining Work	CHANGED value to "200 hrs"	6

RECORDING...

Icons: Refresh, Download, Print, Delete, Settings

To open the Change Recorder Details Pane, click the **Open Details Pane** button in the Record Changes drop-down menu.



Understanding the Changes Table

By default, the **Change Recorder Details** pane opens docked to the left side of the Microsoft Project application window. However, it can be repositioned and docked to any side of the application window to suit your preferences.

The **Change Recorder Details** pane contains a table that displays every change captured during the recording session:

Changes:		
Name	Description	#
▲ Tracked Changes		
▲ Changed Tasks		
▲ 37		
▲ Changed Fields		
Name	CHANGED value to "Develop RTM"	1
Remaining Duration	CHANGED value to "20 d"	2
Text1 (WP ID)	CHANGED value to "WP2.8.2"	3
▲ Changed Predecessors		
35	CHANGED Predecessor 35 to SS+0d	4
▲ Added Successors		
51	ADDED 51 as FS+0d Successor to 37	5
▲ Added Assignments		
▲ Program Manager	ADDED assignment "Program Manager"	7
Remaining Work	SET value to "10 hrs"	8

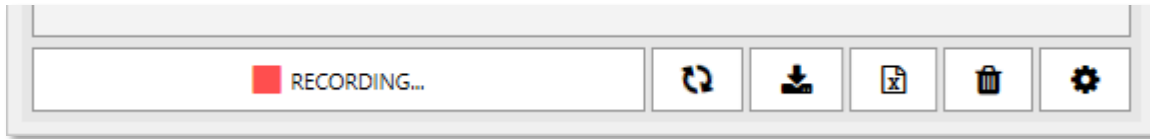
This displays all the changes the Change Recorder has captured so far in the current project. There are two columns in the table:

- **The Name column** displays the Tracking Unique ID of any task that has been changed, as well as what elements have been changed about that task. Note that any added tasks will not show a normal Tracking Unique ID value, instead they will be assigned a random GUID by the Change Recorder. This is necessary to be able to import added tasks properly.
- **The Description column** displays a written description of the change that occurred, for example, "CHANGED duration from 15 days to 20 days" communicates that the duration value has been changed from its original value of 15 to 20 while recording was on
- **The # column** displays the chronological order in which changes were recorded, with 1 representing the first recorded change.

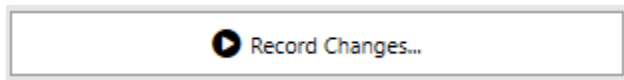
Be aware that this table does not update in real time as changes are made to the project. Anytime a recordable change is made to the project while change recording is turned on, the  button in the Change Recorder Details Pane will begin to spin. This lets you know that the changes table can be refreshed to reflect the most current changes.

Understanding the buttons

There are several buttons at the bottom of the Change Recorder Details Pane:



The **Start/Stop Recording** button will either start or stop recording changes. When changes are not being recorded, the button will look like this:



Clicking the button in that state will **start** recording changes.

When changes **are** being recorded, the button will look like this:



Clicking the button in this state will **stop** recording changes.

Clicking the  button will refresh the changes table.

Clicking the  button will immediately compile all the current recorded changes into a .tcs file. This file can then be distributed and used by the Change Importer to recreate the changes.

Clicking the  button will immediately export all of the current recorded changes into an Excel workbook.

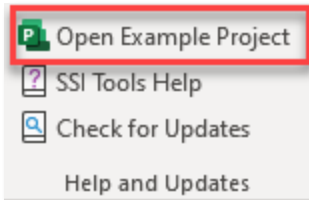
Clicking the  button will clear the Recorded Changes Table and remove all current recorded changes from memory.

Clicking the  button will open the **Change Recorder Settings** form. Note – the Change Recorder Settings can only be opened when recording is turned off.

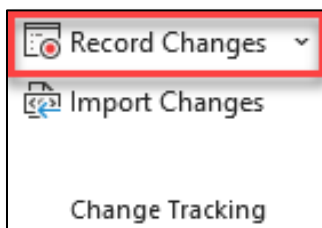
Class Exercise – Recording Changes

You can download the solution to this exercise [here](#)

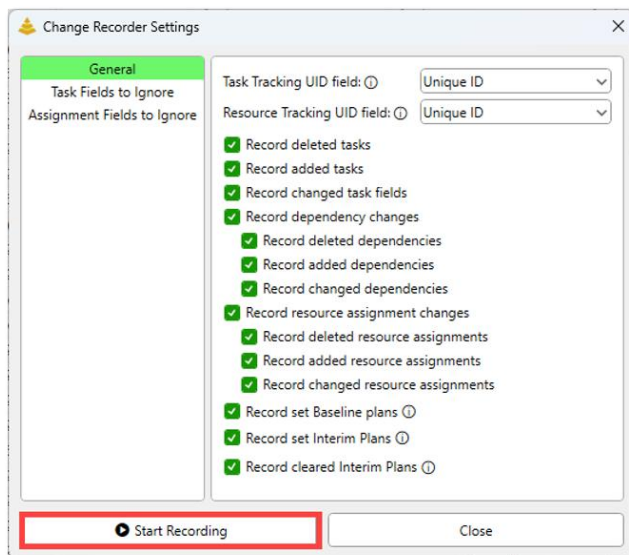
1. Open the SSI Example Project by clicking the **Open Example Project** button in the **Help and Updates** group of the **SSI Analysis Tools** ribbon.



2. Click the **Record Changes** button in the **Change Tracking** group of the **SSI Analysis Tools** ribbon. This will open the Change Recorder Settings form.

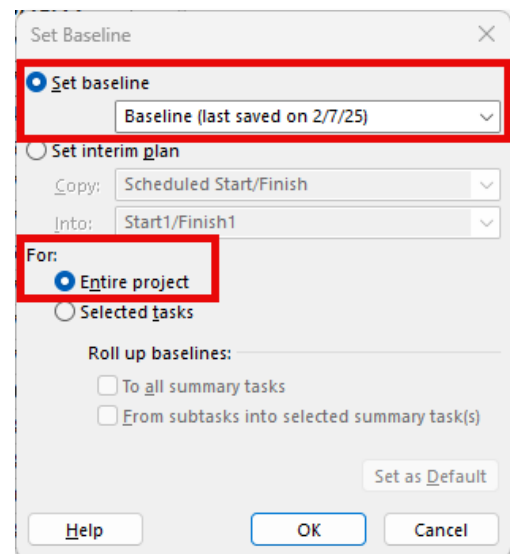
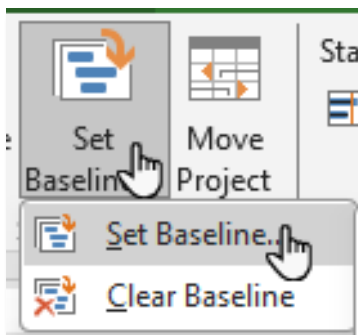


3. On the Change Recorder Settings form, leave all the default options as is and click **Start Recording**

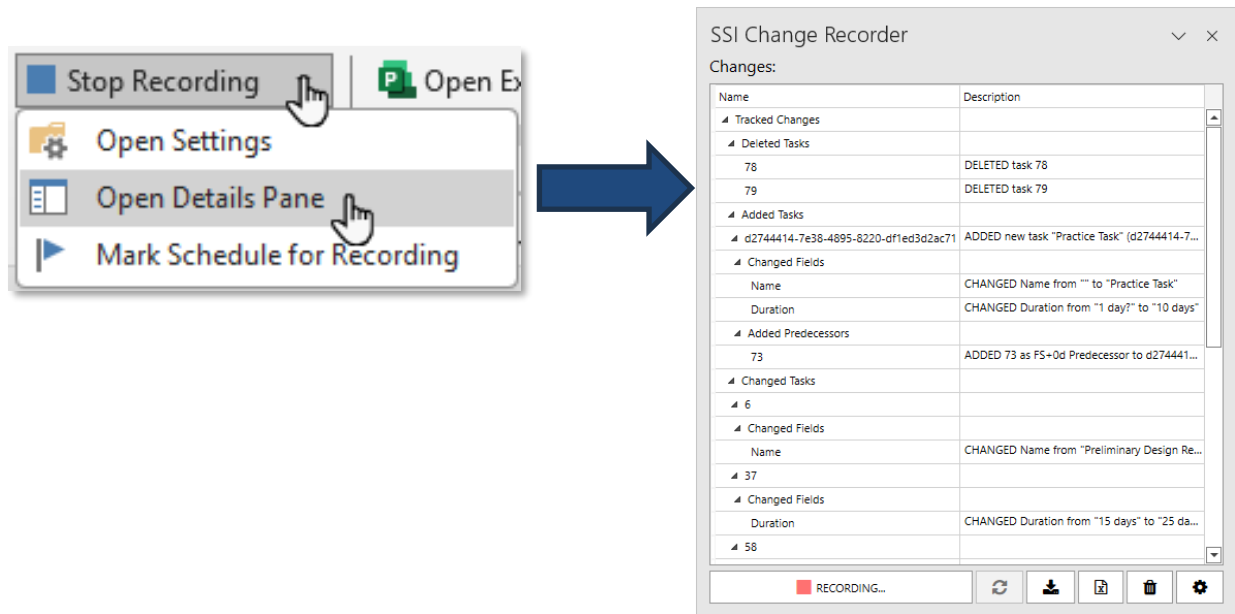


4. Change the **Name** of task Unique ID 6 to "PDR"

5. Change the **Duration** of task Unique ID 37 to 25 days
6. Make the following changes on task Unique ID 58:
 - Change its **Name** to "Example"
 - Change **Text2** to "Dev"
 - Change **Duration** to 20 days
 - Change its successor to a Finish-To-Finish (FF) relationship type.
 - Change its remaining work to 100 hrs.
7. Make the following changes on task Unique ID 50:
 - Change predecessor 40 to a Start-to-Start (SS) relationship
 - Delete predecessor 46
 - Delete predecessor 47
 - Add task ID 52 as an additional successor
 - Add a resource assignment of **PM Office** with 20 hrs of remaining work.
8. Delete task Unique ID 80 and 81
9. Add a new task below task Unique ID 75 and do the following to it:
 - Title it "Practice Task".
 - Give it a duration of 10 days.
 - Add task 73 as a predecessor
 - Add task 83 as a successor
 - Add a resource assignment of **Test Engineer** with 40 hrs of remaining work.
10. Set the Baseline for the Entire Project.



