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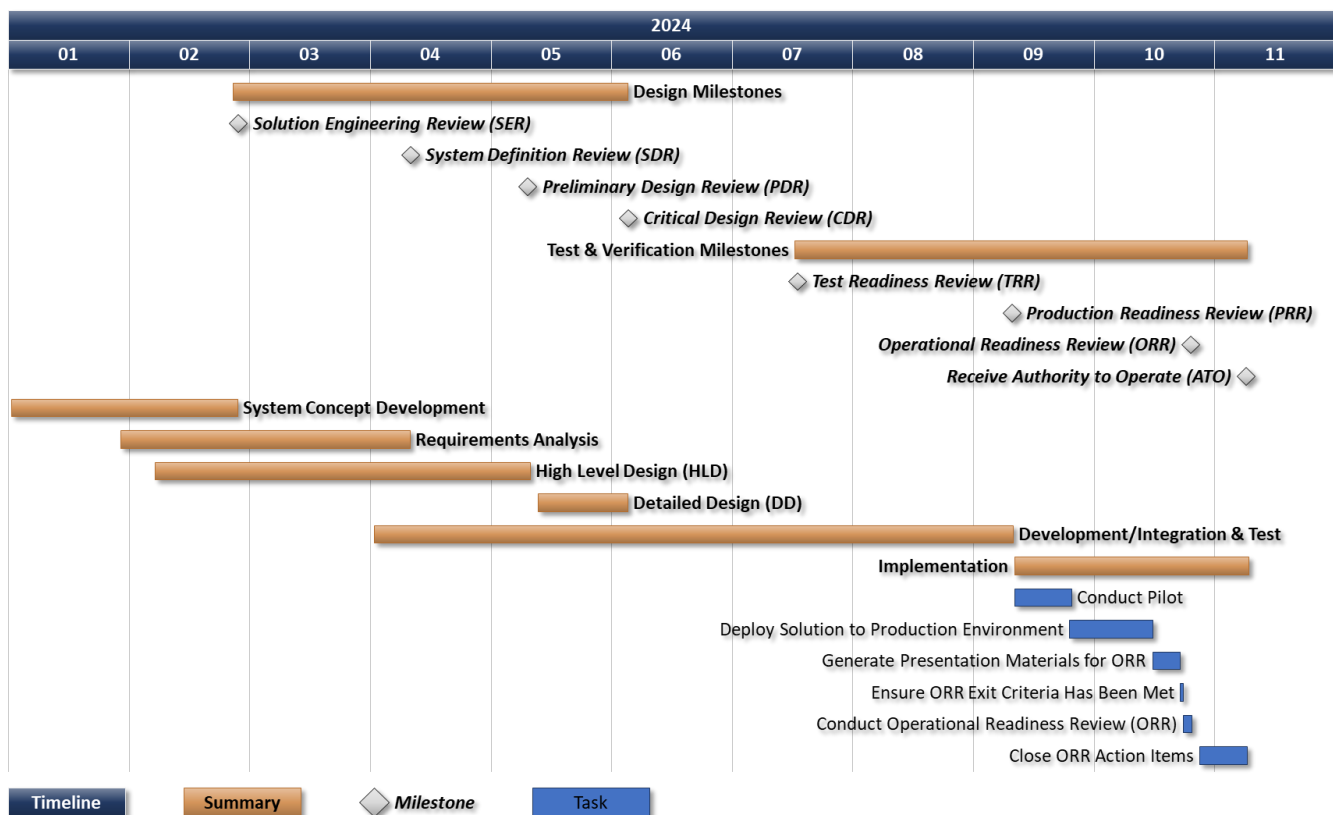
Getting Started with SSI Presentation Professional

Overview

SSi Presentation Professional is an add-in for **Microsoft PowerPoint** that is designed to create high level project schedule charts or roadmaps that can be presented to an audience. Presentation Professional builds presentations by creating PowerPoint objects (shapes) that can be linked to Microsoft Project schedule items (Summaries, Tasks and Milestones).

This document will cover the very basics of Presentation Professional, including:

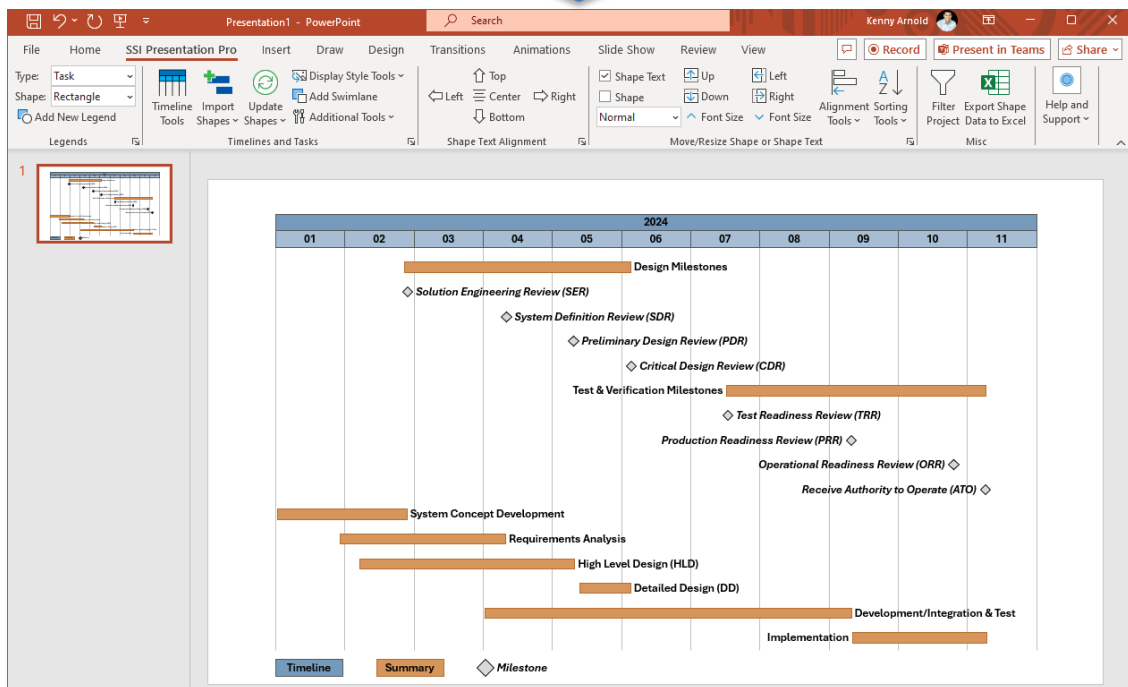
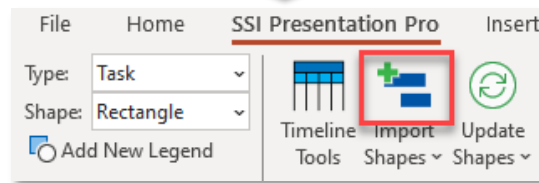
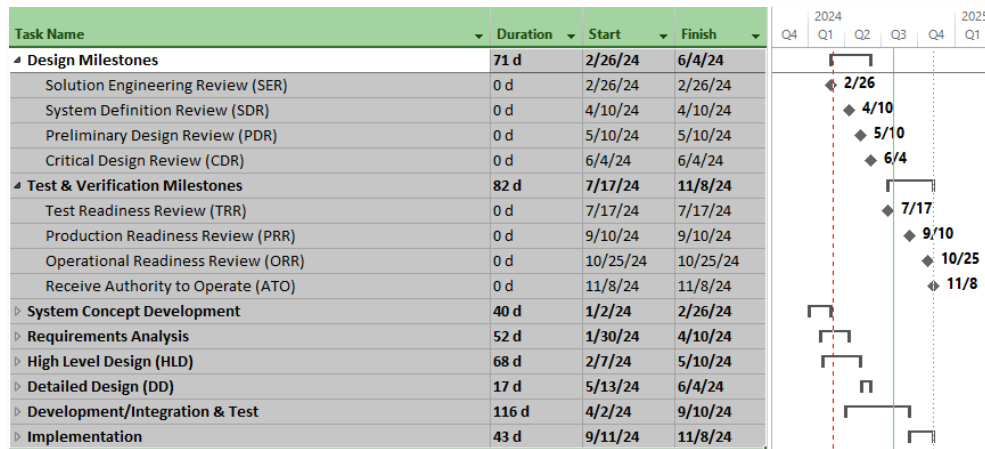
- How to import shapes from Microsoft Project.
- How to create and edit a timeline.
- How to manage chart real estate.
- How to use legends
- How to synchronize a chart with a Microsoft Project file.



Importing Shapes using the “One-Click Import” Feature

Importing Content from Microsoft Project

Creating a Presentation Professional chart can be as easy as selecting a group of tasks in Microsoft Project and then clicking the top half of the **Import Shapes** button in the **SSI Presentation Pro** ribbon in PowerPoint while on a blank slide:

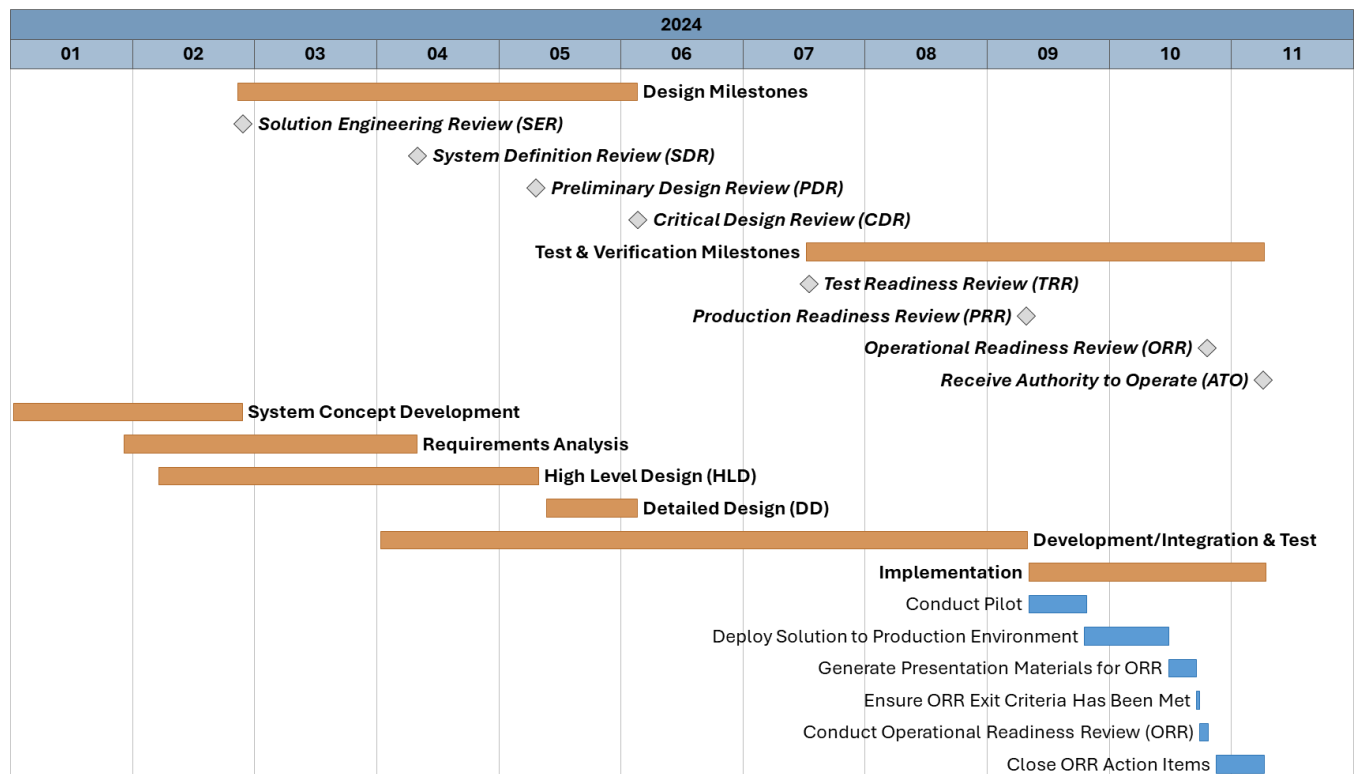


If the button is clicked when no Presentation Pro timeline exists on the active slide, a timeline will automatically be created that will fit the dates of the content being imported.

By default, *legend shapes* will also automatically be created for the content being imported if they do not already exist on the slide. As an example, if the content being imported was a combination of Microsoft Project Summaries and Milestones, these legends would be created:



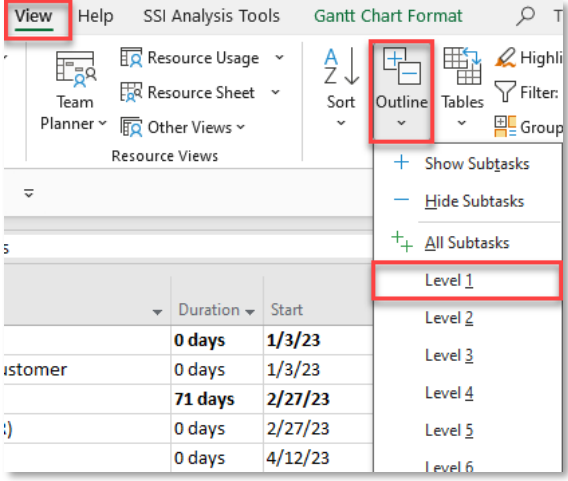
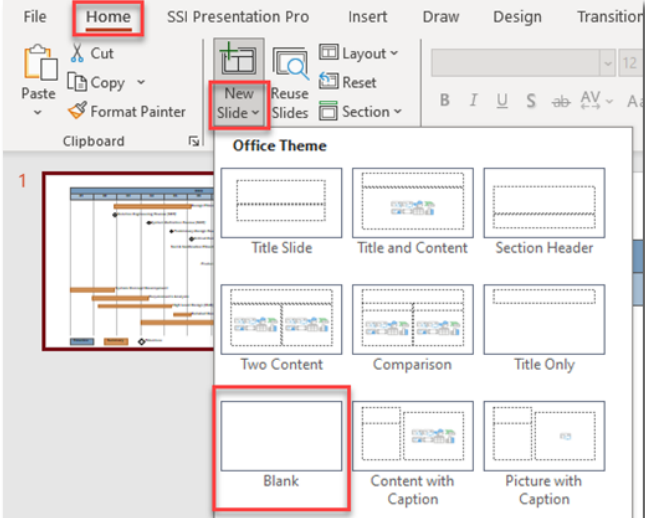
If the button is clicked when there is already content within a timeline on the active slide, new shapes will be imported *below* the existing content. By default, all existing content will be shifted up to make space for the new content. A chart can be put together in a single import or incrementally through any number of additional imports.



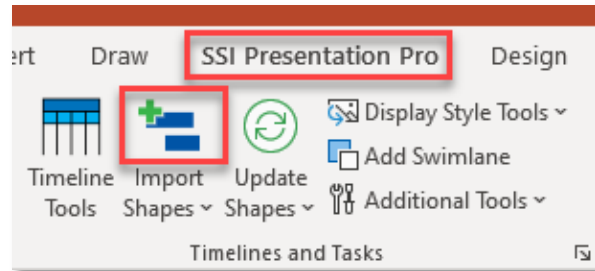
The shapes created when the top half of the *Import Shapes* button is clicked will follow the currently saved Presentation Pro default options. This includes including legend styles unless Legend shapes already exist on the slide when the button is clicked.