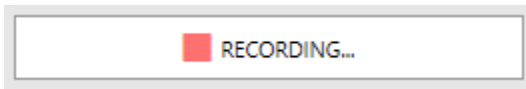
11. Open the **Change Recorder Details Pane**



12. Change task Unique ID 85 to "Conduct Test Readiness Review"

13. Click the spinning button on the Change Recorder Details Pane to refresh the table.

14. Click the **RECORDING...** button to stop recording changes.



15. Click the button to compile all recorded changes into a .tcs file.

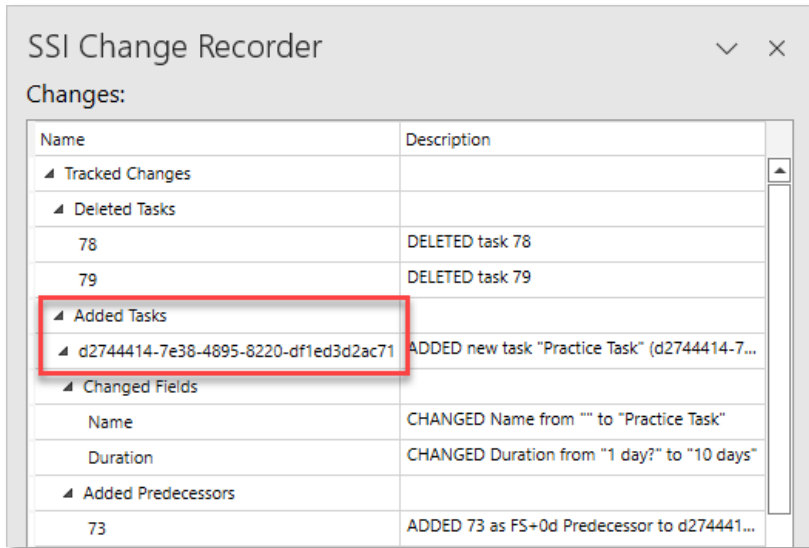
16. Click the to export the recorded changes into an Excel file.

17. Close the project without saving it.

End of Practice Exercise

Added task GUIDs

In the previous exercise, you may have noticed that the **Tracking Unique ID** value stored for the added task was a long, seemingly random string rather than the task's assigned **Unique ID**. This value is known as a **Globally Unique Identifier (GUID)**.



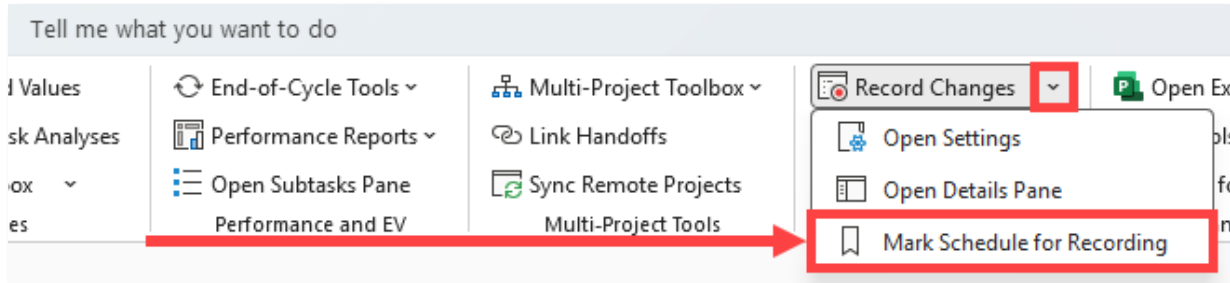
Name	Description
Tracked Changes	
Deleted Tasks	
78	DELETED task 78
79	DELETED task 79
Added Tasks	
d2744414-7e38-4895-8220-df1ed3d2ac71	ADDED new task "Practice Task" (d2744414-7...
Changed Fields	
Name	CHANGED Name from "" to "Practice Task"
Duration	CHANGED Duration from "1 day?" to "10 days"
Added Predecessors	
73	ADDED 73 as FS+0d Predecessor to d274441...

A **GUID** is simply a long string of letters and numbers that is designed to be unique. Each task added while recording is in progress is assigned its a GUID as the its Tracking Unique ID. This ensures that the task can be uniquely identified when the recorded changes are imported into another project, even if the task's actual Unique ID has already been assigned to a different task.

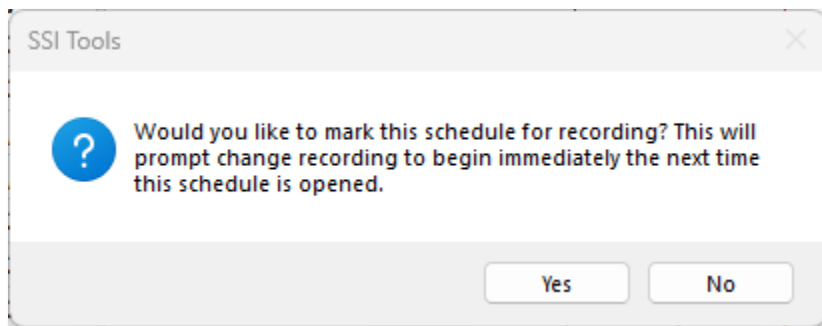
Marking a Schedule for Recording

You can **mark** a project for change recording, which will automatically prompt the next user who opens the project to begin recording changes.

To mark a schedule for recording, click the **Mark Schedule for Recording** button in the **Record Changes** drop-down menu:

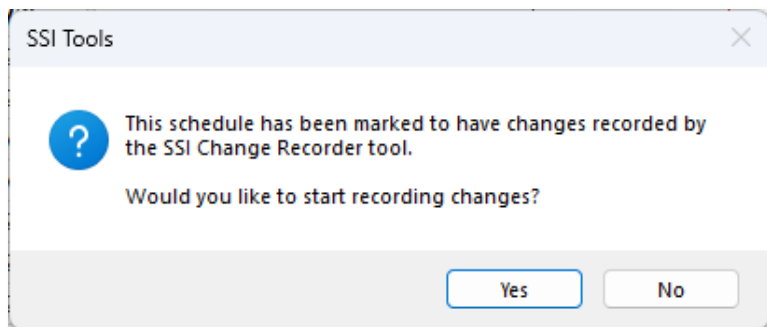


A message asking you to confirm will appear:



Click the **Yes** button to mark the schedule.

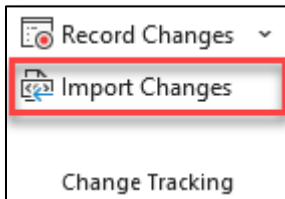
The next time the schedule is opened, the following message will appear immediately:



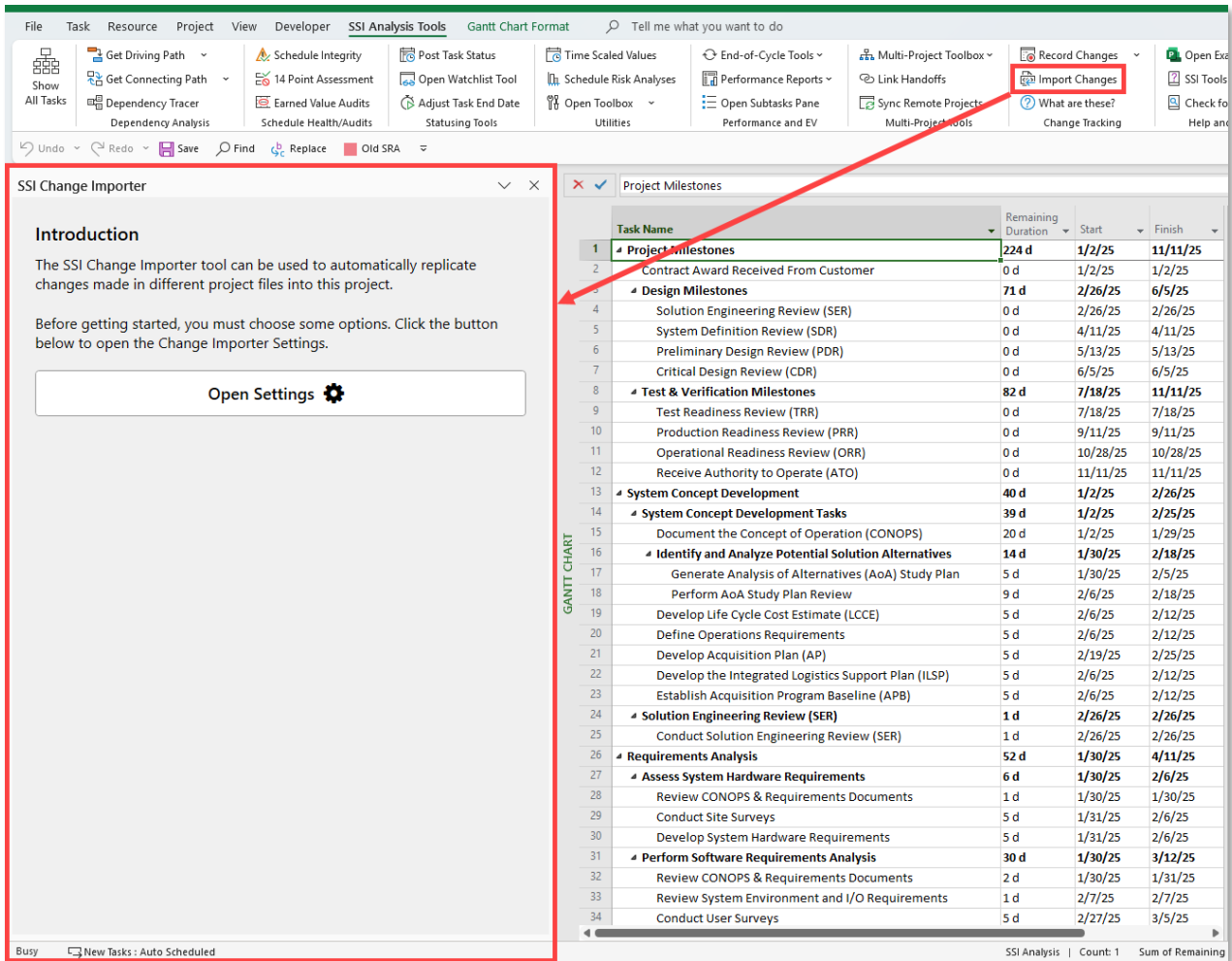
Click **Yes** to confirm change recorder settings and begin recording changes.

Importing Changes

Changes compiled into a **.tcs** file can be automatically recreated into another project using the **Change Importer** tool. To successfully import changes, the target project must contain tasks with **Tracking Unique IDs** that match those recorded in the **.tcs** file.



Clicking the **Import Changes** button will automatically open the **Change Importer Pane**. This pane is docked to the left side of the Microsoft Project application window by default but can be undocked and relocated. The Change Importer Pane will guide you through necessary steps to import changes.

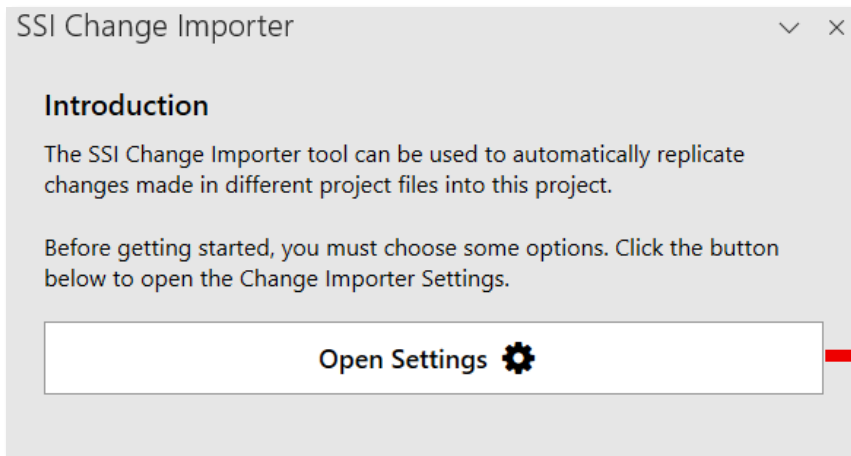


The screenshot shows the Microsoft Project application window with the SSI Analysis Tools ribbon active. The 'Import Changes' button in the 'Record Changes' dropdown is highlighted with a red box. A red arrow points from this button to the 'SSI Change Importer' pane, which is docked on the left. The pane contains an 'Introduction' section and an 'Open Settings' button. To the right of the pane, the 'Project Milestones' task list is visible, showing a Gantt chart and a table of tasks with their durations, start, and finish dates.

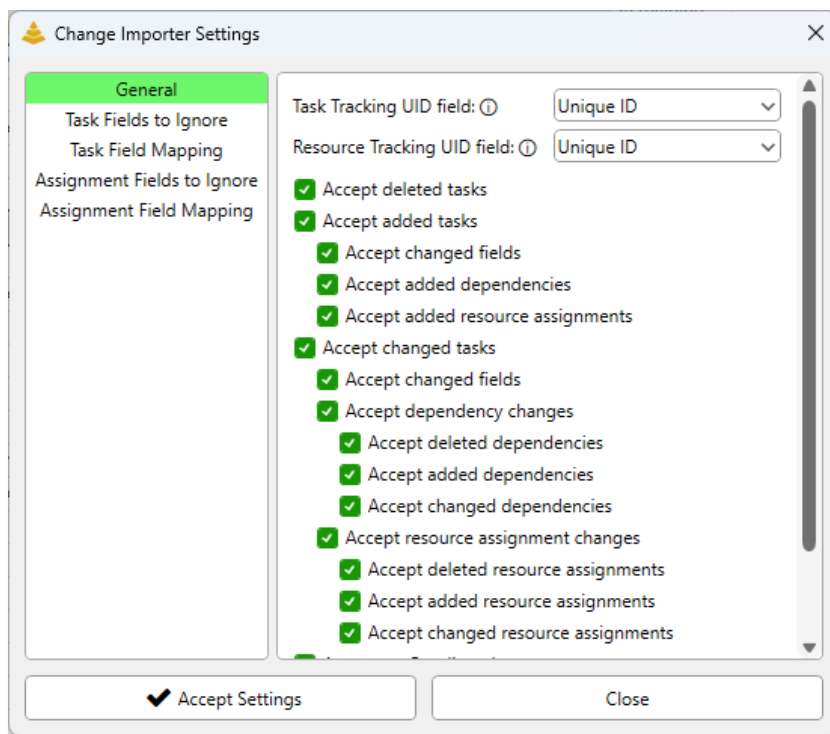
Task Name	Remaining Duration	Start	Finish
1 Project Milestones	224 d	1/2/25	11/11/25
2 Contract Award Received From Customer	0 d	1/2/25	1/2/25
3 Design Milestones	71 d	2/26/25	6/5/25
4 Solution Engineering Review (SER)	0 d	2/26/25	2/26/25
5 System Definition Review (SDR)	0 d	4/11/25	4/11/25
6 Preliminary Design Review (PDR)	0 d	5/13/25	5/13/25
7 Critical Design Review (CDR)	0 d	6/5/25	6/5/25
8 Test & Verification Milestones	82 d	7/18/25	11/11/25
9 Test Readiness Review (TRR)	0 d	7/18/25	7/18/25
10 Production Readiness Review (PRR)	0 d	9/11/25	9/11/25
11 Operational Readiness Review (ORR)	0 d	10/28/25	10/28/25
12 Receive Authority to Operate (ATO)	0 d	11/11/25	11/11/25
13 System Concept Development	40 d	1/2/25	2/26/25
14 System Concept Development Tasks	39 d	1/2/25	2/25/25
15 Document the Concept of Operation (CONOPS)	20 d	1/2/25	1/29/25
16 Identify and Analyze Potential Solution Alternatives	14 d	1/30/25	2/18/25
17 Generate Analysis of Alternatives (AoA) Study Plan	5 d	1/30/25	2/5/25
18 Perform AoA Study Plan Review	9 d	2/6/25	2/18/25
19 Develop Life Cycle Cost Estimate (LCCE)	5 d	2/6/25	2/12/25
20 Define Operations Requirements	5 d	2/6/25	2/12/25
21 Develop Acquisition Plan (AP)	5 d	2/19/25	2/25/25
22 Develop the Integrated Logistics Support Plan (ILSP)	5 d	2/6/25	2/12/25
23 Establish Acquisition Program Baseline (APB)	5 d	2/6/25	2/12/25
24 Solution Engineering Review (SER)	1 d	2/26/25	2/26/25
25 Conduct Solution Engineering Review (SER)	1 d	2/26/25	2/26/25
26 Requirements Analysis	52 d	1/30/25	4/11/25
27 Assess System Hardware Requirements	6 d	1/30/25	2/6/25
28 Review CONOPS & Requirements Documents	1 d	1/30/25	1/30/25
29 Conduct Site Surveys	5 d	1/31/25	2/6/25
30 Develop System Hardware Requirements	5 d	1/31/25	2/6/25
31 Perform Software Requirements Analysis	30 d	1/30/25	3/12/25
32 Review CONOPS & Requirements Documents	2 d	1/30/25	1/31/25
33 Review System Environment and I/O Requirements	1 d	2/7/25	2/7/25
34 Conduct User Surveys	5 d	2/27/25	3/5/25

The Introduction Page

The first page of the Change Importer Pane is the **Introduction Page**. This page just lets you know what the tool is designed to do and lets you know that you must first review and confirm the Change Importer Settings to begin importing changes.



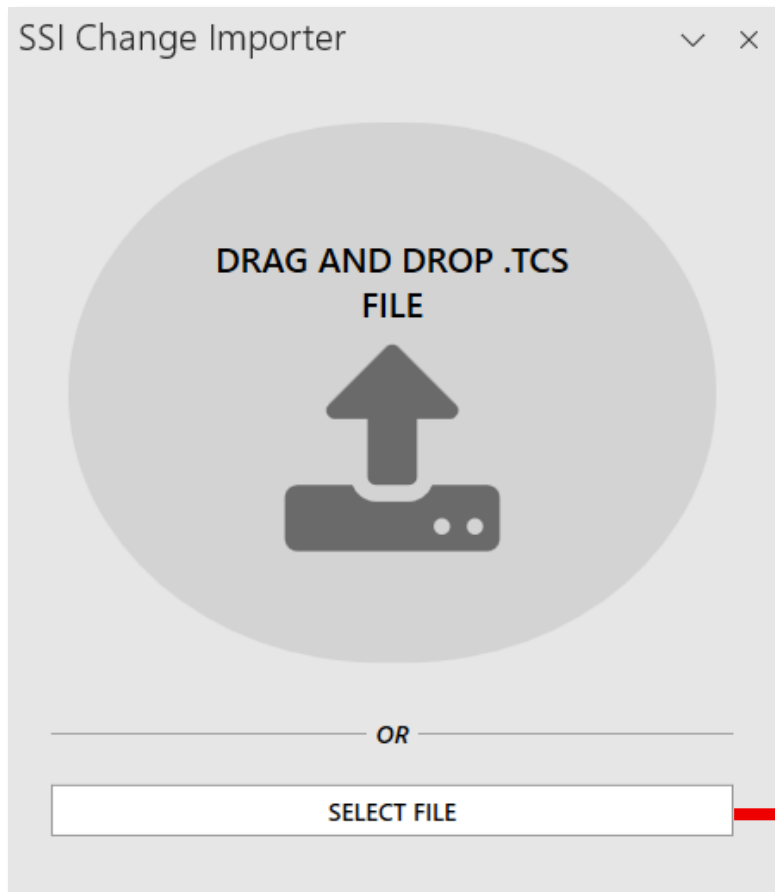
Click the **Open Settings** button to open the **Change Importer Setting**:



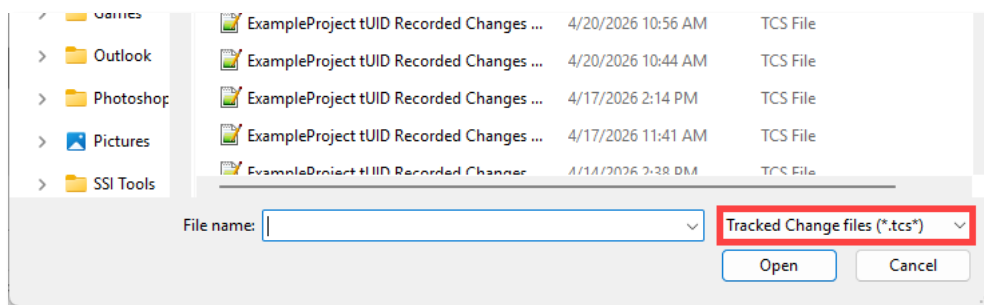
Once settings have been confirmed, the Change Importer Pane will automatically navigate to the **Select File** page.