Note: When importing shapes, Presentation Pro connects to *Microsoft Project* to read information about the items selected. Your PowerPoint slide does not stay connected to the Project file after the import is completed.

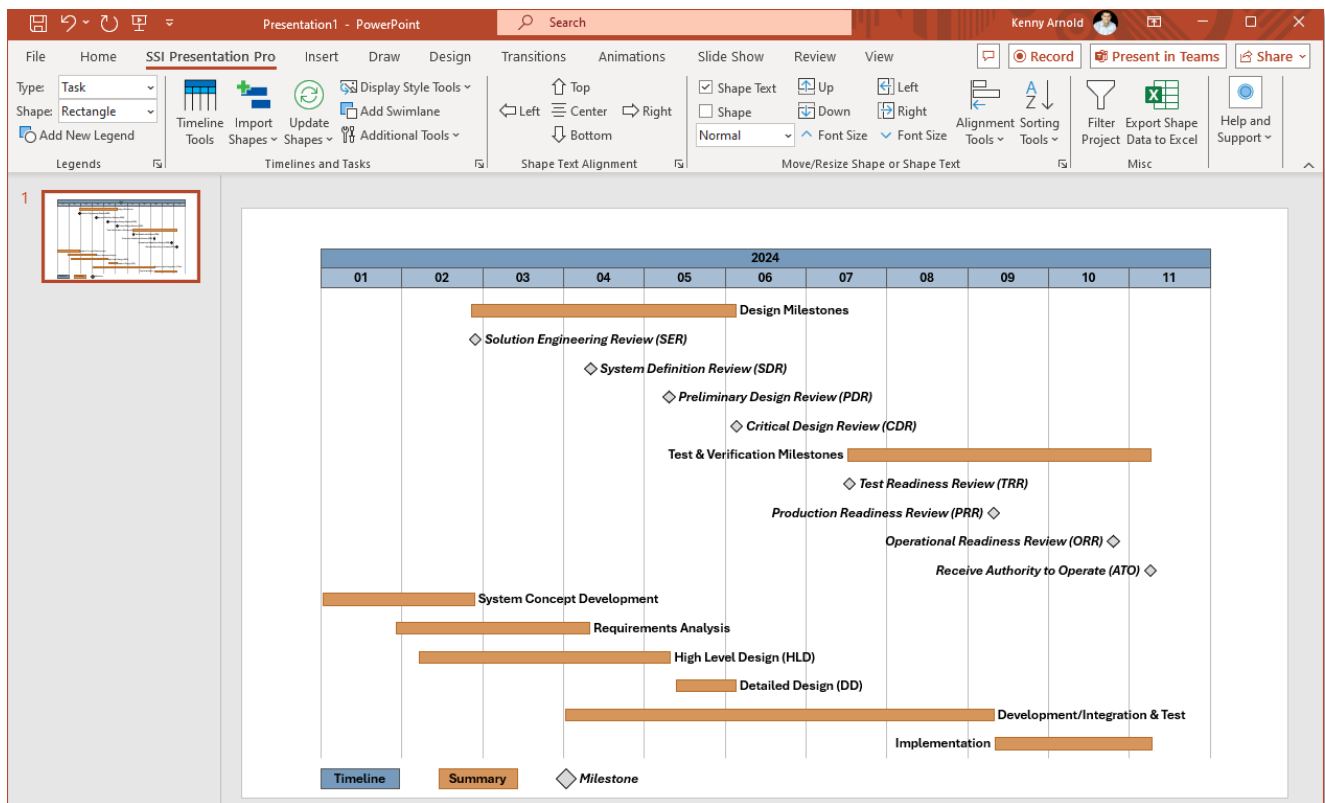
Class Exercise – Using the One-click Import

Start of Practice Exercise	
1. Go to Microsoft Project and open the SSI Example Project file . Set the outline to Level 1 by using the Outline menu on the View Ribbon	 The screenshot shows the Microsoft Project 'View' ribbon. The 'Outline' button is highlighted with a red box. A dropdown menu is open, showing options: 'Show Subtasks', 'Hide Subtasks', 'All Subtasks', 'Level 1', 'Level 2', 'Level 3', 'Level 4', 'Level 5', and 'Level 6'. 'Level 1' is selected and highlighted with a red box.
2. Click the small triangle button to the left of the name of the summaries on rows 3 and 8 to display their child tasks, then select all activities from row 3 down.	 The screenshot shows the 'Project Outline' pane. Under 'Design Milestones', 'Solution Engineering Review (SER)' is expanded. Under 'Test & Verification Milestones', 'Test Readiness Review (TRR)' is expanded. Below these, a list of tasks is shown, including 'System Concept Development', 'Requirements Analysis', 'High Level Design (HLD)', 'Detailed Design (DD)', 'Development/Integration & Test', and 'Implementation'.
3. Open a new presentation in PowerPoint and add a blank slide.	 The screenshot shows the Microsoft PowerPoint 'Home' ribbon. The 'New Slide' button is highlighted with a red box. A dropdown menu is open, showing various slide layouts. The 'Blank' layout is selected and highlighted with a red box.

4. Click the top half of the **Import Shapes** button in the **SSI Presentation Pro Ribbon**.



5. the output should look like the following:



Keep this presentation open for upcoming exercises.

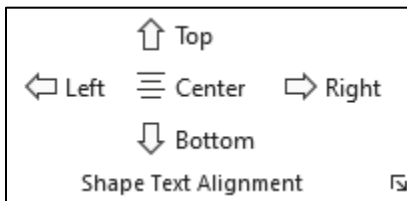
End of Practice Exercise

Moving and Aligning Text on Shapes

When creating schedule charts using Presentation Pro, it will be necessary to be able to manipulate the position of text on shapes that are created to present well to the audience. Presentation Pro has many features that can easily manipulate the position of text on shapes.

Using the Shape Text Alignment Tools

The *Shape Text Alignment Tools* are the buttons found in the *Shape Text Alignment Group* of the SSI Presentation Pro Ribbon.



These buttons can completely change the orientation of text on a shape.

- Click the **Left** button to orient text to the left of the shape:

Design Milestones

- Clicking the **Right** button will orient text to the right of the shape:

Design Milestones

- Click the **Top** button to orient text on the top of the shape:

Design Milestones

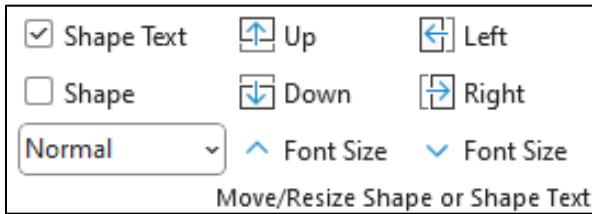
- Clicking the **Bottom** button will orient text on the bottom of the shape:

Design Milestones

- Click the **Center** button to orient text in the center of the shape:

Design Milestones

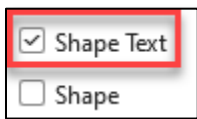
Using the Move/Resize Shape or Shape Text Tools



The buttons in the **Move/Resize Shape or Shape Text Group** of the SSI Presentation Pro Ribbon allow users to “bump” or *incrementally move* text of a shape or the shape itself in the direction clicked on.

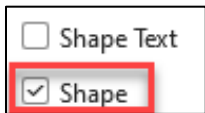
Using the Shape Text/Shape Checkbox Option

When the checkbox option is set to **Shape Text**:



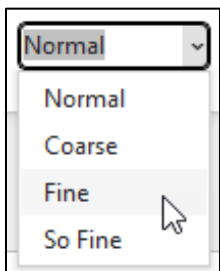
The **Up**, **Down**, **Left**, and **Right** buttons will move the text of selected shapes in the direction selected. Buttons to increase or decrease the font size of the text will also be available:

When the checkbox option is set to just **Shape**:



The **Up**, **Down**, **Left**, and **Right** buttons will move the actual shapes selected in the direction selected. Buttons to increase or decrease the size of the shape will also be available:

Changing the Bump Increment



The **Bump Increment** can be set from the drop-down menu in the **Move/Resize Shape or Shape Text Group**. The **Bump Increment** controls how much shape text or the shape itself is moved each time one of the direction buttons is clicked. The following options are available:

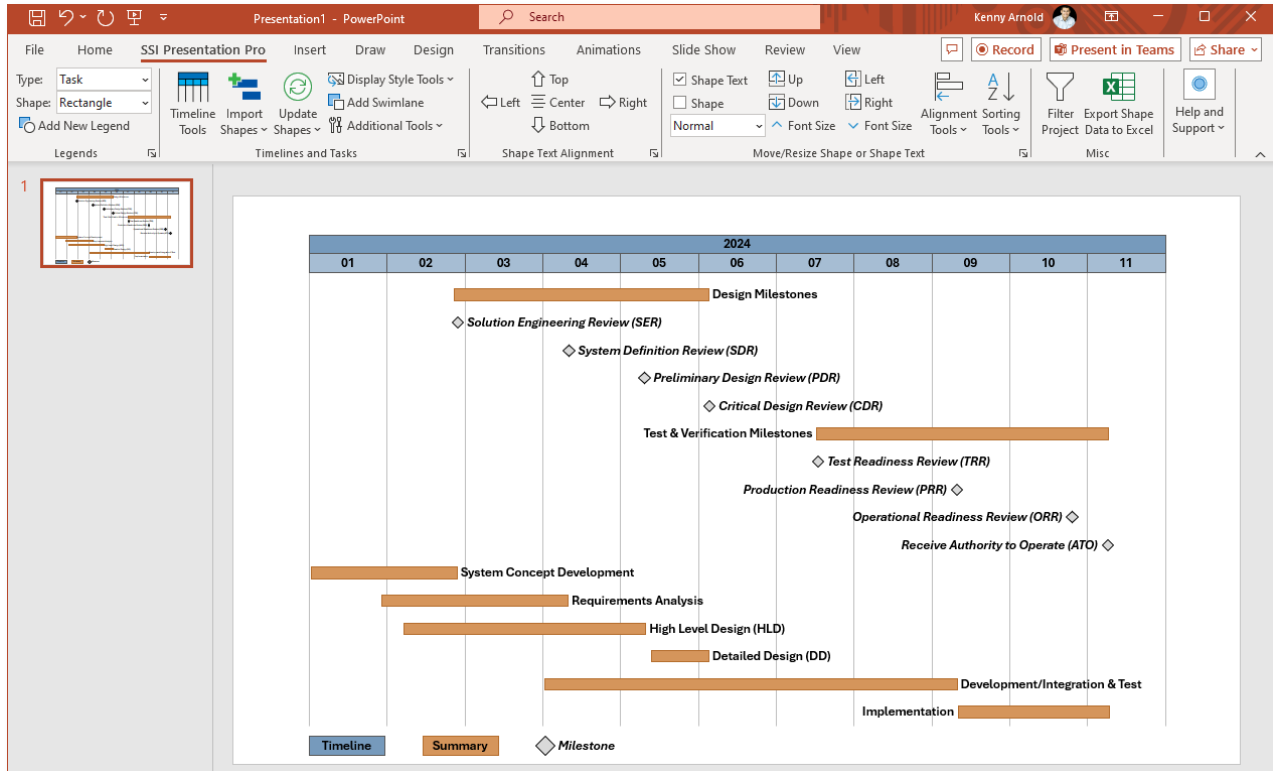
- Normal
- Coarse
- Fine
- So Fine

Normal is the largest bump increment, while **So Fine** is the smallest.

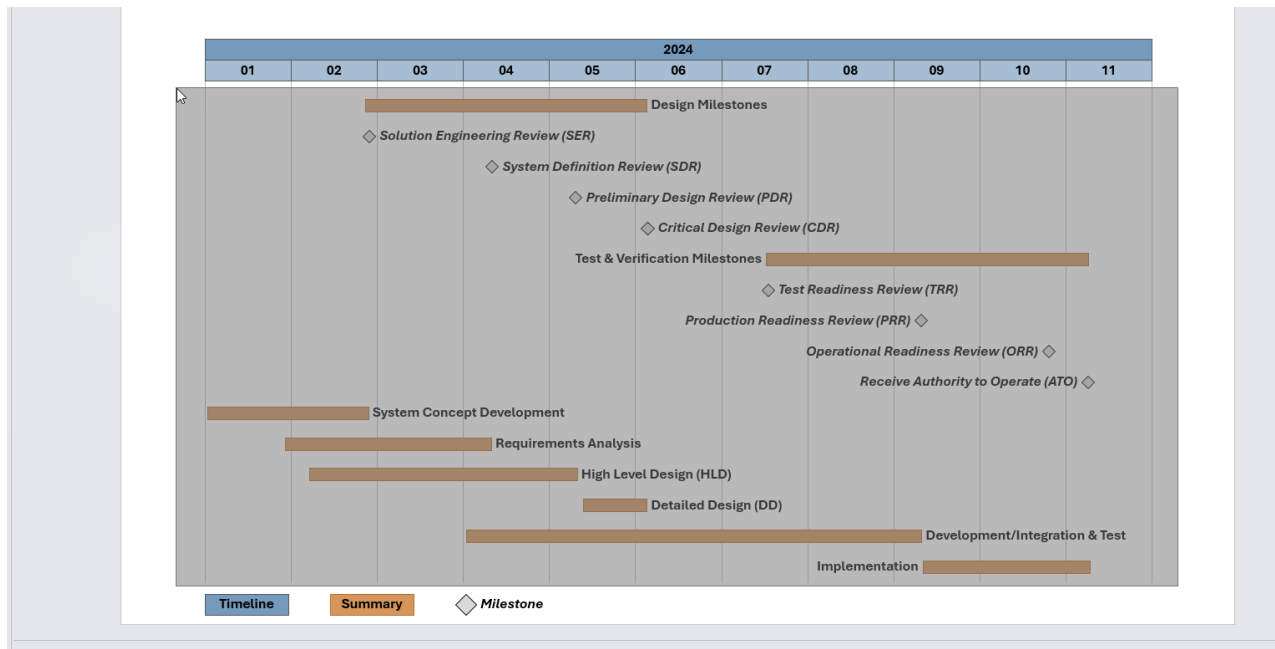
Class Exercise – Moving and Aligning Text

Start of Practice Exercise

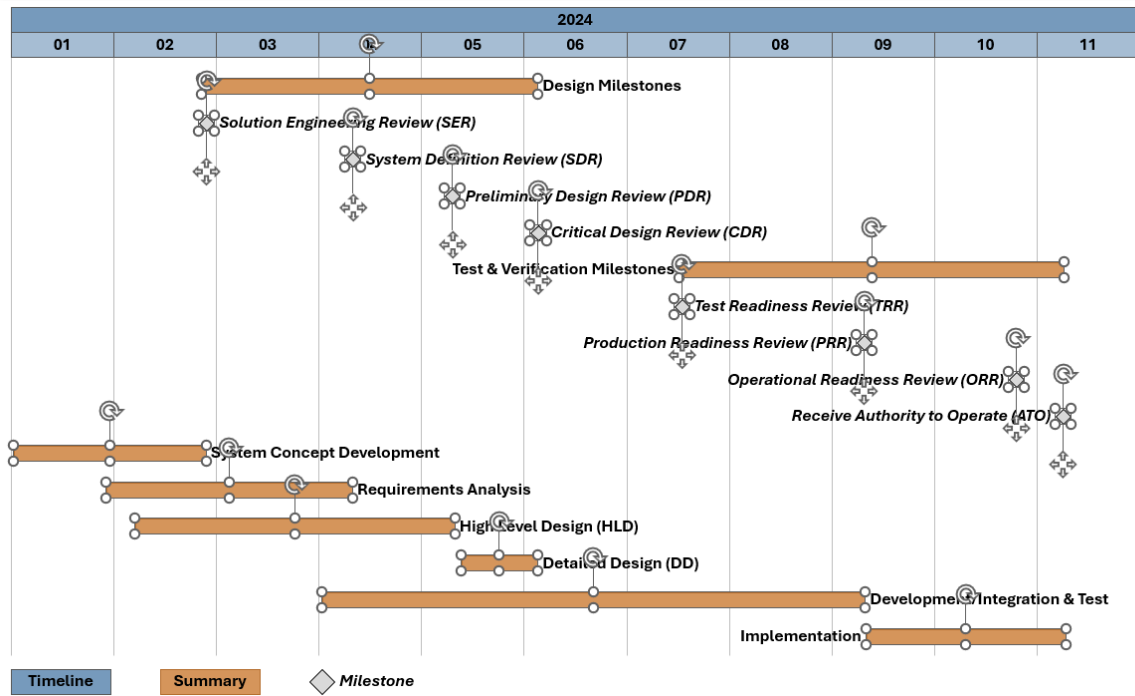
1. Navigate to the chart created in the previous exercise. Refer back to page 5 if this chart needs to be created.