The Select File Page

The second page of the Change Importer Pane is the **Select File** page. This page allows you to browse for and select a tcs file you wish to import changes from.



A single tcs file can be dragged and dropped into the bubble area of this page or browsed to with a windows File Explorer by clicking on the bubble area or the **Select File** button.



When you upload a valid tcs file, the Change Importer Pane will automatically navigate to the **Changes Summary Page**

The Changes Summary Page

The third page of the Change Importer Pane is the **Changes Summary Page**. The **Changes Summary Page** displays all the changes from the uploaded .tcs file that can be accepted into the active project.

SSi Change Importer

Recorded Project: **ExampleProject**

Change Author: **Kenny Arnold**

Publish Time: **6/25/2026 5:49:17 PM**

	Name	Description	#	Status
☒	Tracked Changes			
☒	Changed Tasks			
☒	37			
☒	Changed Fields			
☒	Name	CHANGED value to "Develop RTM"	1	Not Accepted ✖
☒	Remaining Duration	CHANGED value to "20 d"	2	Not Accepted ✖
☒	Text1 (WP ID)	CHANGED value to "WP2.8.2"	3	Not Accepted ✖
☒	Changed Predecessors			
☒	35	CHANGED Predecessor 35 to SS+0d	4	Not Accepted ✖
☒	Added Successors			
☒	51	ADDED 51 as FS+0d Successor to 37	5	Not Accepted ✖
☒	Added Assignments			
☒	Program Manager	ADDED assignment "Program Manager"	7	Not Accepted ✖
☒	Remaining Work	SET value to "10 hrs"	8	Not Accepted ✖
☒	Changed Assignments			
☒	Systems Engineer			
☒	Remaining Work	CHANGED value to "200 hrs"	6	Not Accepted ✖

Browse for recorded changes

Step Through Changes

Accept Checked Changes

The top of the **Changes Summary Page** displays the metadata of the uploaded tcs file.

Recorded Project: **ExampleProject2024**

Change Author: **Kenny Arnold**

Publish Time: **4/17/2024 3:48:05 PM**

This includes:

- the **name** of the project that was recorded.
- The **username** of the person who authored the changes
- The **time** the changes were compiled into the tcs file.

The **Changes Table** displays the list of all changes that can be accepted in the active project file.

	Name	Description	#	Status
☒	Tracked Changes			
☒	Changed Tasks			
☒	37			
☒	Changed Fields			
☒	Name	CHANGED value to "Develop RTM"	1	Not Accepted ✖
☒	Remaining Duration	CHANGED value to "20 d"	2	Not Accepted ✖
☒	Text1 (WP ID)	CHANGED value to "WP2.8.2"	3	Not Accepted ✖
☒	Changed Predecessors			
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☒	Added Successors			
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☒	Added Assignments			
☒	Program Manager	ADDED assignment "Program Manager"	7	Not Accepted ✖
☒	Remaining Work	SET value to "10 hrs"	8	Not Accepted ✖
☒	Changed Assignments			
☒	Systems Engineer			
☒	Remaining Work	CHANGED value to "200 hrs"	6	Not Accepted ✖

- **The first column** displays a checkbox control that allows you pick and choose which changes you would like to import.
- **The Name column** displays Rollups of changes and the **Tracking Unique ID** of tasks that have recorded changes. For newly added tasks, this column initially displays a **GUID** instead of a Tracking Unique ID. The GUID uniquely identifies the task until it has been imported into the target project, at which point it is replaced with its assigned Tracking Unique ID.
- **The Description column** displays a written description of the change that occurred, for example, "CHANGED duration to 20 days" communicates that the duration value was changed from its original value to 20.
- **The # column** displays the chronological order in which changes were recorded, with **1** representing the first recorded change.
- **The Status Column** displays the current status of the change. Changes that have not yet been imported into the project are have a status of **Not Accepted**. After a change has been successfully imported, its status is updated to **Accepted**.

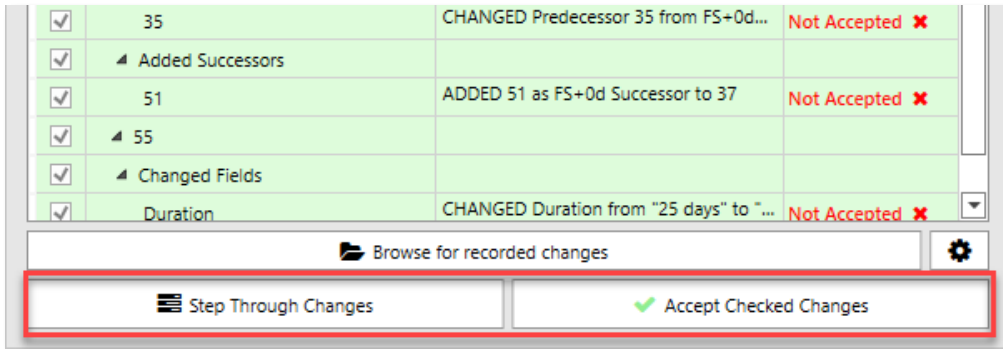
If you would like to switch to a different set of changes import from, you may do so by clicking the **Browse for recorded changes** button.

Click the  button to open the **Change Importer Settings**.

Accepting Changes

Once you are on the **Changes Summary** Page, you will be presented with two methods of accepting changes. You can:

- Accept all checked changes at once.
- Step through each change to accept them one at a time.



☒	35	CHANGED Predecessor 35 from FS+0d...	Not Accepted ✖
☒	Added Successors		
☒	51	ADDED 51 as FS+0d Successor to 37	Not Accepted ✖
☒	55		
☒	Changed Fields		
☒	Duration	CHANGED Duration from "25 days" to "..."	Not Accepted ✖

Browse for recorded changes

Step Through Changes Accept Checked Changes

Accepting All Checked Changes

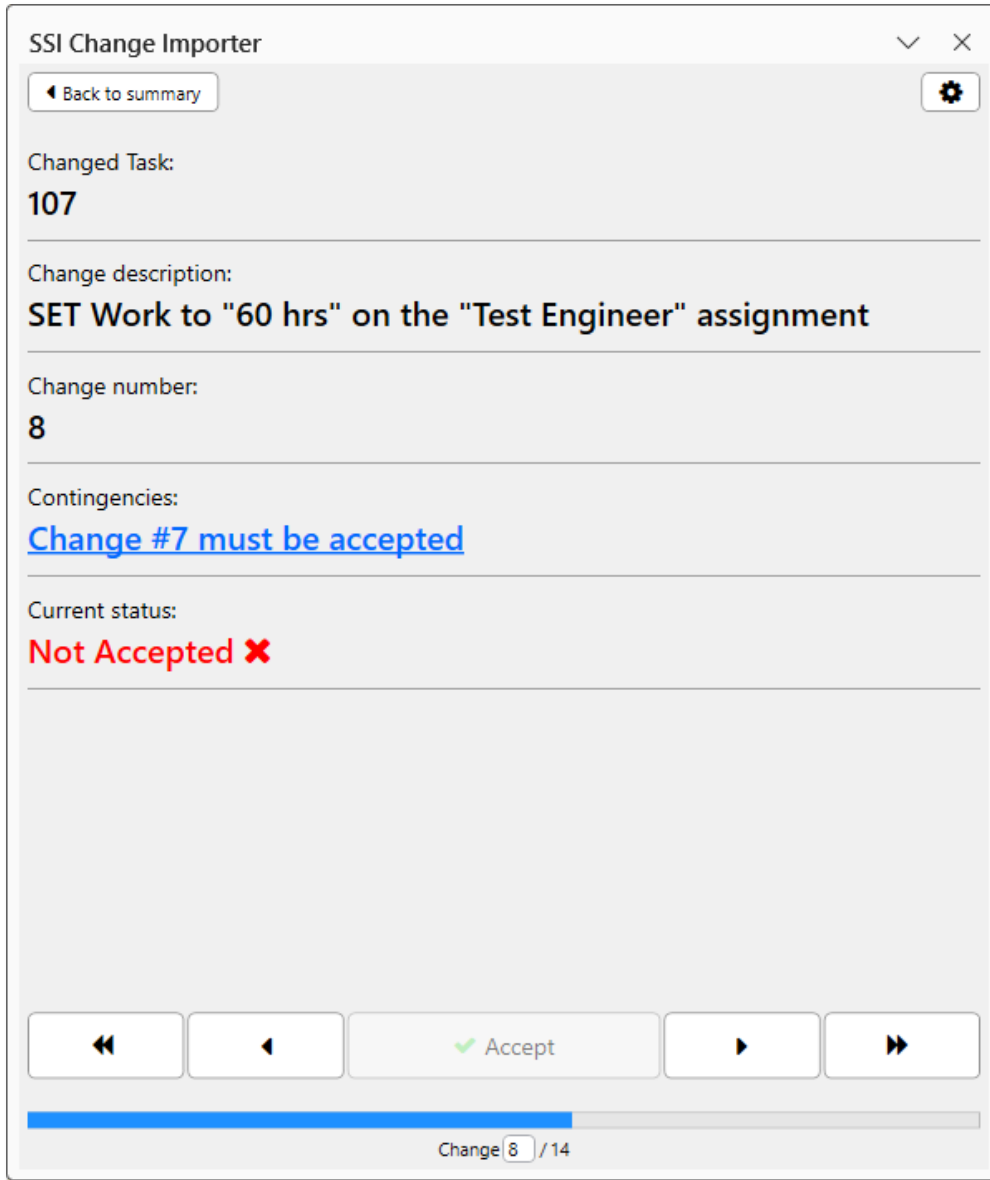
Clicking the **Accept Checked Changes** button will cause the Change Importer to begin replicating all the changes that are checked in the Changes Table in the active project. changes are replicated in the same order in which they were originally recorded. If a change can be successfully recreated, its status will change to **Accepted**. If not, it will remain as **Not Accepted**. We recommends you save a copy of the project prior to clicking this button just in case something is not imported correctly.