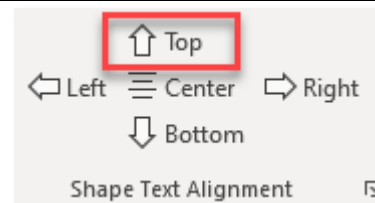
2. Select all of the Activity Shapes on the page by either wrapping a selection around them or holding the **CTRL** or **SHIFT** keys on the keyboard and selecting them one at a time:



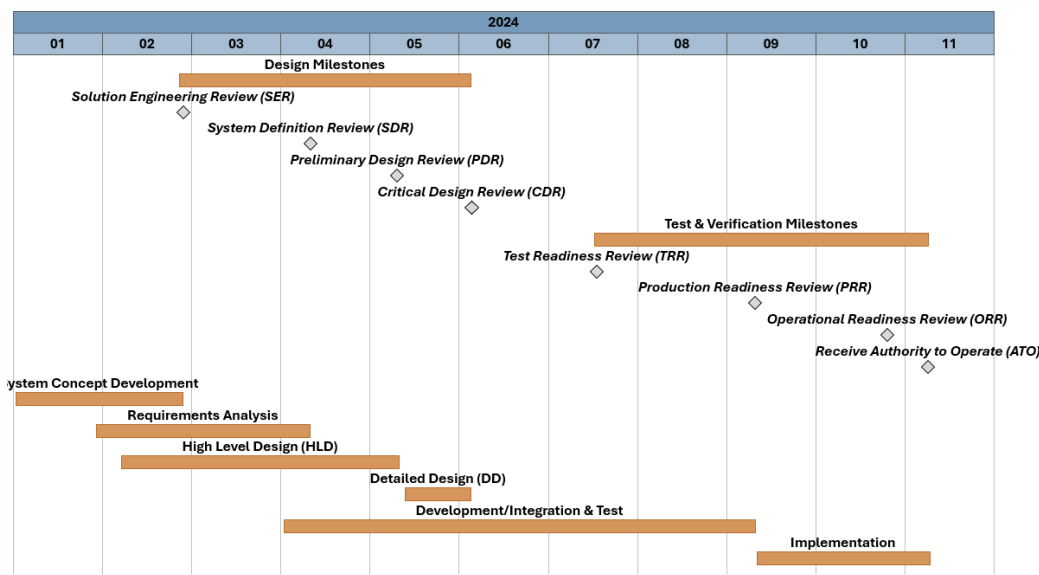
3. Notice white anchor dots will appear around the shapes selected



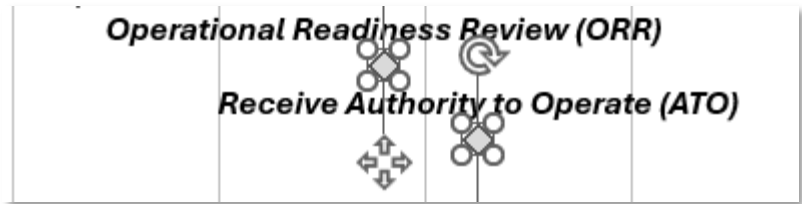
4. With all activity shapes selected, click the **Top** button in the **Shape Text Alignment Group** of the **SSI Presentation Pro Ribbon**.



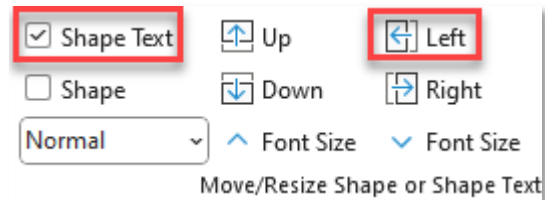
5. Observe the text the activity shapes is now centered *above* the shape.



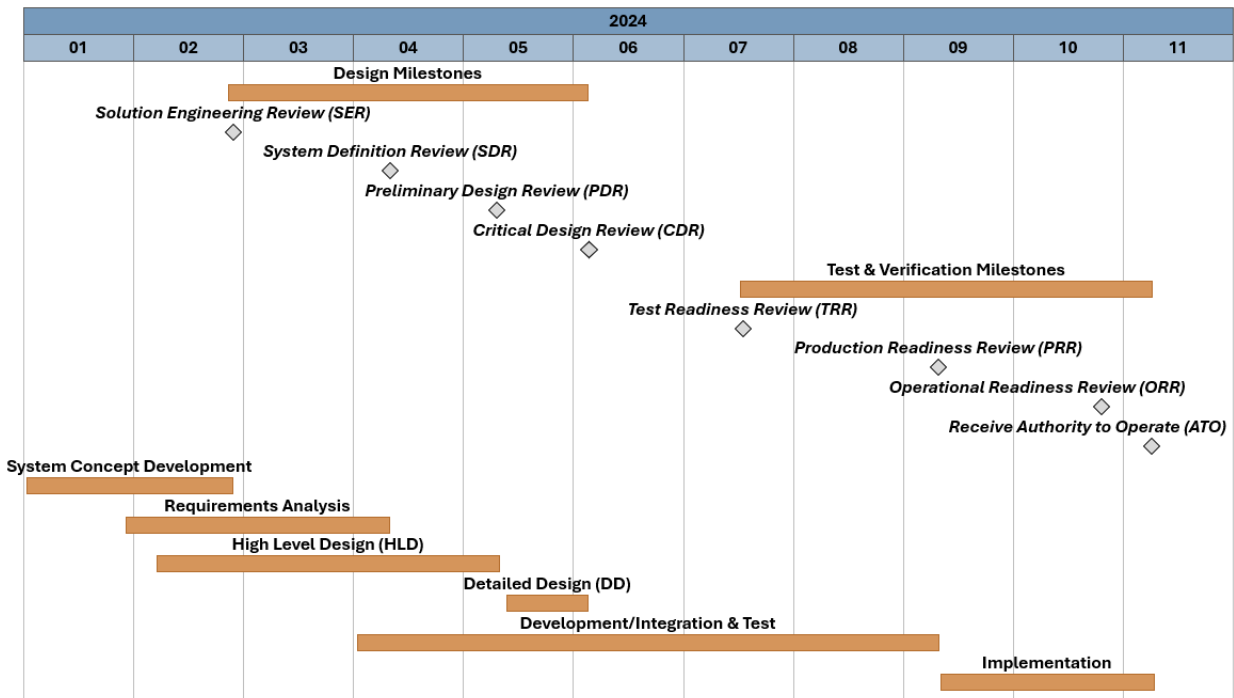
6. Select the milestone shapes *Operational Readiness Review (ORR)* and *Receive Authority to Operate (ATO)*



7. With the *Shape Text* option selected in the *Move/Resize Shape or Shape Text Group*, click the *Left* button several times until the text of both milestones appears within the timeline grid.



8. Observe the chart:



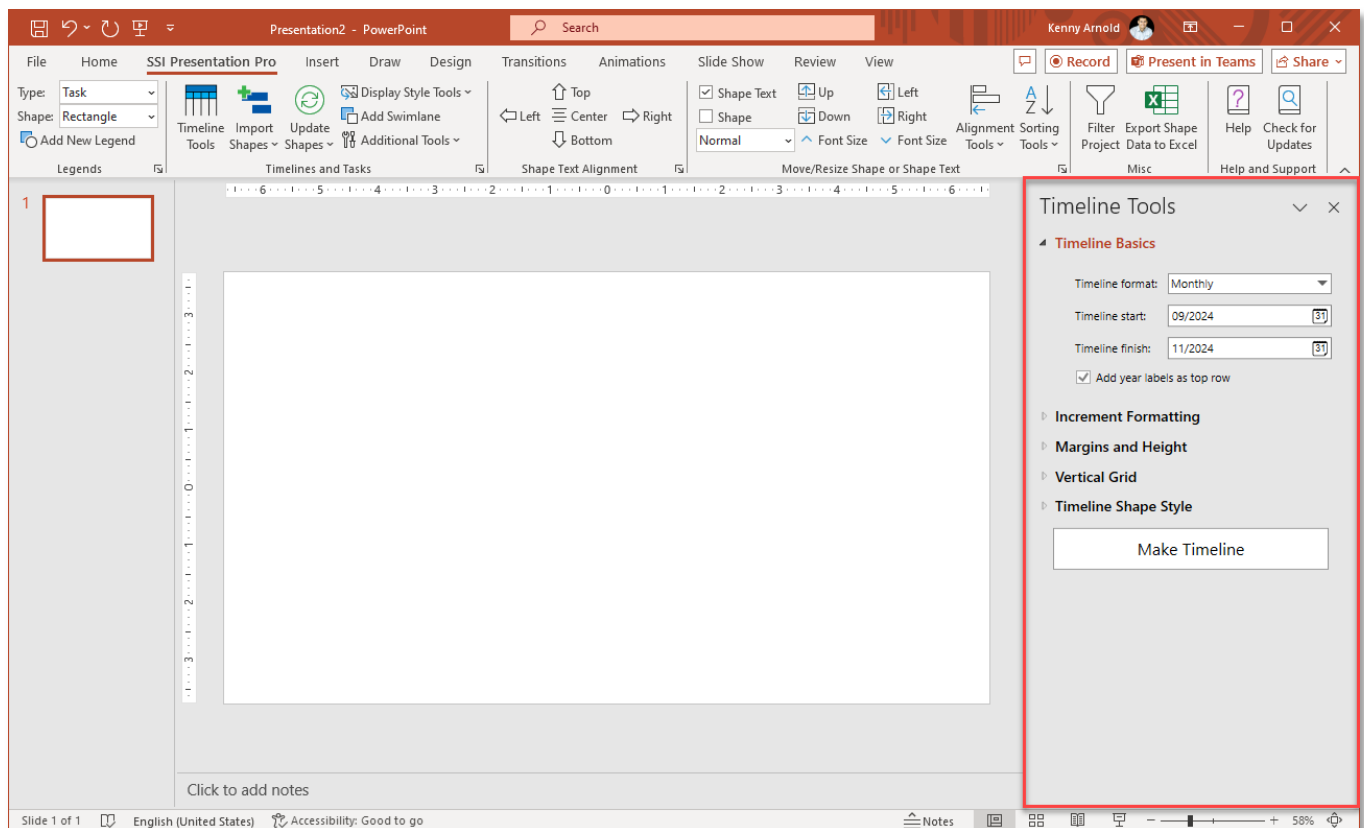
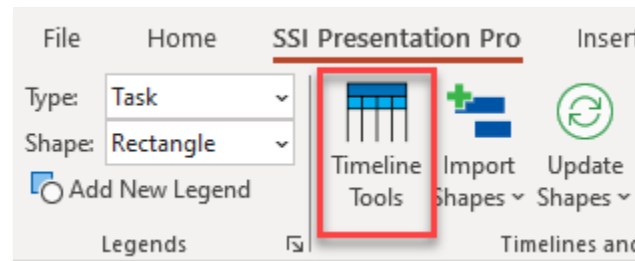
9. Continue adjusting the position of text on the activity shapes as desired.

End of Practice Exercise

Using the Timeline Tools

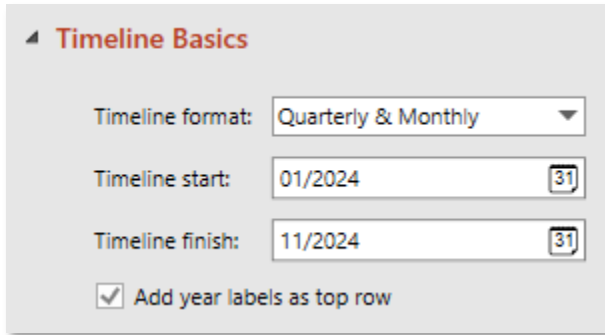
Presentation Professional's **Timeline Tools** can be used to create and edit timelines that appear on Presentation Pro slides that shapes are imported within.

When the **Timeline Tools** button is clicked, the **Timeline Tools Pane** will open on the right side of the PowerPoint application window.



The **Timeline Tools** can be broken down into the following sections:

Timeline Basics



The screenshot shows a configuration panel titled "Timeline Basics" with a small triangle icon to its left. It contains three input fields: "Timeline format:" with a dropdown menu showing "Quarterly & Monthly"; "Timeline start:" with a text box containing "01/2024" and a calendar icon showing "31"; and "Timeline finish:" with a text box containing "11/2024" and a calendar icon showing "31". Below these fields is a checkbox labeled "Add year labels as top row" which is checked.

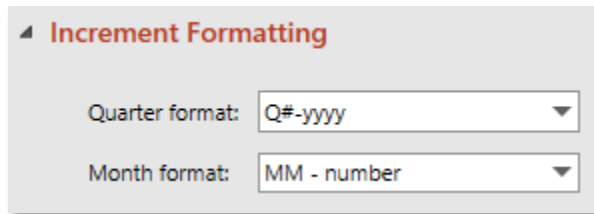
The ***Timeline Basics*** section of the Timeline Tools controls the most basic options of the timeline. This includes:

- **Timeline Format:** This controls the *time format* of the timeline. following formats are available:
 - Yearly
 - Quarterly
 - Quarterly and Monthly
 - Monthly
 - Monthly and Daily
 - Daily
 - Daily and Hourly
 - Hourly

If a format other than *yearly* is selected, the option to *add years as the top row* of the timeline will be visible. Selecting this option will ensure that year labels will always be at the top row of whatever timeline format that is selected.

- **Timeline Start:** This controls the period that will be the start, or beginning, of the timeline. This value must be less than the finish.
- **Timeline Finish:** This controls the period that will be the finish, or end, of the timeline. This value must be greater than the start.

Increment Formatting



▲ **Increment Formatting**

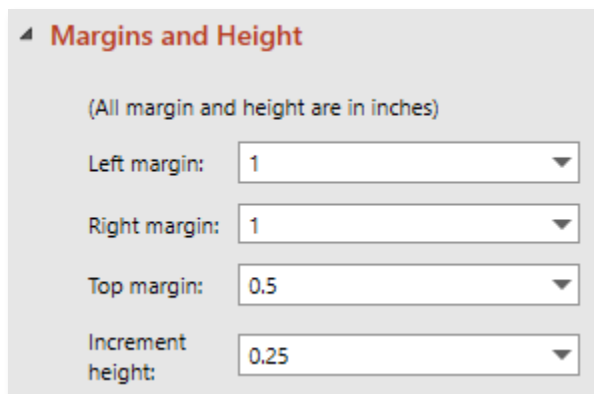
Quarter format:

Month format:

The **Increment Formatting** section of the Timeline Tools allows you to choose the format of your timeline elements. There are *various* formats available for different elements. For example, the month of *January* on a timeline can be expressed as *1, 01, J, Jan*, etc. Click the drop-down menu on any of the element formats to choose whichever format you prefer.

Note: You can format your timeline to United States Government fiscal years if the timeline format is set to one of the *Quarterly* options in the **Timeline Basics** section *and* a fiscal quarter format is chosen for the quarters in the **Increment Formatting** section.

Margin and Height



▲ **Margins and Height**

(All margin and height are in inches)

Left margin:

Right margin:

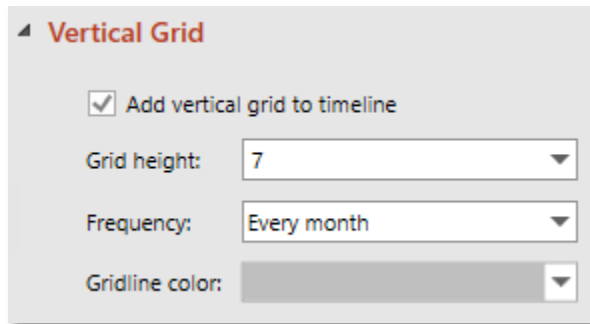
Top margin:

Increment height:

The **Margin and Height** section of the Timeline Tools controls where a timeline will appear on the slide. The following controls are available:

- **Left Margin:** This controls how much space will be between the *left* edge of the slide and the *beginning* of the timeline. The larger the number, the more space.
- **Right Margin:** This controls how much space will be between the *right* edge of the slide and the *end* of the timeline. The larger the number, the more space.
- **Top Margin:** This controls how much space will be between the *top* edge of the slide to the *top* of the first row of the timeline. The larger the number, the more space.
- **Increment Height:** This controls how tall each of the timeline rows will be. The larger the number, the taller each timeline row will be.

Vertical Grid

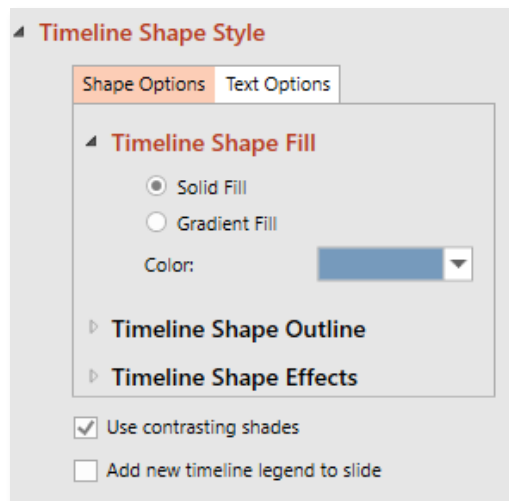


A screenshot of the 'Vertical Grid' settings panel. It features a title bar with a small triangle icon and the text 'Vertical Grid'. Below the title bar, there is a checked checkbox labeled 'Add vertical grid to timeline'. Underneath, there are three settings: 'Grid height:' with a dropdown menu showing the value '7', 'Frequency:' with a dropdown menu showing 'Every month', and 'Gridline color:' with a color selection dropdown menu.

The **Vertical Grid** section of the Timeline Tools controls the gridlines that come down from the bottom of the last row on the timeline. The following options are available:

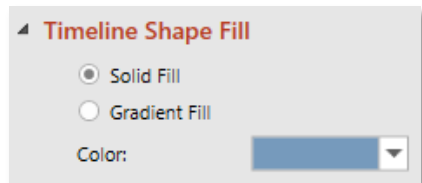
- **Add vertical grid to the timeline:** If this option is checked, a vertical grid will be added to the timeline. Otherwise, no gridlines will be added.
- **Grid Height:** This controls how far down the slide the gridlines will go from the bottom of the last row of the timeline. The larger the number, the further down the slide the gridlines will appear.
- **Frequency:** This controls how frequently the gridlines will appear on the page. This control can change depending on the timeline format. For example, if the timeline format is set to *Quarterly and Monthly*, the Frequency options will be *Every Year*, *Every Half Year*, *Every Quarter*, or *Every Month*.
- **Gridline Color:** This controls the color the gridlines will be. Click the drop-down button on this control to select a color.

Timeline Shape Style

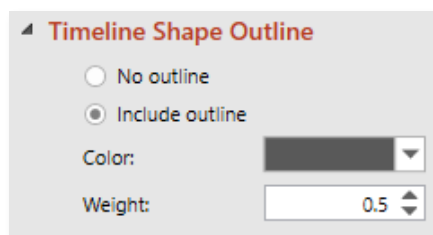


The **Timeline Shape Style** section of the Timeline Tools controls the visual style of the timeline rows. The following options are available:

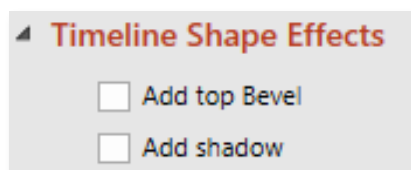
- **Timeline Shape Fill:** This section controls the fill style and color of the timeline rows.



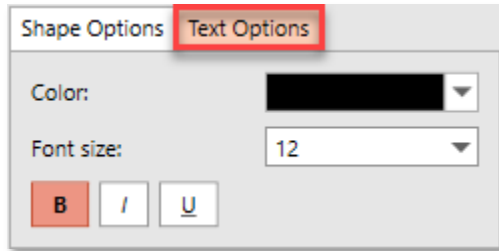
- **Timeline Shape Outline:** This section controls the outline color and weight (thickness) of the timeline rows



- **Timeline Shape Effects:** This section allows user to add a 3D bevel or shadow effect to their timeline.

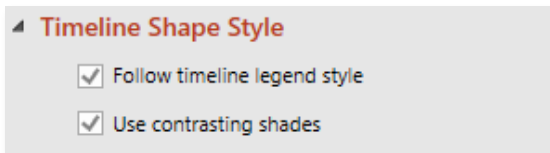


- **Text Options:** This section controls the font color, size, and decorations that the text of the timeline rows will use

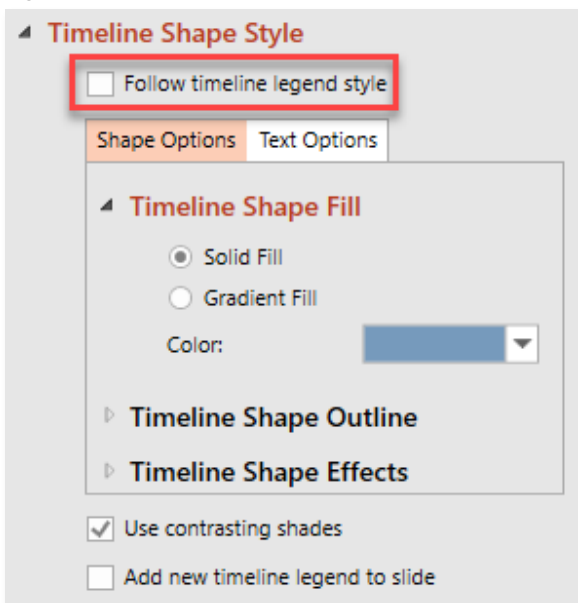


- **Use Contrasting Shades:** If this option is checked, each timeline row will alternate between a slightly contrasted shade of the fill color chosen
- **Add new timeline legend to the slide:** If this option is checked, a new timeline legend will be added to the slide that will mimic the styles chosen in this section. If a timeline legend already exists on the slide, it will be overwritten with a new one.

Note: Presentation Pro will automatically recognize if the active slide already has a timeline legend shape on it. If it does, this section will look like this:



Keep the ***Follow timeline legend style*** option selected to match the timeline shapes to the existing legend. Uncheck that option to expand all the standard Timeline Shape Style controls:



Making a new timeline or editing an existing one

The button at the bottom of the timeline tools can be different depending on what slide is currently selected in PowerPoint. If the current slide does *not* contain a timeline, the button will say **Make Timeline**.

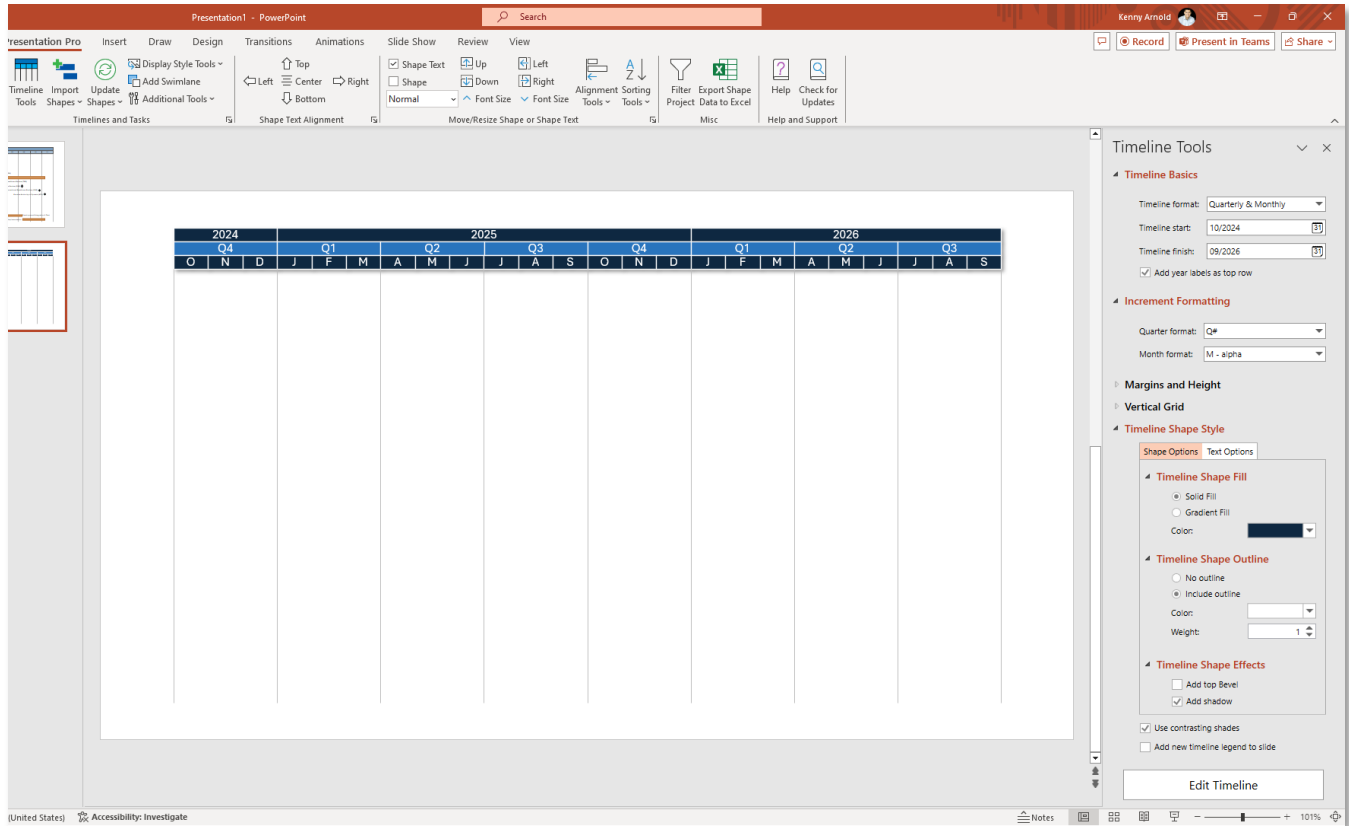
Make Timeline

Click this button to make a brand new timeline on the current slide that matches the selections chosen in the **Timeline Tools**

If the current slide already has a timeline created by Presentation Pro on it, the button will say **Edit Timeline**.

Edit Timeline

Click this button to edit the existing timeline on the current slide to the selections chosen in the **Timeline Tools**.

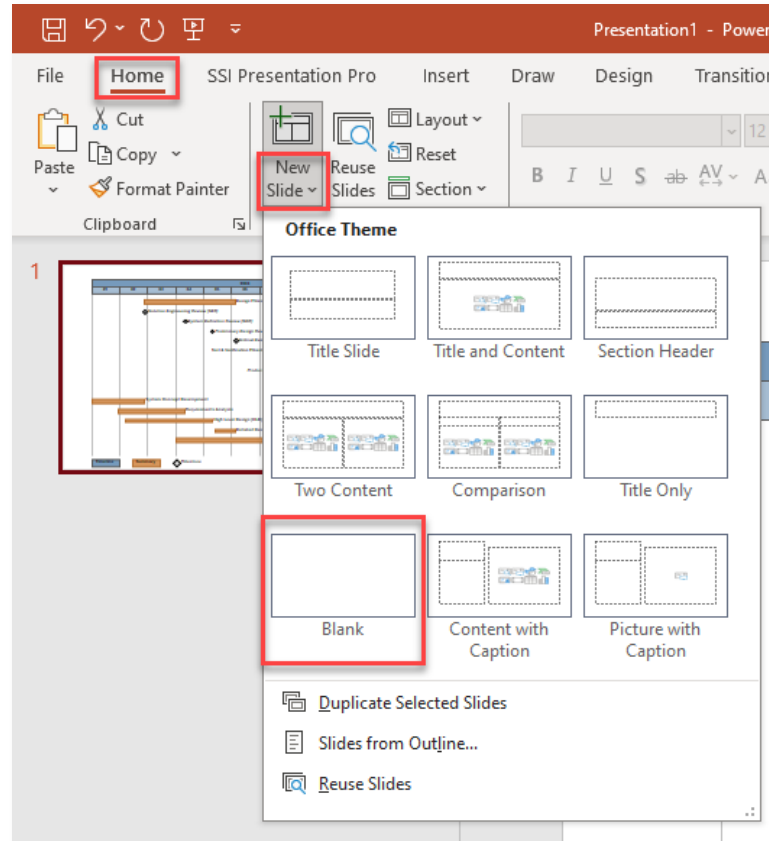


The screenshot shows the PowerPoint interface with the Timeline Tools panel open on the right. The main slide area displays a timeline chart for the years 2024, 2025, and 2026. The timeline is divided into quarters (Q1, Q2, Q3, Q4) and months (O, N, D, J, F, M, A, M, J, J, A, S). The Timeline Tools panel includes sections for Timeline Basics, Increment Formatting, Margins and Height, Vertical Grid, and Timeline Shape Style. The Timeline Shape Style section is currently selected, showing options for Timeline Shape Fill (Solid Fill, Gradient Fill), Timeline Shape Outline (No outline, Include outline), and Timeline Shape Effects (Add top Bevel, Add shadow). The button at the bottom of the panel is labeled "Edit Timeline".