	Name	Description	#	Status
☒	Tracked Changes			
☒	Changed Tasks			
☒	37			
☒	Changed Fields			
☒	Name	CHANGED value to "Develop RTM"	1	Accepted ✔
☒	Remaining Duration	CHANGED value to "20 d"	2	Accepted ✔
☒	Text1 (WP ID)	CHANGED value to "WP2.8.2"	3	Accepted ✔
☒	Changed Predecessors			
☒	35	CHANGED Predecessor 35 to SS+0d	4	Accepted ✔
☒	Added Successors			
☒	51	ADDED 51 as FS+0d Successor to 37	5	Accepted ✔
☒	Added Assignments			
☒	Program Manager	ADDED assignment "Program Manager"	7	Accepted ✔
☒	Remaining Work	SET value to "10 hrs"	8	Accepted ✔

Note – If you intend to accept changes made to an added task or resource assignment, be sure to also select the corresponding Add Task or Add Assignment change. Otherwise, subsequent changes associated with that item cannot be applied because the item will not yet exist in the target project.

Stepping Through Changes

Clicking the **Step Through Changes** button will display the **Single Change Page**. This page offers a more meticulous way to accept changes. Accepting changes by using this method allows you to analyze the impacts of a change on your schedule prior to accepting it.



The screenshot shows a window titled "SSI Change Importer" with a close button (X) and a settings gear icon. A "Back to summary" button is in the top left. The form displays the following information:

- Changed Task:** 107
- Change description:** SET Work to "60 hrs" on the "Test Engineer" assignment
- Change number:** 8
- Contingencies:** [Change #7 must be accepted](#)
- Current status:** Not Accepted ❌

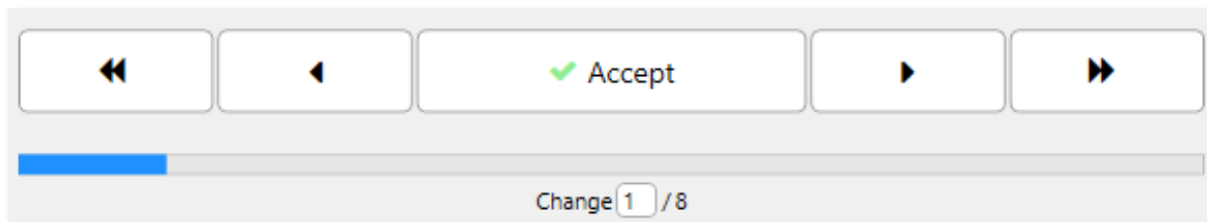
At the bottom, there are navigation buttons: a double left arrow, a single left arrow, a green checkmark with the text "Accept", a single right arrow, and a double right arrow. Below these is a progress bar and the text "Change 8 / 14".

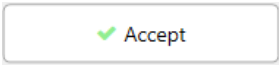
The following information about a change is displayed on this page:

- The **Changed Task** section displays the Tracking Unique ID of the task that was changed
- The **Change Description** section displays a written description of the change that occurred, for example, "CHANGED duration from to 20 days" communicates that the duration value of the task was changed to 20.

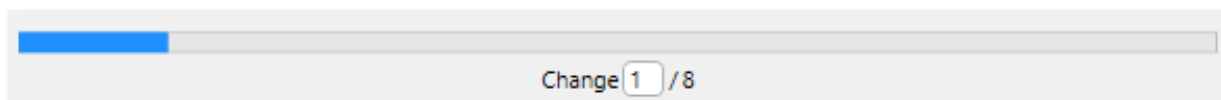
- The **Change Number** section displays the sequence in which the change was recorded, with 1 representing the first recorded change, 2 representing the second, and so on.
- The **Contingencies** section will display any changes that must be accepted before the current change can be accepted. This section will not be visible for changes that have no contingencies or that had contingencies that have been accepted already.
- The **Current Status** section Indicates whether the selected change has been accepted. Changes that have not yet been accepted display a status of **Not Accepted**. Once a change has been successfully accepted and replicated in the target project, its status is updated to **Accepted**.

The buttons at the bottom of the page allow you to accept the current change or move around to other changes



- Clicking the  button will navigate to the first change.
- Clicking the  button will navigate to the previous change.
- Clicking the  button will navigate to the next change.
- Clicking the  button will navigate to the last change.
- Click the  button to attempt to accept the current change. If the change cannot be replicated, the status of the change will remain "Not Accepted". This button cannot be pressed if the current change contingencies that have not yet be accepted.

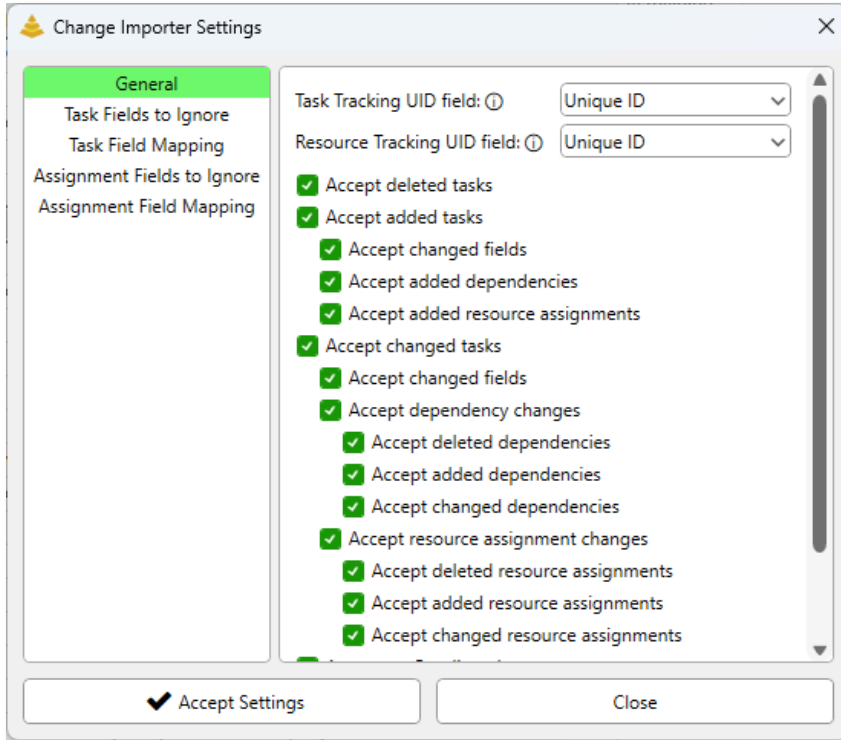
The bottom of the **Single Change Page** will display the number of the change you are currently on.



The blue progress bar indicates your current position within the sequence of recorded changes. To navigate directly to a specific change, enter its **Change Number** in the text box below the bar.

Change Importer Settings

Before importing changes, you must review and specify which recorded changes can be imported and which should be excluded. This is done using the **Change Importer Settings** form, which can be opened from the Change Importer pane.



Change Importer Settings

General

Task Fields to Ignore
Task Field Mapping
Assignment Fields to Ignore
Assignment Field Mapping

Task Tracking UID field:

Resource Tracking UID field:

- ☒ Accept deleted tasks
- ☒ Accept added tasks
- ☒ Accept changed fields
- ☒ Accept added dependencies
- ☒ Accept added resource assignments
- ☒ Accept changed tasks
- ☒ Accept changed fields
- ☒ Accept dependency changes
- ☒ Accept deleted dependencies
- ☒ Accept added dependencies
- ☒ Accept changed dependencies
- ☒ Accept resource assignment changes
- ☒ Accept deleted resource assignments
- ☒ Accept added resource assignments
- ☒ Accept changed resource assignments

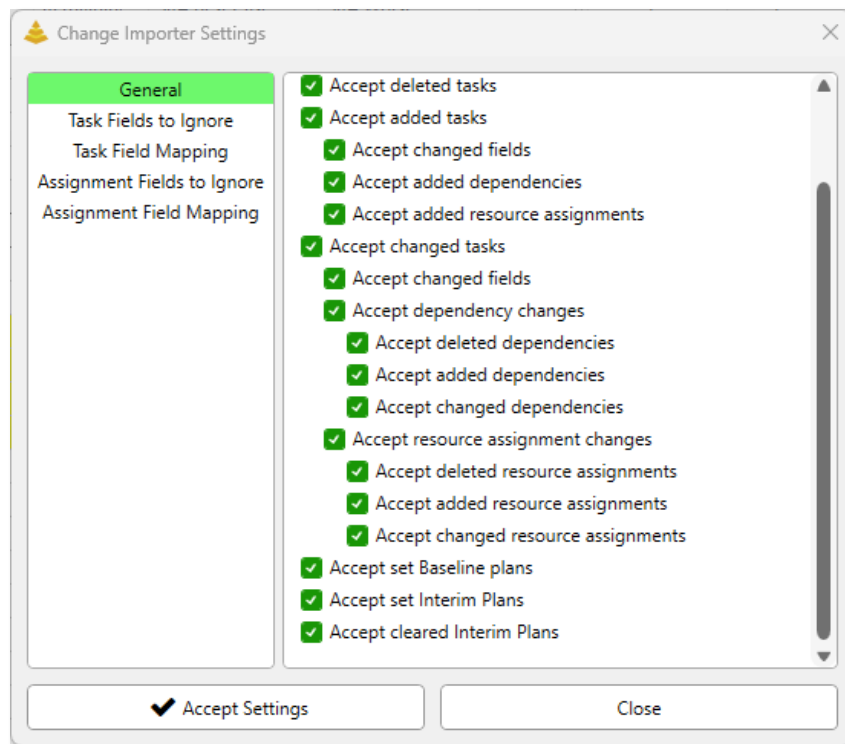
The General Tab

The **General** tab of the **Change Importer Settings** form allows you to specify the fields used as the **Tracking Unique IDs** for tasks and resources, as well as configure which types of recorded changes can be imported. The following options are available:

- **Accept deleted tasks** – If this option is checked, the Change Importer will be able to accept any deleted task changes.
- **Accept added tasks** – If this option is checked, the Change Importer will be able to accept any added task changes.
- **Accept changed fields (added tasks)** – If this option is checked, the Change Importer will be able to accept changes to any fields (such as duration, text1, text2, etc) on added tasks.
- **Accept added dependencies (added tasks)** – If this option is checked, the Change Importer will be able to accept any added predecessors or successors to added tasks.
- **Accept added resource assignments (added tasks)** – If this option is checked, the Change Importer will be able to accept any added assignments to added tasks
- **Accept changed fields (existing tasks)** – If this option is checked, the Change Importer will be able to accept changes to any fields (such as duration, text1, text2, etc) on existing tasks.