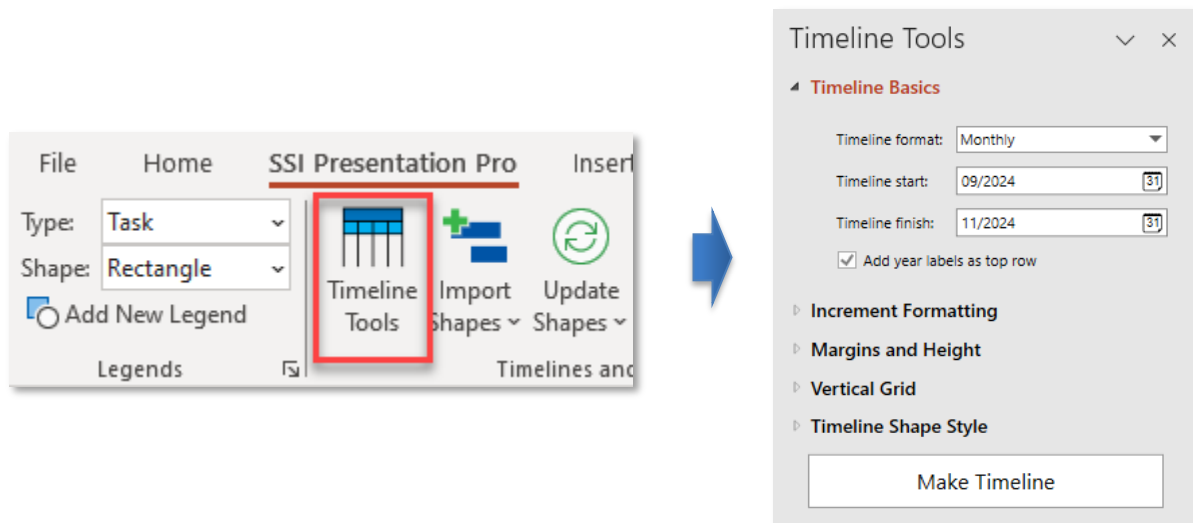
Class Exercise – Import Task and Modify the Timeline

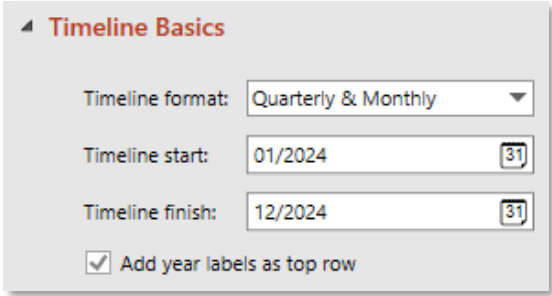
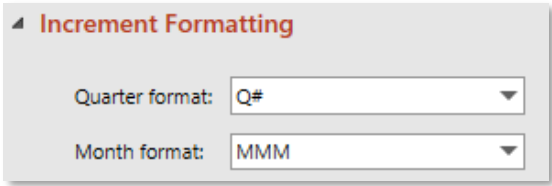
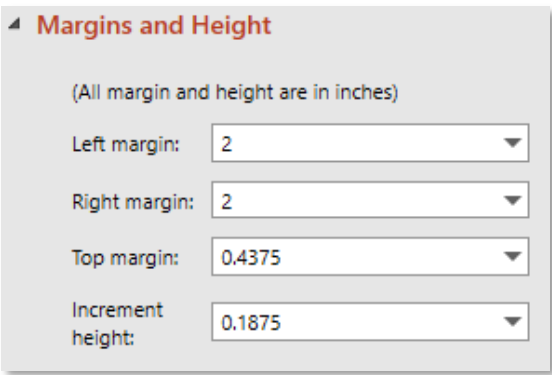
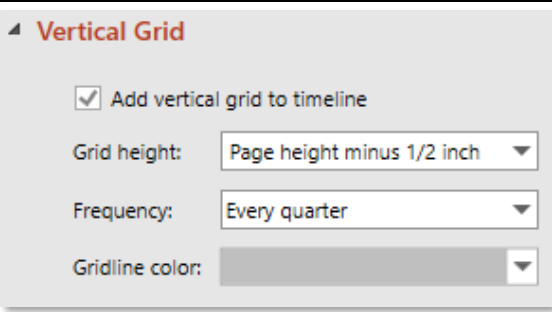
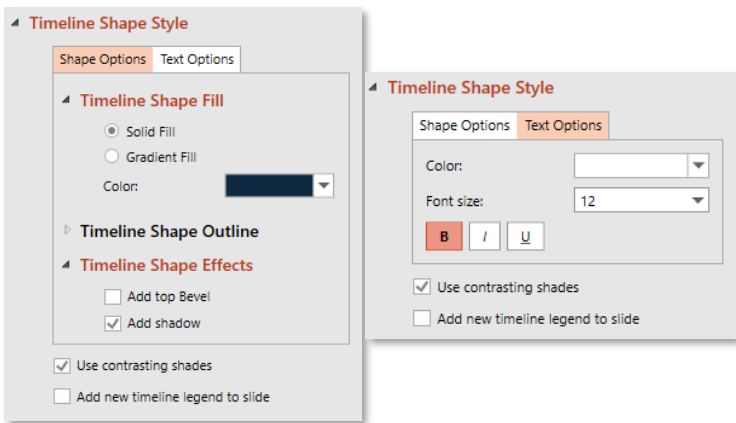
Start of Practice Exercise

1. In the PowerPoint presentation from the previous exercise, add a new blank side



2. Click the *Timeline Tools* button in the *SSI Presentation Pro* ribbon to open the *Timeline Tools Pane*



3. Set the options in the Timeline Basics section of the timeline tools to the same options shown on the image to the right →	
4. Set the options in the Increment Formatting section of the timeline tools to the same options shown on the image to the right →	
5. Set the options in the Margin and Height section of the timeline tools to the same options shown on the image to the right →	
6. Set the options in the Vertical Grid section of the timeline tools to the same options shown on the image to the right →	
7. Set the options in the Timeline Shape Style section of the timeline tools to the same options shown on the images to the right →	

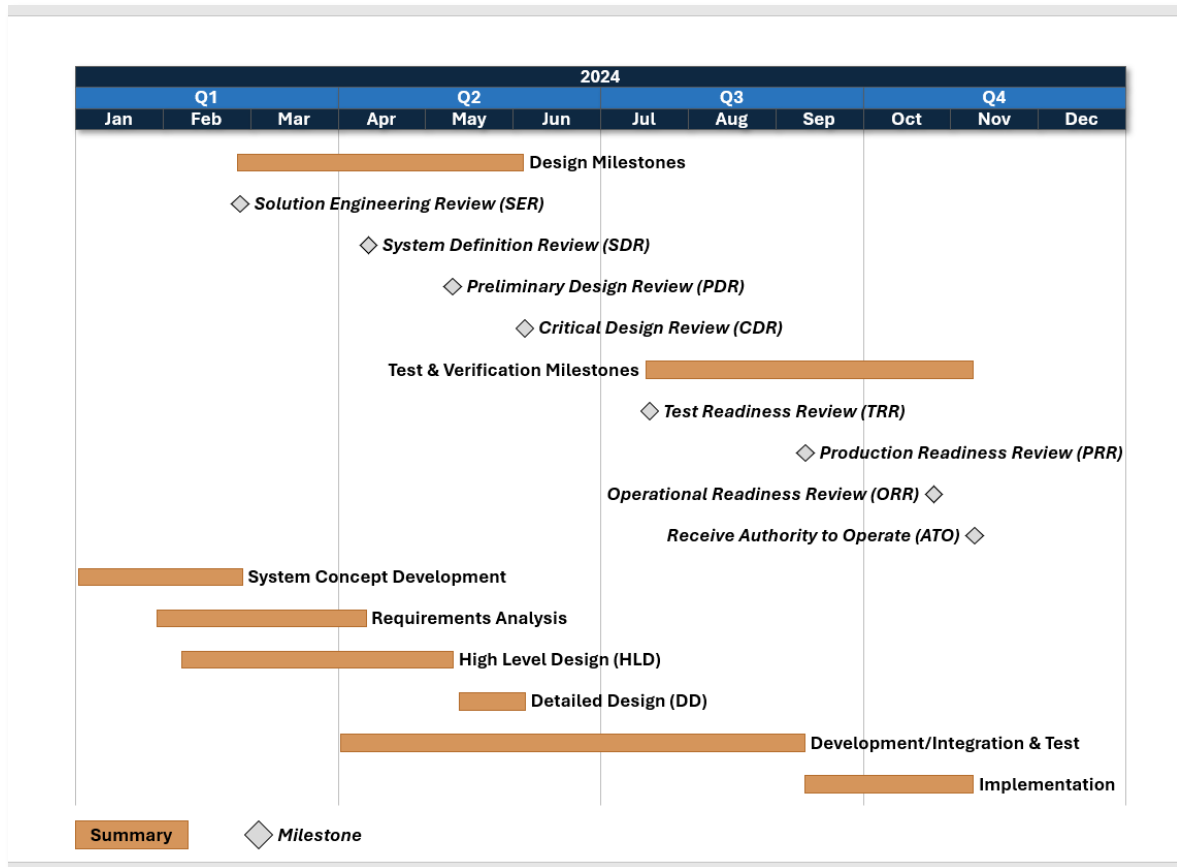
- ## Make Timeline

- | 2024 | | | | | | | | | | | |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Q1 | | | Q2 | | | Q3 | | | Q4 | | |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | | | | | | | | | | | |

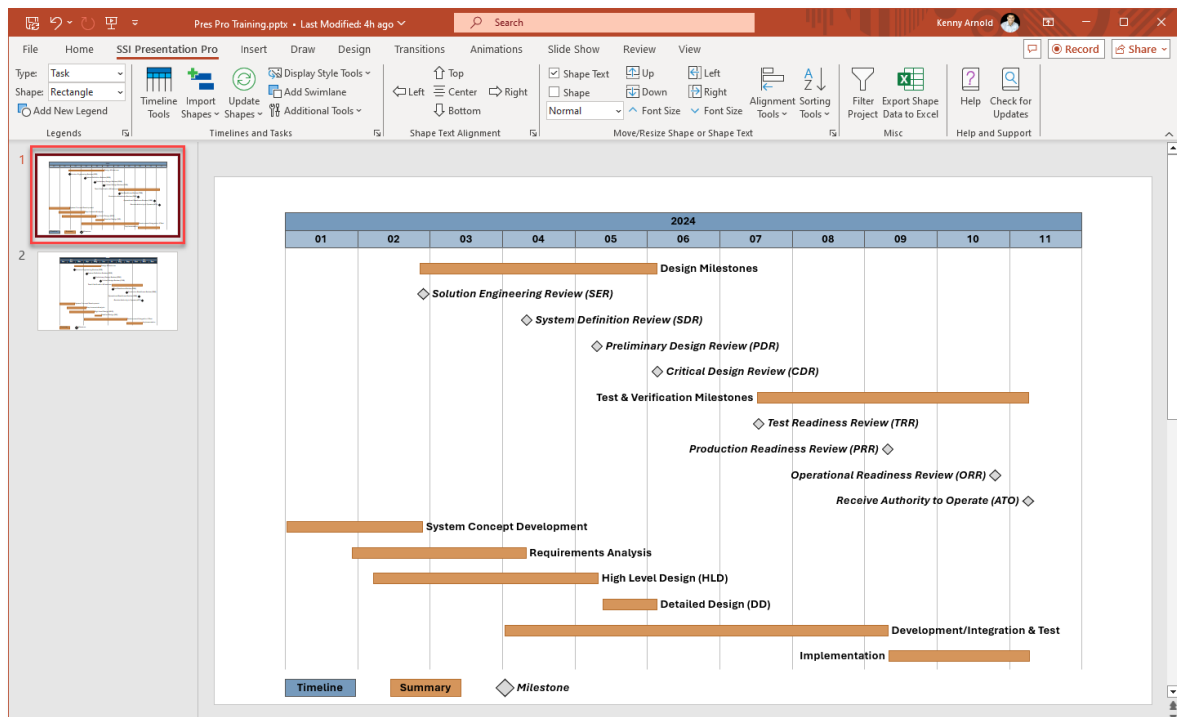
- | |
|------------------------------------|
| ➤ Design Milestones |
| Solution Engineering Review (SER) |
| System Definition Review (SDR) |
| Preliminary Design Review (PDR) |
| Critical Design Review (CDR) |
| ➤ Test & Verification Milestones |
| Test Readiness Review (TRR) |
| Production Readiness Review (PRR) |
| Operational Readiness Review (ORR) |
| Receive Authority to Operate (ATO) |
| ▷ System Concept Development |
| ▷ Requirements Analysis |
| ▷ High Level Design (HLD) |
| ▷ Detailed Design (DD) |
| ▷ Development/Integration & Test |
| ▷ Implementation |

- part Draw **SSI Presentation Pro** Design
- Timeline Tools Import Shapes Update Shapes Display Style Tools Add Swimlane Additional Tools
- Timelines and Tasks

12. The chart should now look like this:



13. Return to the chart created in the first exercise

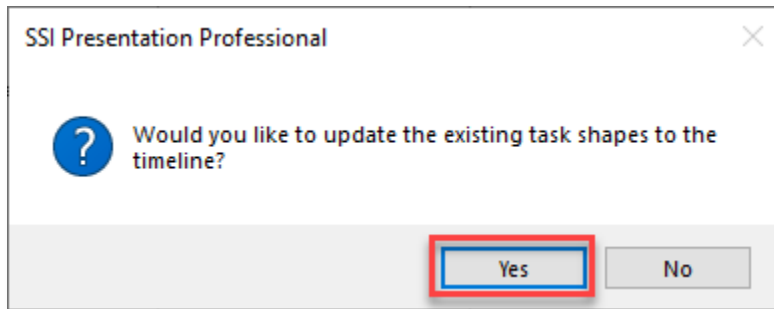


14. Open the **Timeline Tools** and set all options to the same options used in steps 3–7 of this exercise (Uncheck the option to follow the timeline legend style in the **Timeline Shape Style Section**)

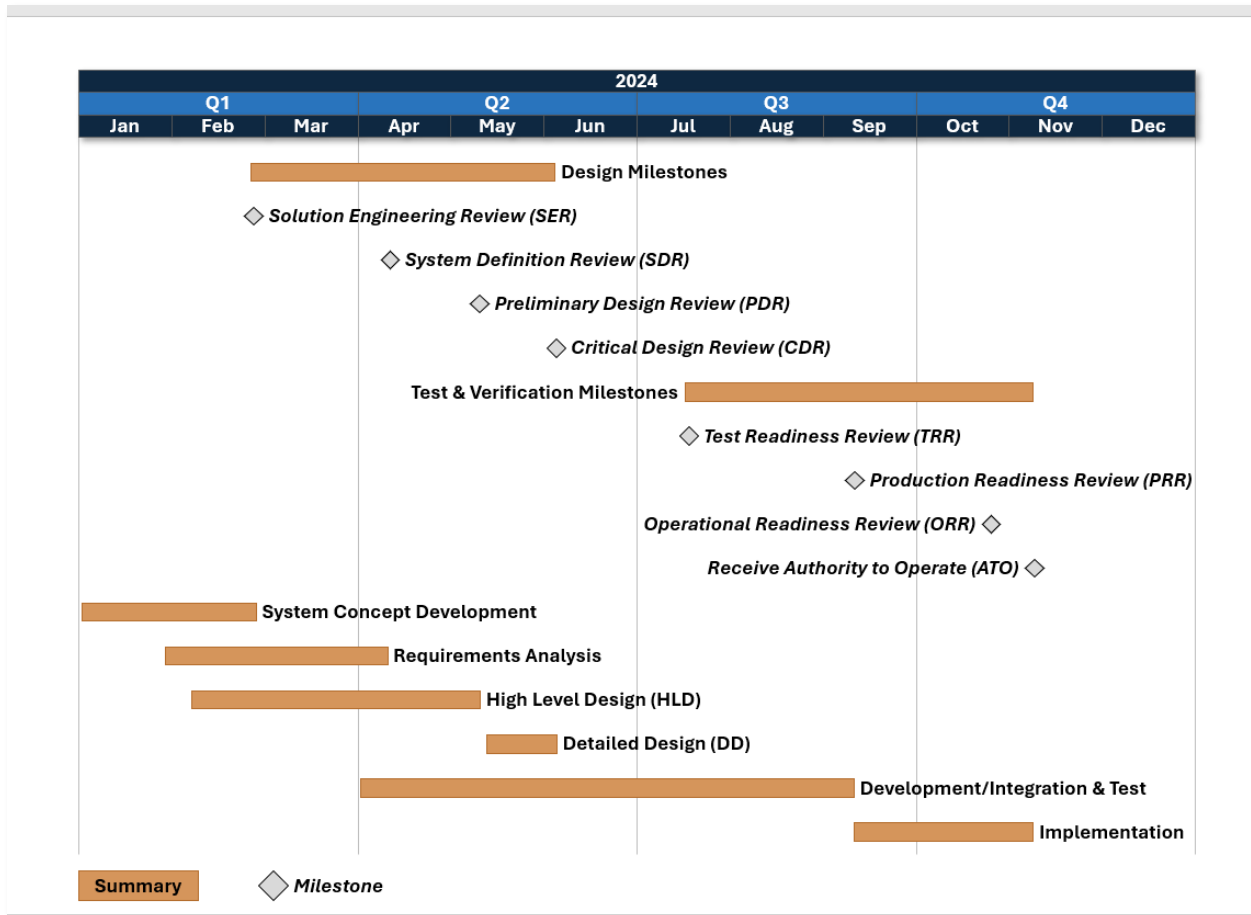
15. Click the **Edit Timeline** button

Edit Timeline

16. Click **Yes** on the prompt that opens



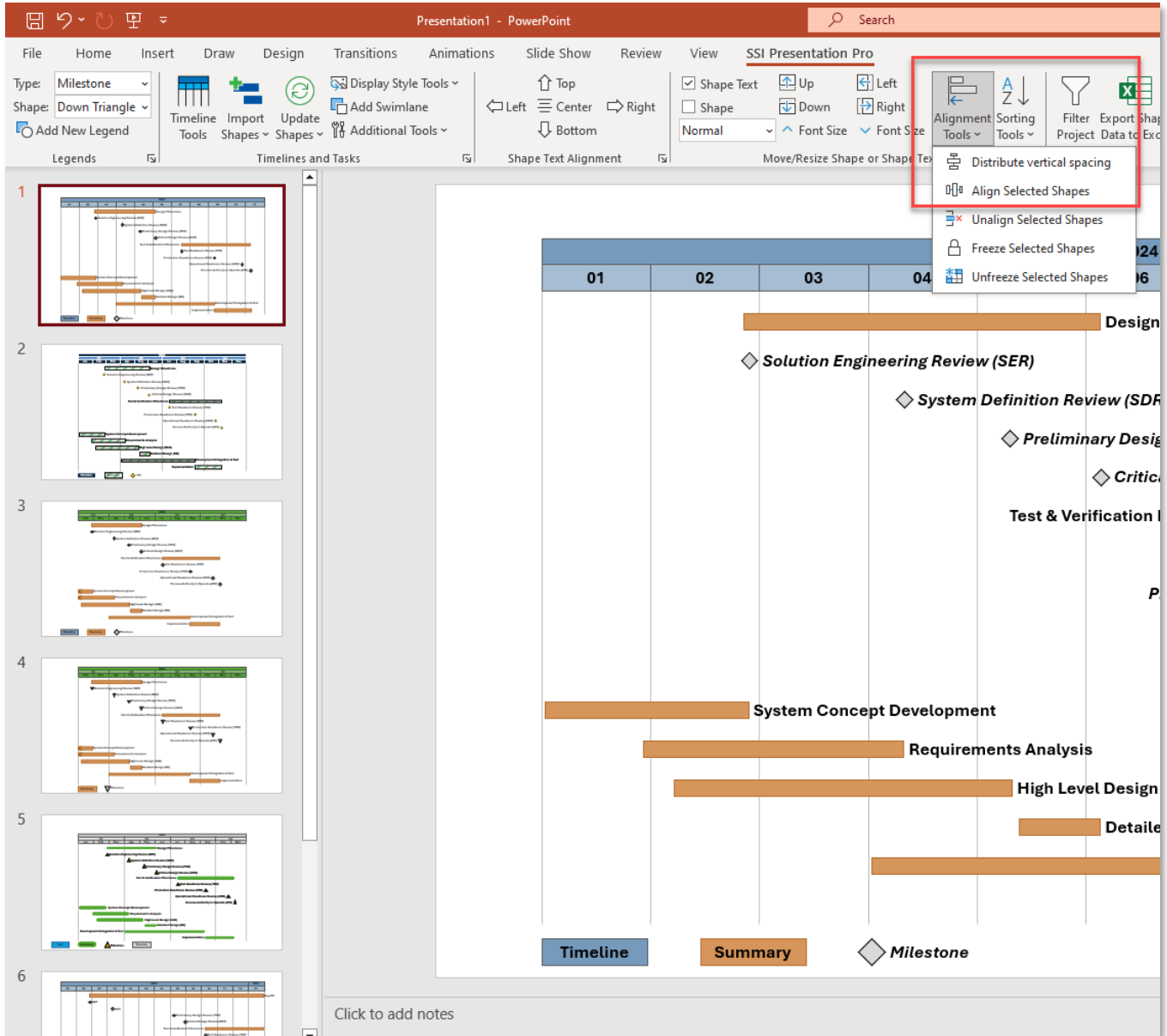
17. The chart should now look like this:



End of Practice Exercise

Chart Real-Estate Management

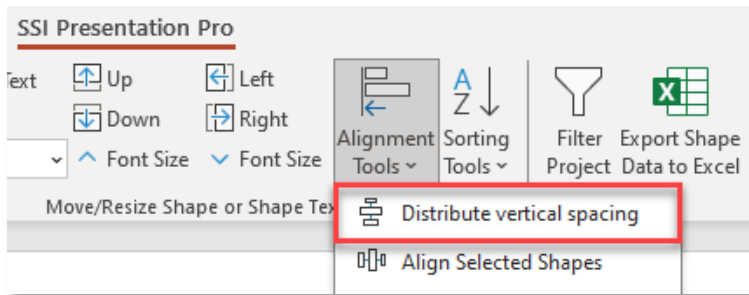
There is a finite amount of real estate on any given PowerPoint chart. When building Presentation Pro charts, you may often need to adjust item's vertical positions and use real-estate management tricks to keep items presentable to your audience. The first two buttons in the **Alignment Tools** menu are extremely useful to help you accomplish this automatically.



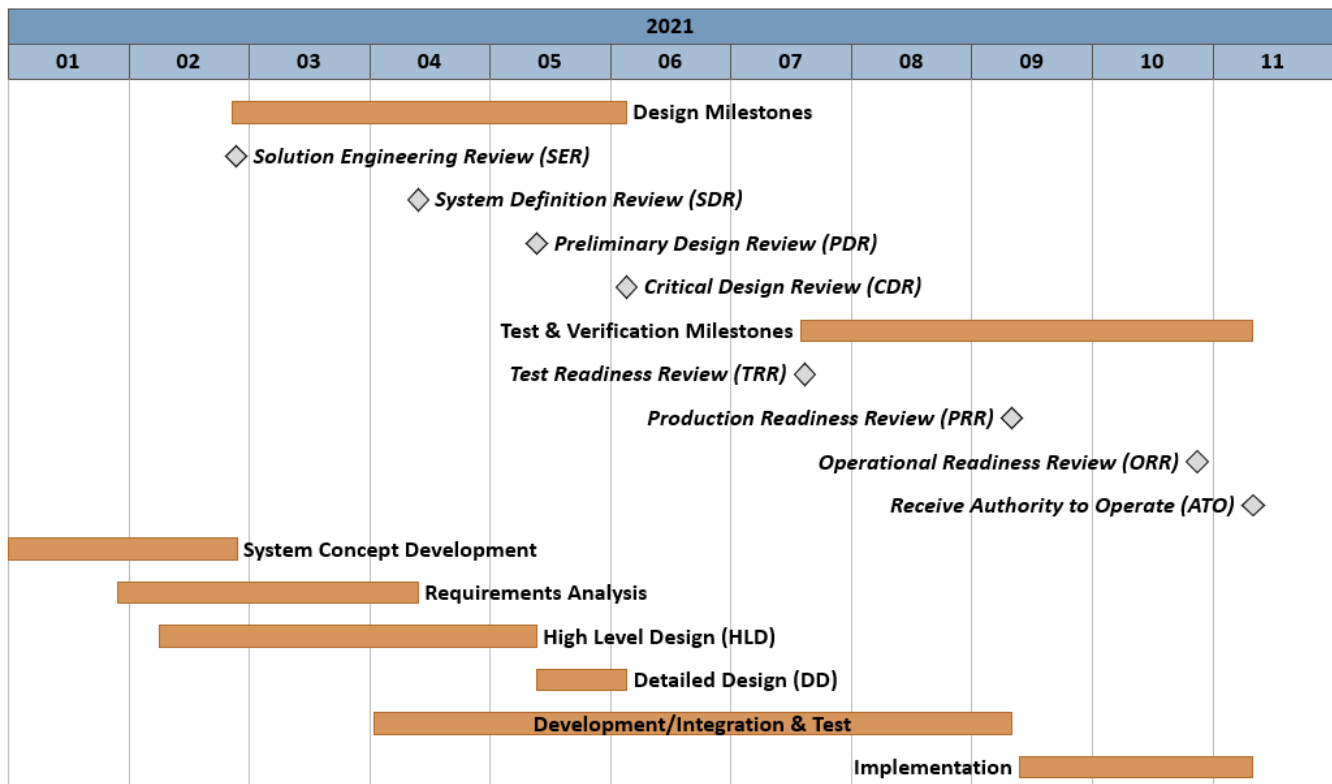
The screenshot displays the SSI Presentation Pro software interface. The top ribbon includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Review, and View. The **SSi Presentation Pro** tab is active, showing various tools for chart management. A red box highlights the **Alignment Tools** menu, which includes options like **Distribute vertical spacing** and **Align Selected Shapes**. The main workspace shows a Gantt chart with tasks such as **Design**, **Solution Engineering Review (SER)**, **System Definition Review (SDR)**, **Preliminary Design**, **Critical**, **Test & Verification**, **System Concept Development**, **Requirements Analysis**, **High Level Design**, and **Detailed**. The chart is organized into columns labeled 01, 02, 03, and 04. The bottom of the interface includes a **Timeline** section with a **Summary** button and a **Milestone** icon.

Using the Distribute Vertical Spacing button

The first button in the *Alignment Tools* menu is the *Distribute Vertical Spacing* button.



Clicking this button will uniformly distribute the vertical spacing of task shapes evenly from the top to the bottom of the timeline grid. In other words, the top and bottom margins of all task shapes on the page will be made the same. If no timeline grid exists on the page, task shapes will be uniformly distributed to the bottom of the PowerPoint slide. An uniformly spaced chart tends to be more visually appealing to audiences.



Controlling the Bottom Margin of Your Chart

Use the *Grid Height* property in the *Timeline Tools* to control how far down the PowerPoint slide the timeline grid will go. Once you have set a grid height and edited the timeline, you can click the *Distribute Vertical Spacing* button to uniformly distribute all task shapes within the bounds of your timeline grid. This effectively lets you control the bottom margin of your Presentation Pro items.

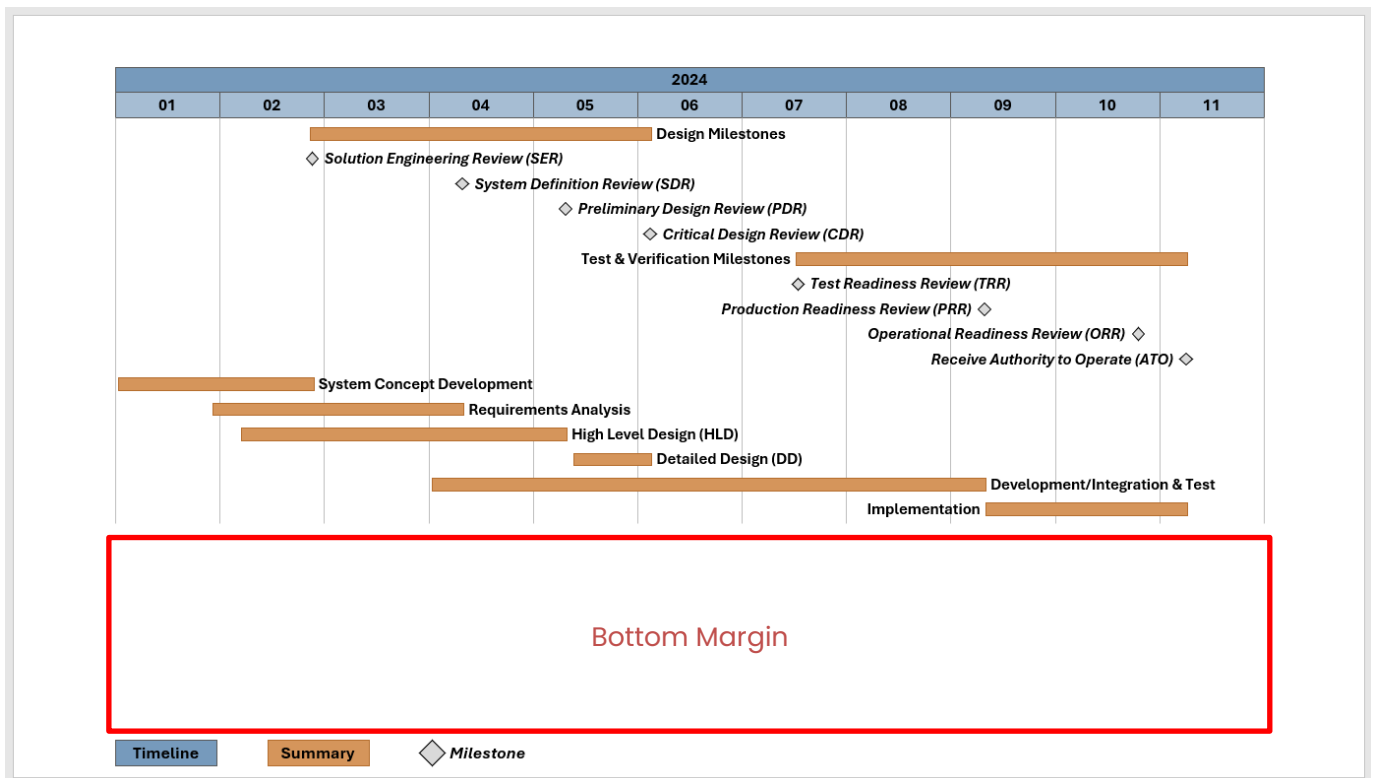
Timeline Tools

Timeline Basics
Increment Formatting
Margins and Height
Vertical Grid

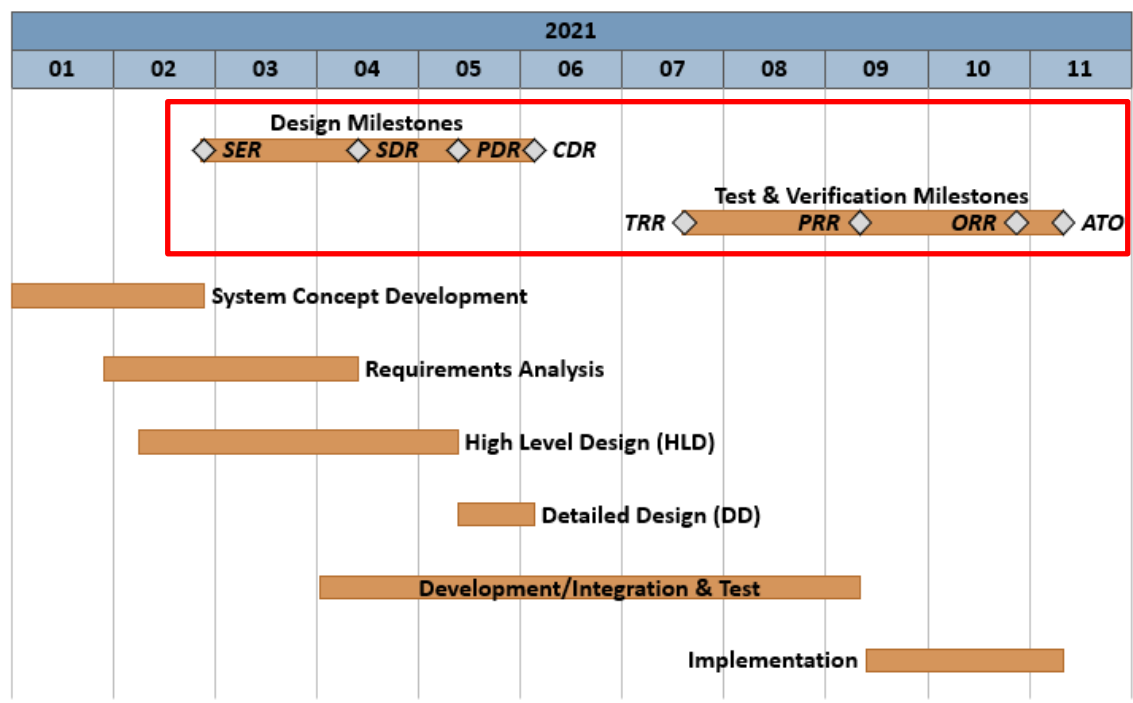
☒ Add vertical grid to timeline
Grid height: 5
Frequency: Every month
Gridline color:

Timeline Shape Style

Edit Timeline

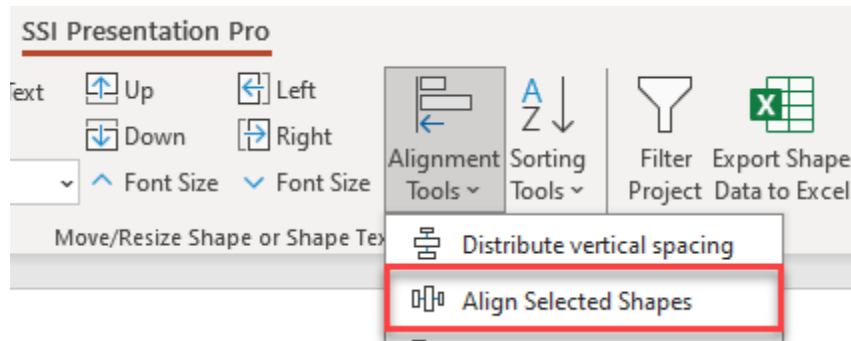


When building a chart with many task elements, it may be necessary to take advantage of space and align shapes at the same vertical position to open more real estate. This can help make charts look less busy and more presentable to the audience. Consider the following examples:

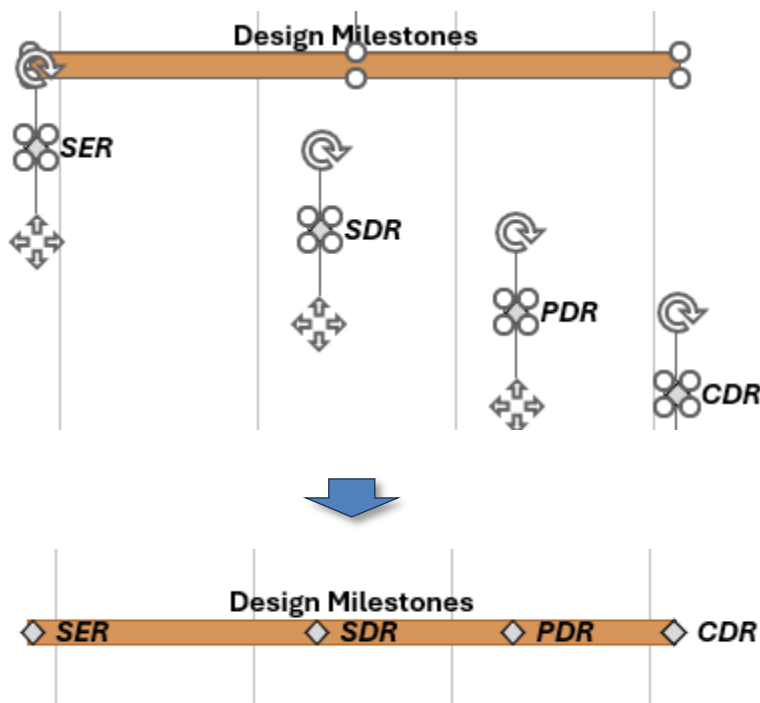


As you can see, the first chart takes a lot more vertical space to display the same content, leaving less space to display the items below it. The second chart created two rows of milestones all at the same vertical position, allowing more space to be available below.

The second button in the **Alignment Tools** menu is the **Align Selected Shapes** button.

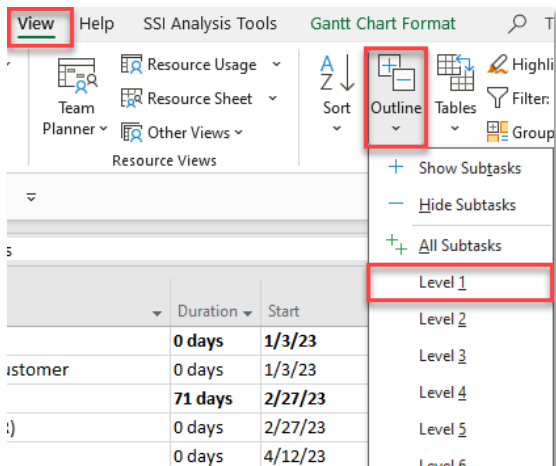
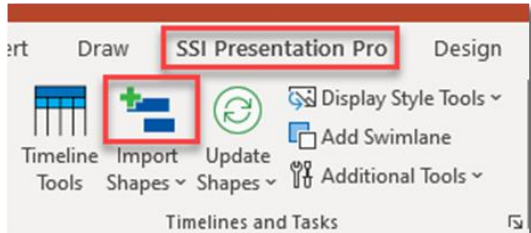
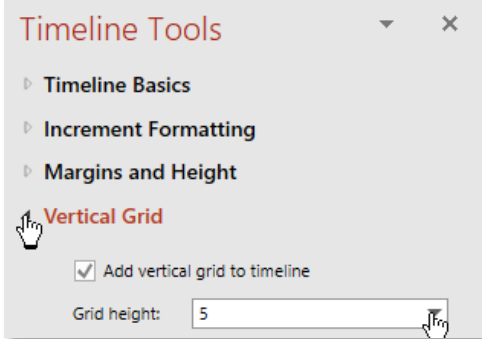


Clicking this button will take all the selected task shapes and align them at the same vertical position.

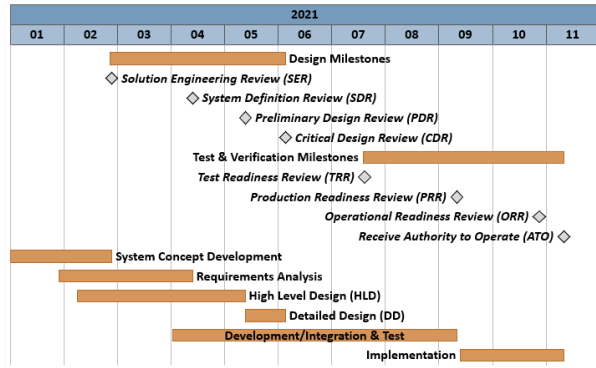
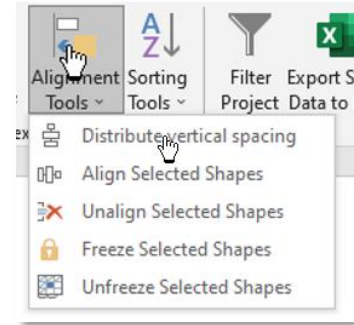


Note: Use the **Align Selected Shapes** button rather than manually aligning items because Presentation Pro will remember to keep those shapes aligned even when the **Distribute Vertical Spacing** button is clicked.

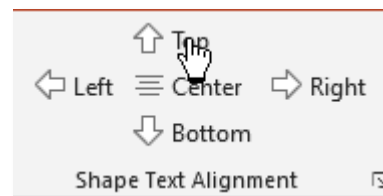
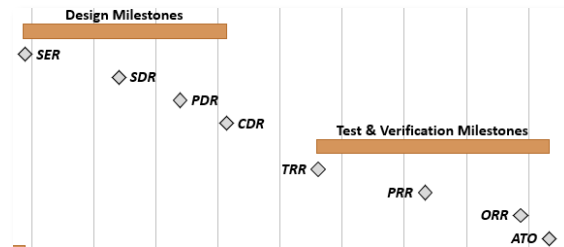
Hands-on Exercise – Managing Chart Real Estate

Start of Practice Exercise																			
1. Go to Microsoft Project and open the SSI Example Project file . Set the outline to Level 1 by using the Outline menu on the View Ribbon	 The screenshot shows the Microsoft Project 'View' ribbon. The 'Outline' button is highlighted with a red box. A dropdown menu is open, showing options: '+ Show Subtasks', '- Hide Subtasks', '+ All Subtasks', 'Level 1' (highlighted with a red box), 'Level 2', 'Level 3', 'Level 4', 'Level 5', and 'Level 6'. Below the menu, a table of task data is visible: <table><thead><tr><th></th><th>Duration</th><th>Start</th></tr></thead><tbody><tr><td></td><td>0 days</td><td>1/3/23</td></tr><tr><td>Customer</td><td>0 days</td><td>1/3/23</td></tr><tr><td></td><td>71 days</td><td>2/27/23</td></tr><tr><td></td><td>0 days</td><td>2/27/23</td></tr><tr><td></td><td>0 days</td><td>4/12/23</td></tr></tbody></table>		Duration	Start		0 days	1/3/23	Customer	0 days	1/3/23		71 days	2/27/23		0 days	2/27/23		0 days	4/12/23
	Duration	Start																	
	0 days	1/3/23																	
Customer	0 days	1/3/23																	
	71 days	2/27/23																	
	0 days	2/27/23																	
	0 days	4/12/23																	
2. Click the small triangle button to the left of the name of the summaries on rows 3 and 8 to display their child tasks, then select all activities from row 3 down.	 The screenshot shows a list of project tasks. Milestones are expanded with small triangles to the left of their names: - Design Milestones - Solution Engineering Review (SER) - System Definition Review (SDR) - Preliminary Design Review (PDR) - Critical Design Review (CDR) - Test & Verification Milestones - Test Readiness Review (TRR) - Production Readiness Review (PRR) - Operational Readiness Review (ORR) - Receive Authority to Operate (ATO) - System Concept Development - Requirements Analysis - High Level Design (HLD) - Detailed Design (DD) - Development/Integration & Test - Implementation																		
3. Navigate back to PowerPoint and open a blank slide. Then click the top half of the Import Shapes button in the SSI Presentation Pro Ribbon	 The screenshot shows the 'SSI Presentation Pro' ribbon in PowerPoint. The 'Import Shapes' button, which has a small triangle icon, is highlighted with a red box. Other buttons visible include 'Timeline Tools', 'Update Shapes', 'Display Style Tools', 'Add Swimlane', and 'Additional Tools'.																		
4. Once the shapes have been imported onto the page, open the Timeline Tools . Expand the Vertical Grid node and set the Grid Height to 5 inches. Then click Edit Timeline .	 The screenshot shows the 'Timeline Tools' dialog box. The 'Vertical Grid' section is expanded, showing a checked box for 'Add vertical grid to timeline' and a 'Grid height' field set to '5'.																		

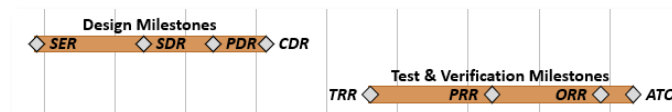
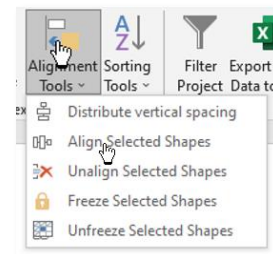
5. Click the **Distribute Vertical Spacing** button in the **Alignment Tools** menu and watch the shapes become uniformly spaced out from the top to the bottom of the timeline grid.



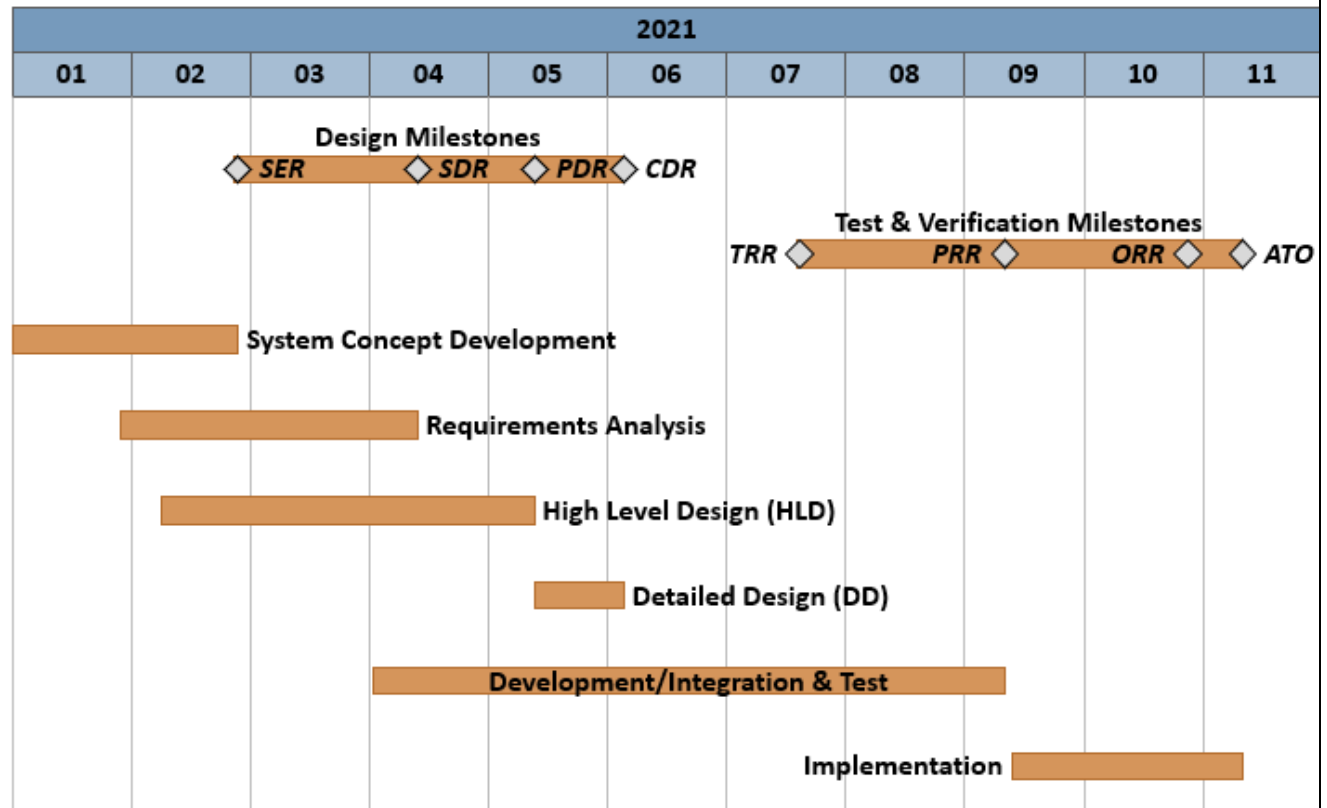
6. Change the text on the milestones to just show their abbreviated names (SER, SDR, PDR, etc.). Move the Text of the **Design Milestones** and **Test & Verification Milestones** summary lines to be oriented at the top of the shape (select the summary shapes and use the **Top** button in the **Shape Text Alignment** group to do this)



7. Select the **Design Milestones** summary along with the **SER, SDR, PDR, & CDR** milestones. Then click the **Align Selected Shapes** button in the **Alignment Tools** menu. Do the same for the Test and Verification Summary and Milestones.