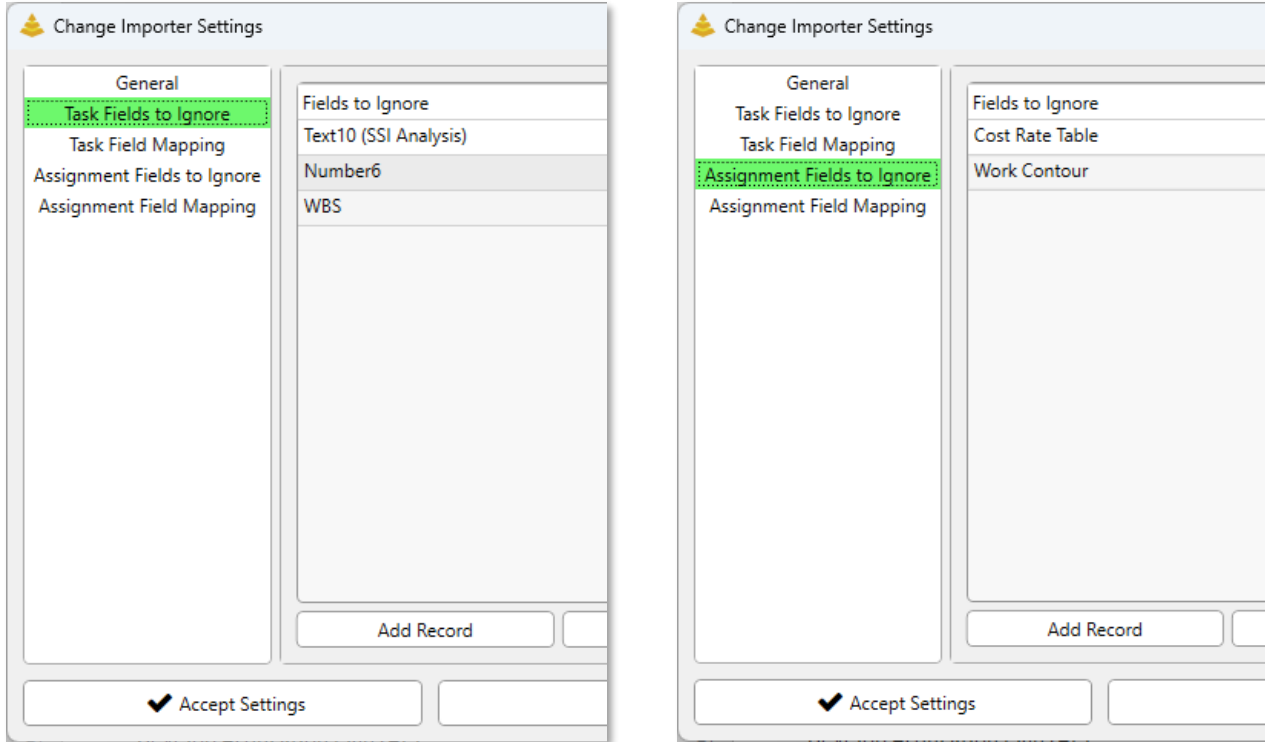


- **Accept deleted dependencies** – If this option is checked, the Change Importer will be able to accept changes of any deleted predecessors or successors from existing tasks.
- **Accept added dependencies (existing tasks)** – If this option is checked, the Change Importer will be able to accept changes made to any added predecessors or successors on existing tasks.
- **Accept changed dependencies** – If this option is checked, the Change Importer will be able to accept any changes to dependency relationship types (FS, SS, FF, SF) and lags on existing dependencies on existing tasks.
- **Accept deleted resource assignments** – If this option is checked, The Change Importer will be able to accept resource assignments that were deleted from existing tasks.
- **Accept added resource assignments (existing tasks)** – If this option is checked, the Change Importer will be able to accept resource assignments that were added to existing tasks.
- **Accept changed resource assignments** – If this option is checked, the Change Importer will be able to accept changes made to existing resource assignments on tasks, such as work or cost.
- **Accept set Baseline Plans** – If this option is checked, the Change Importer will be able to accept Baseline Plans that were set with MS Project's **Set Baseline** tool.
- **Accept set Interim Plans** – If this option is checked, the Change Importer will be able to accept Interim Plans that were set with MS Project's **Set Baseline** tool.
- **Accept cleared Interim Plans** – If this option is checked, the Change Importer will be able to accept Interim Plans that were cleared with MS Project's **Set Baseline** tool.

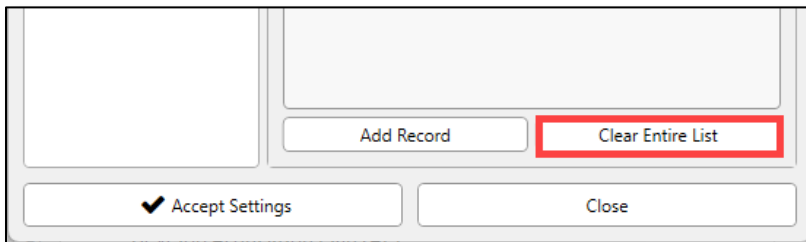


The Fields to Ignore Tabs

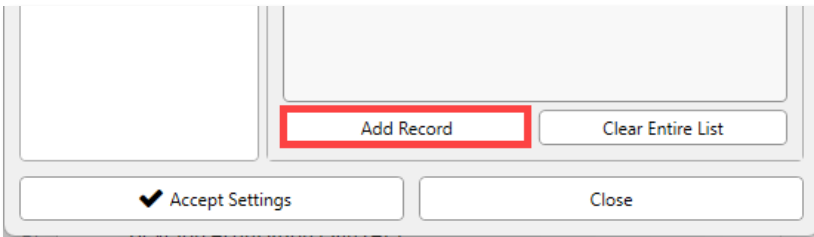
The **Fields to Ignore** tabs instruct the Change Importer what task and assignment fields it should ignore changes from.



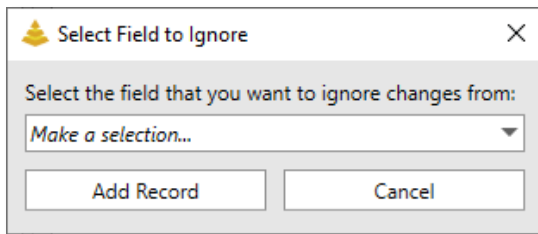
Click the **Clear Entire List** button to clear all items from the **Fields to Ignore list**.



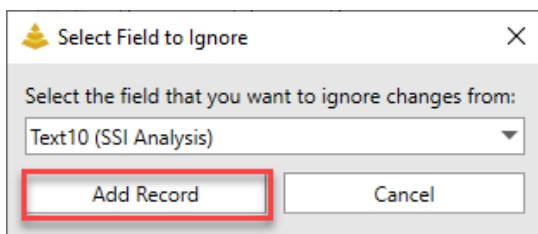
Click the **Add Record** button to add a new task field to the list of fields that will be ignored.



Once this button is clicked the **Select Field to Ignore Dialog** will open:



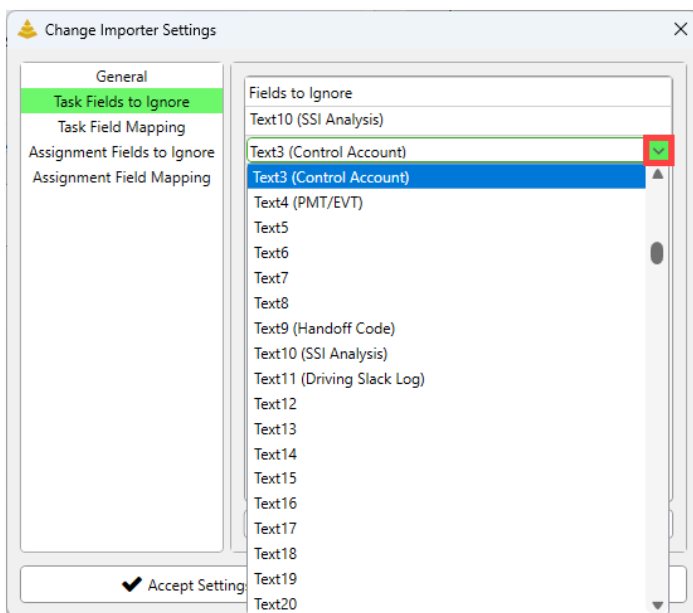
Click the drop-down button on the selection box to choose a field. Then click **Add Record** to add it to the **Fields to Ignore list**.



Click the **Cancel** button to exit without adding a new record.

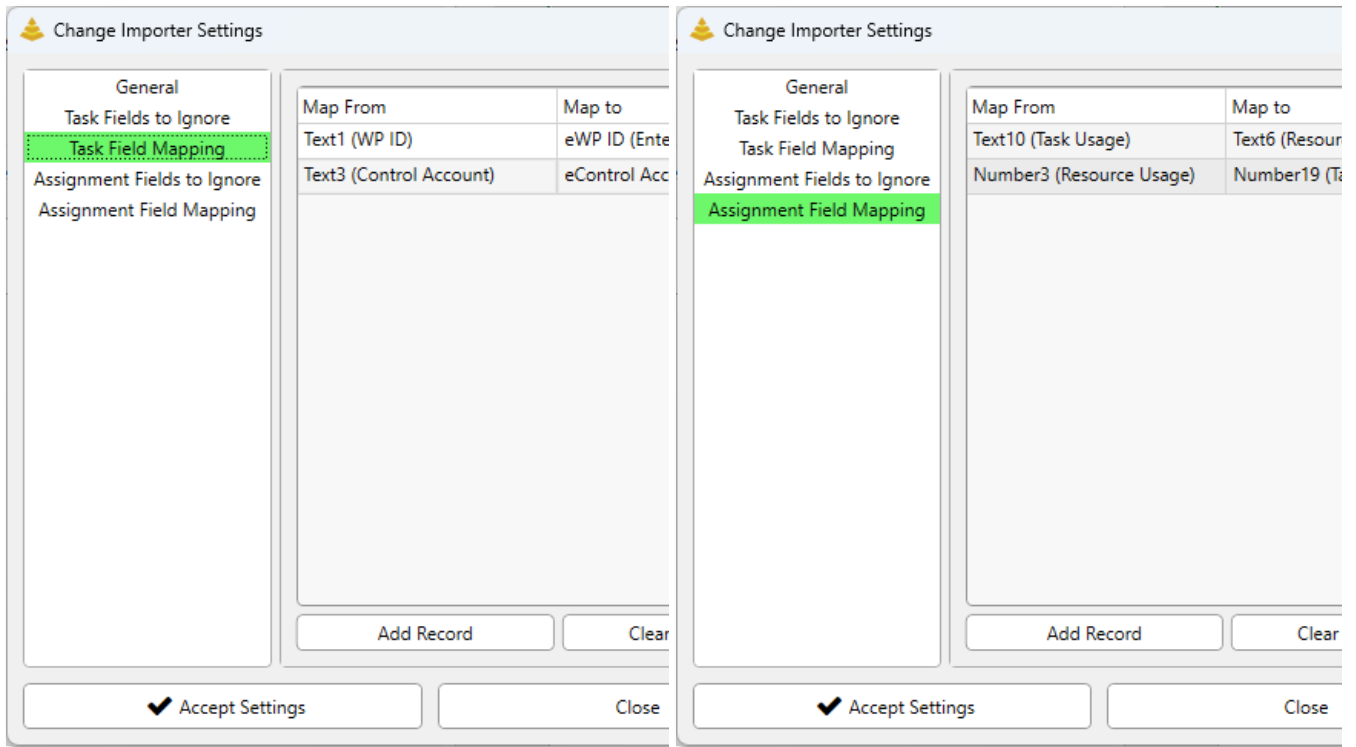
Any row can be deleted from the table by clicking on it and pressing the **DELETE** key on the keyboard.

An item can be changed to a different field by clicking on it and then opening the menu that appears.



The Field Mapping Tabs

The **Field Mapping Tabs** allows you to create **field mappings** for task and assignment fields. A **field mapping** lets the Change Importer know that any changes made to Field X shall actually be replicated in Field Y. Field mappings can be especially helpful if you are working in a **Project Server** or **Project Online** environment and need to remap changes from Local Custom Fields to Enterprise Custom Fields.



Change Importer Settings

General
Task Fields to Ignore
Task Field Mapping
Assignment Fields to Ignore
Assignment Field Mapping

Map From	Map to
Text1 (WP ID)	eWP ID (Enterprise)
Text3 (Control Account)	eControl Account (Enterprise)

Add Record
Clear

Accept Settings
Close

Change Importer Settings

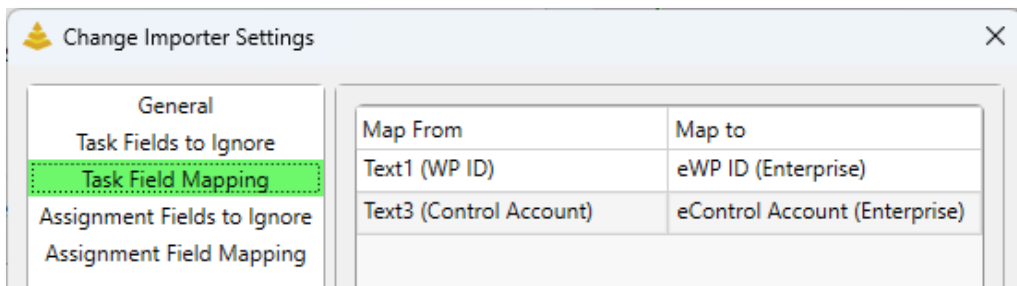
General
Task Fields to Ignore
Task Field Mapping
Assignment Fields to Ignore
Assignment Field Mapping

Map From	Map to
Text10 (Task Usage)	Text6 (Resource Usage)
Number3 (Resource Usage)	Number19 (Task Usage)

Add Record
Clear

Accept Settings
Close

The **Field Map Table** will display what fields are being remapped:



Change Importer Settings

General
Task Fields to Ignore
Task Field Mapping
Assignment Fields to Ignore
Assignment Field Mapping

Map From	Map to
Text1 (WP ID)	eWP ID (Enterprise)
Text3 (Control Account)	eControl Account (Enterprise)

Add Record
Clear

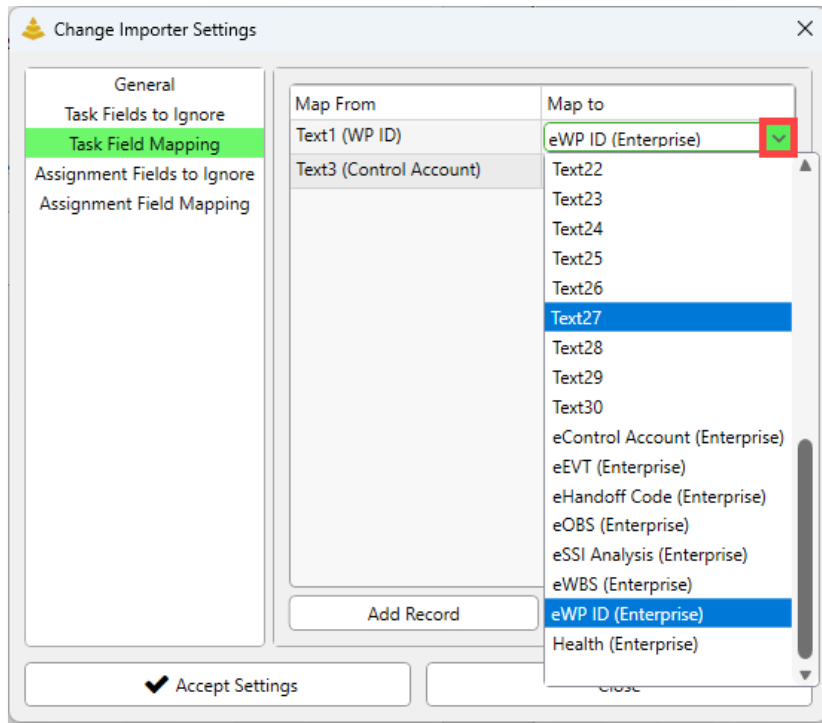
Accept Settings
Close

The **Map From column** represents the field where a change will have been originally made. The **Map To column** represents the field where the change will actually be replicated in.

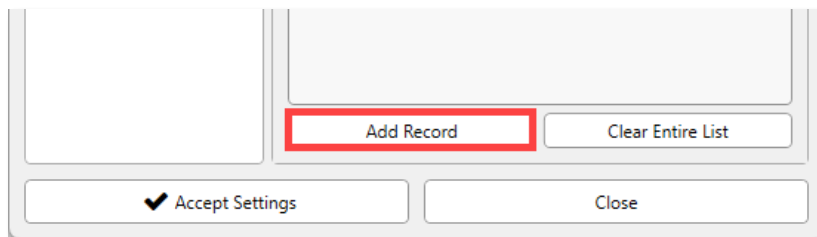
In the example above, we see that any change made to **Text1** will be replicated in the **eWP ID** enterprise field. Changes made to **Text3** will be replicated in the **eControl Account** enterprise field.

Any row can be deleted from the table by clicking on it and pressing the **DELETE** key on the keyboard.

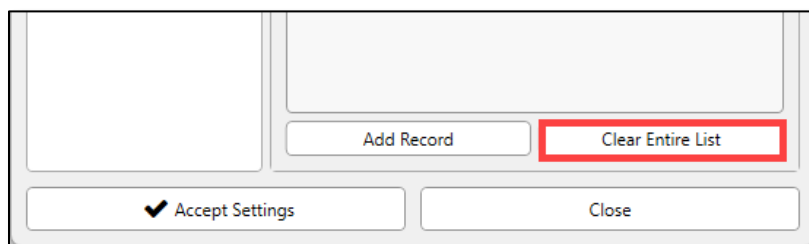
An item can be changed to a different field by clicking on it and then opening the menu that appears.



Click the **Add Record** button to add a new Field Mapping to the table.

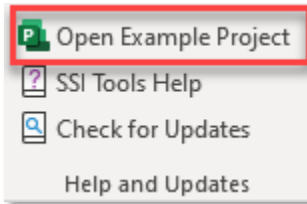


Click the **Clear Entire List** button to clear all Field Maps from the table.

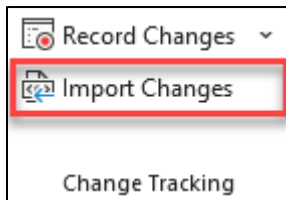


Class Exercise – Importing Changes

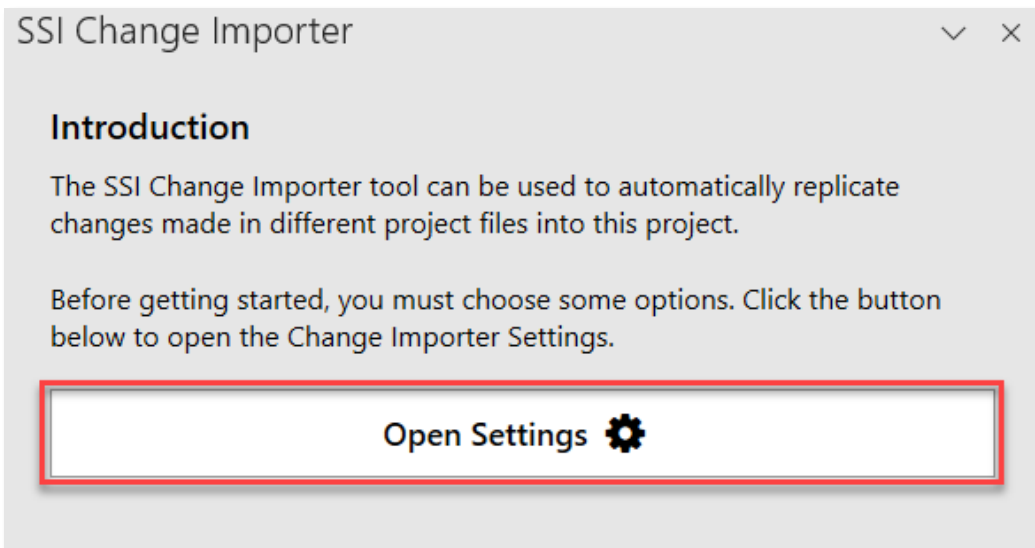
1. Reopen the SSI Example Project by clicking the **Open Example Project** button in the **Help and Updates** group of the **SSI Analysis Tools** ribbon.



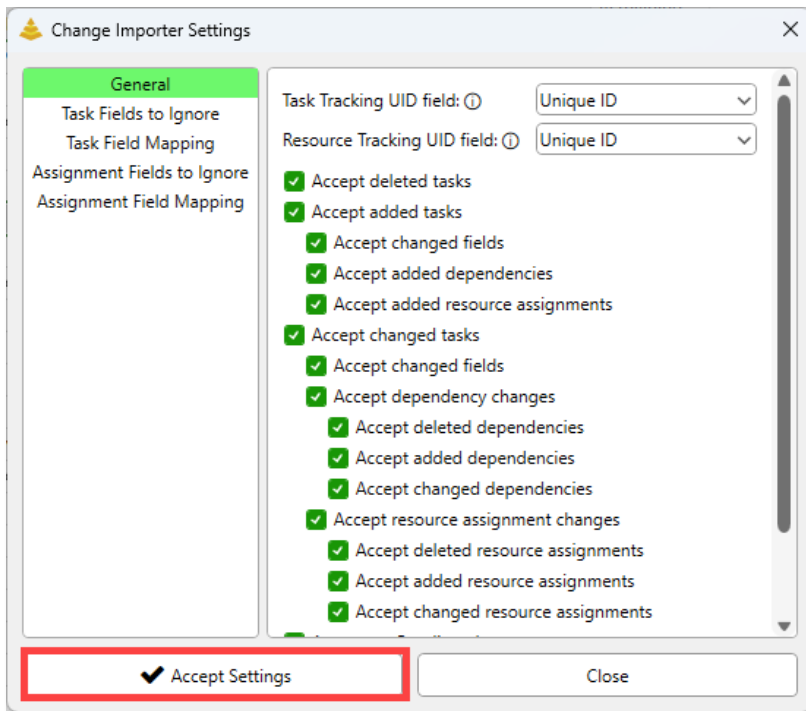
2. Click the **Import Changes** button in the **Change Tracking** group of the **SSI Analysis Tools** ribbon. This will open the **Change Import Pane**.



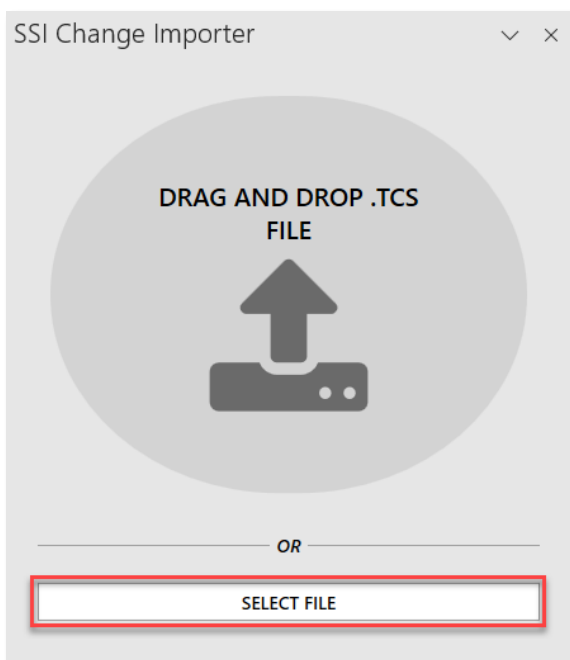
3. On the **Introduction Page**, click **Open Settings**.



4. Accept the default Change Importer settings



5. On the **Select File Page**, click the **Select File** button and browse for the TCS file created in the previous exercise.



6. On the **Change Summary Page**, select changes you would like to accept. Then click **Accept Checked Changes**

	Name	Description	#	Status
✓	Tracked Changes			
✓	Deleted Tasks			
✓	80	DELETED task 80	14	Not Accepted ✗
✓	81	DELETED task 81	15	Not Accepted ✗
✓	Added Tasks			
✓	351fb77f-e610-4265-83d2-d16b6529fe80	ADDED new task below 75	16	Not Accepted ✗
✓	Changed Fields			
✓	Name	SET value to "Practice Task"	17	Not Accepted ✗
✓	Duration	SET value to "10 d"	22	Not Accepted ✗
✓	Type	SET value to "Fixed Duration"	21	Not Accepted ✗
✓	Added Predecessors			
✓	73	ADDED 73 as FS+0d Predecessor to 351fb77f-e...	18	Not Accepted ✗
✓	Added Assignments			
✓	Test Engineer	ADDED assignment "Test Engineer"	20	Not Accepted ✗
✓	Remaining Work	SET value to "40 hrs"	23	Not Accepted ✗
✓	Changed Tasks			
✓	6			
✓	Changed Fields			
✓	Name	CHANGED value to "PDR"	1	Not Accepted ✗
✓	37			
✓	Changed Fields			
✓	Duration	CHANGED value to "25 d"	2	Not Accepted ✗
✓	58			
✓	Changed Fields			
✓	Name	CHANGED value to "Example"	3	Not Accepted ✗
✓	Text2 (OBS)	CHANGED value to "Dev"	4	Not Accepted ✗
✓	Duration	CHANGED value to "20 d"	5	Not Accepted ✗

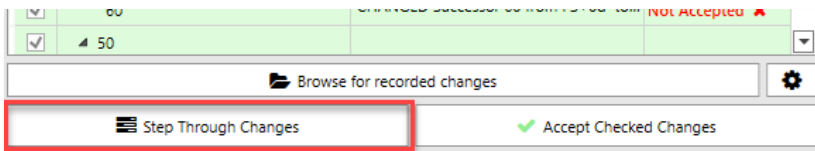
Browse for recorded changes

Step Through Changes
Accept Checked Changes

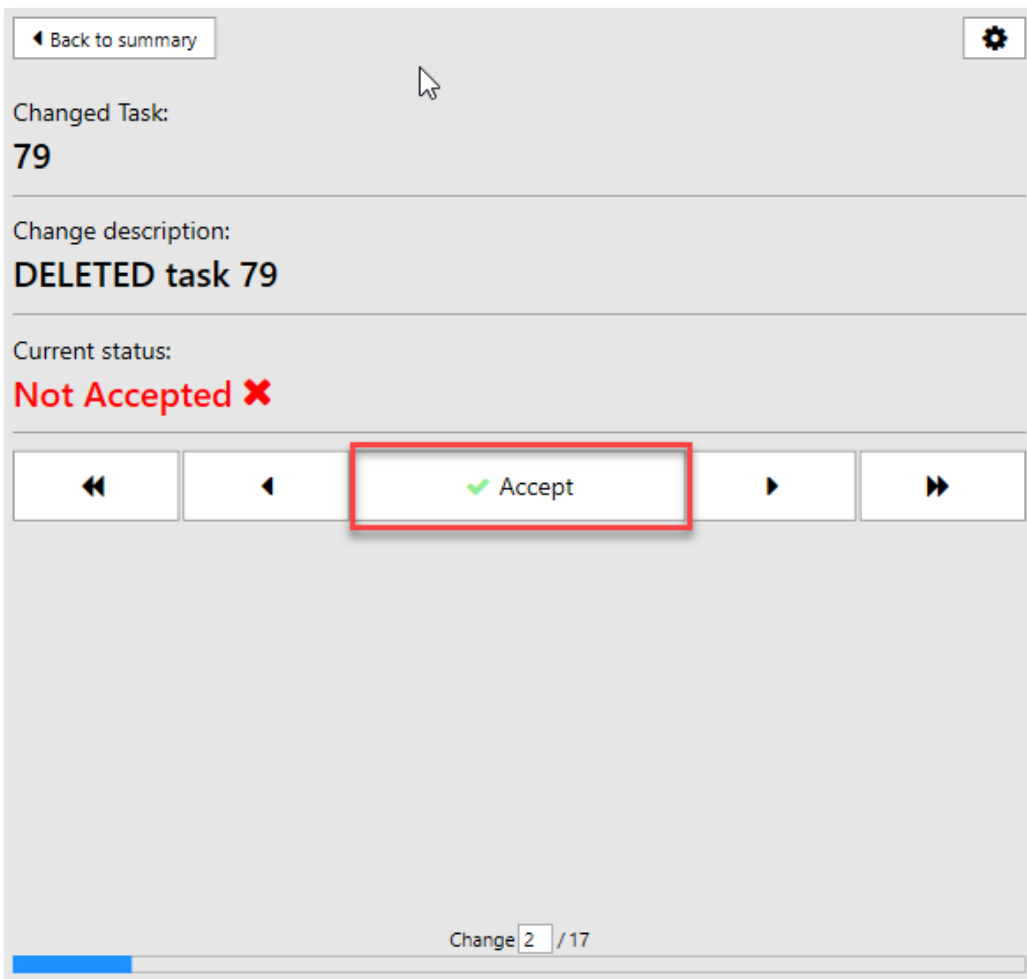
After doing this, the status of all checked changes should change to **"Accepted"**.

- Review the changes accepted in the project file.
- Close the project **without** saving it.
- Repeat step 1 to reopen the Example Project.
- Repeat steps 2 through 5 to get back to the **Changes Summary Page**.

11. Click the **Step Through Changes** button.



12. Use the **Single Change Page** to walk through changes one at a time. Accept whichever changes you would like and observe the change occur in the project.



End of Practice Exercise