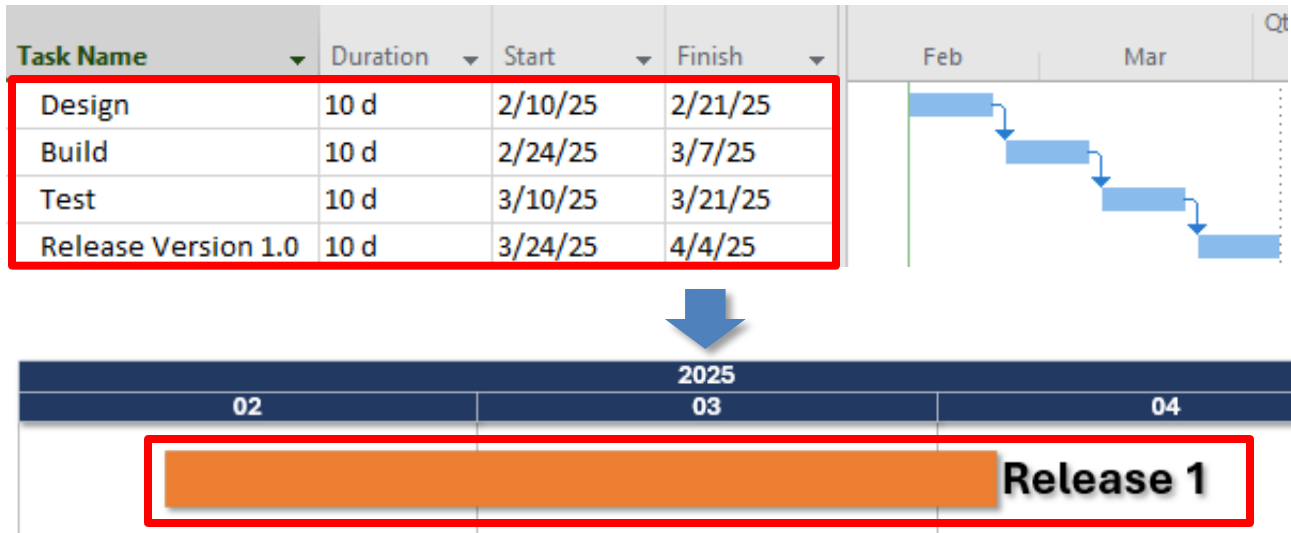
8. Click the *Distribute Vertical Spacing* button in the *Alignment Tools* menu. Notice that Presentation Pro will keep all of the Design Milestones and the Test & Verification Milestones aligned.



End of Practice Exercise

Creating Hammock Shapes

A **Hammock Shape** is a single shape that represents the period of performance of multiple Project items.



Think of Hammock shapes as a representation of a summary activity that doesn't actually exist in the Project file. Hammock shapes are beneficial because they allow for the detail of multiple tasks to be consolidated into a single item on your chart. Since real-world Microsoft Project schedules tend to be highly detailed, it is often necessary to summarize key information to make your presentations clearer and more digestible for your audience.

There are four ways Hammock shapes can be created using Presentation Pro:

1. Using the **Import selected items as one shape** Option on the **Advanced Import Form**
2. Using a Text Fields from Microsoft Project and adjusting the **Project Field used to match PowerPoint Shapes** option on the **Advanced Import Form**.
3. Using the **Task Tools** to code multiple Unique IDs onto a single shape
4. Using the **Updater Form** to code multiple Unique IDs onto shapes on the chart.

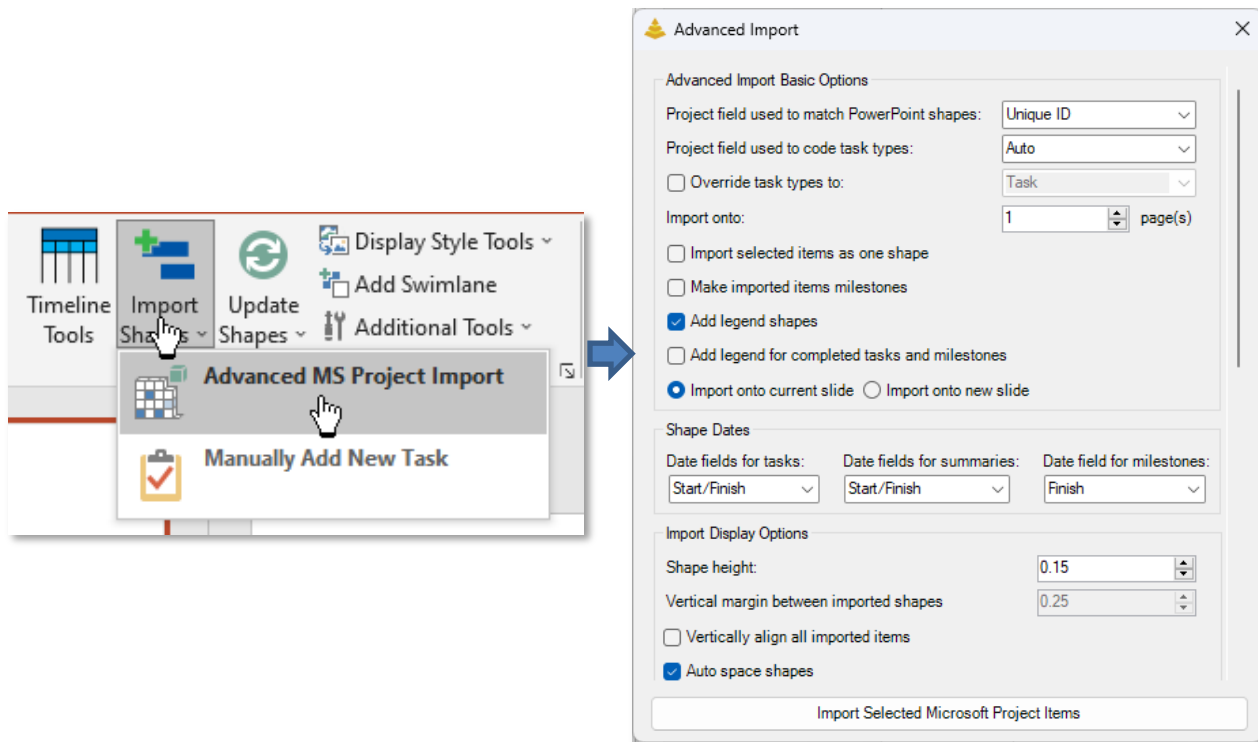
This document will cover the first two methods, as they are the easiest and most commonly used ways to create hammocks.

Notes on Hammock Shapes:

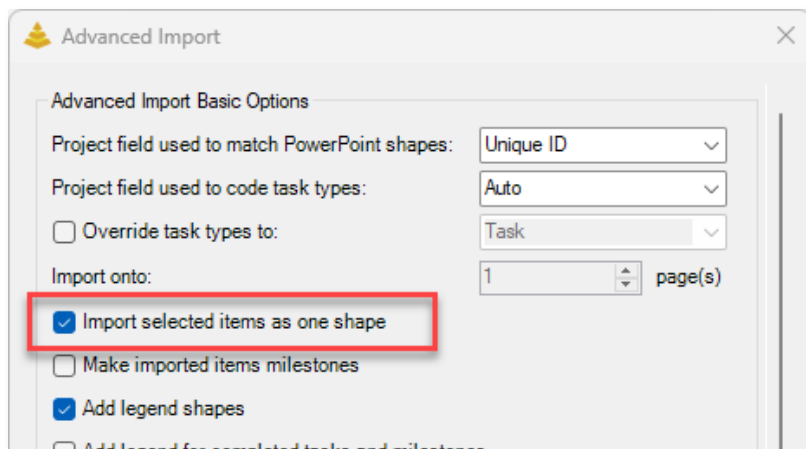
Presentation Professional will always code hammock shapes with all the Unique IDs from the Microsoft Project tasks used to make it up. When a hammock shape is created or updated, Presentation Pro determines its period of performance by identifying the earliest start date and the latest finish date of the linked Unique IDs in the Project file being read. Additionally, Presentation Pro always classifies hammock shapes as Summary activities.

Using the Importing Activities as a Single Shape Option to Create Hammock Shapes

The first method to create hammock shapes is to use the *Import Items as a Single Shape* option in the *Advanced Import form*. This form can be accessed by clicking the lower half of the *Import Shapes* button in the Presentation Pro ribbon and then selecting the *Advanced MS Project Import* option in the menu:



Checking the *Import selected items as one shape* will tell Presentation Pro to create a Hammock shape from the selected activities in Microsoft Project once the *Import Selected Microsoft Project Items* button is clicked.



Hands-on Exercise –Importing Activities as a Single Shape

Start of Practice Exercise

1. Go to Microsoft Project and open the [SSi Example Project file](#) if it is not already open.



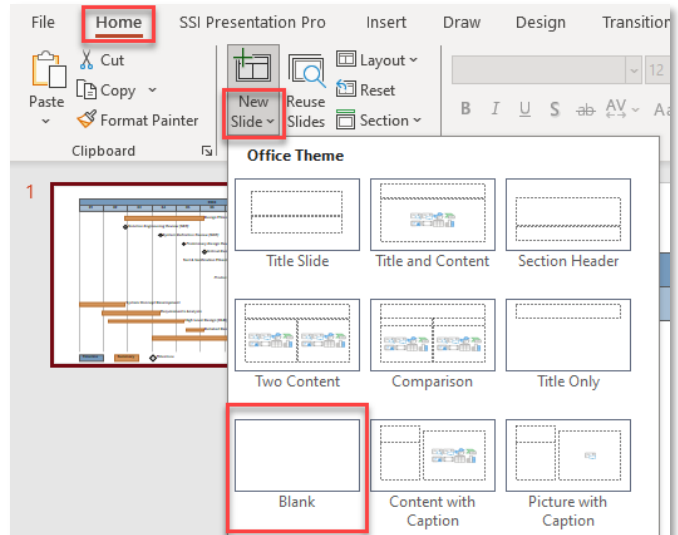
2. Select row 4 and row 12 on the example Project. Hold down the CTRL key on your keyboard when selecting row 12 to add that activity to your current selection:

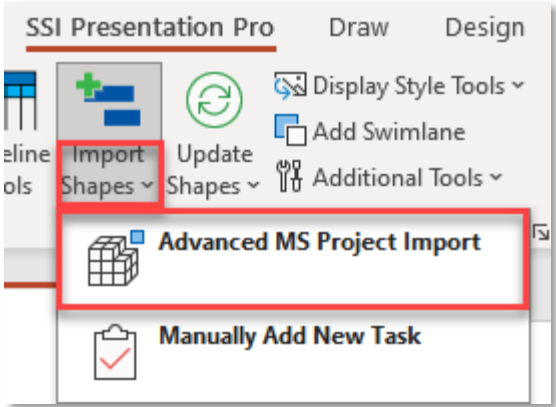
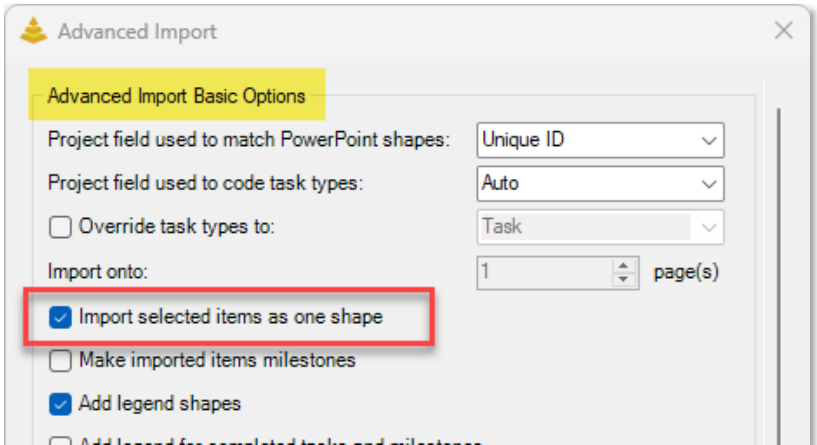
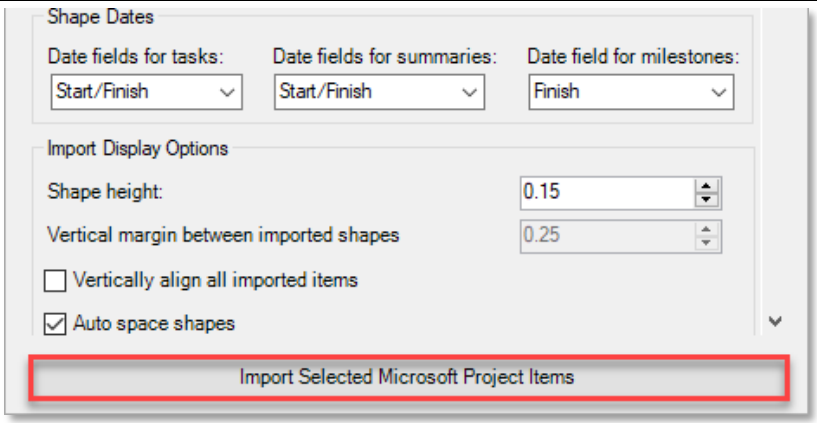
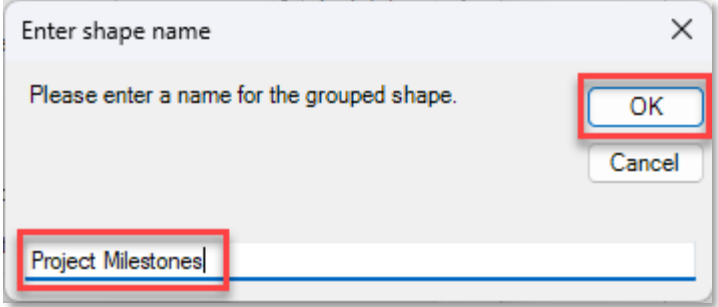
Task Name	Duration	Start	Finish
▸ Inputs From External Sources	0 d	1/2/2025	1/2/2025
Contract Award Received From Customer	0 d	1/2/2025	1/2/2025
▸ Design Milestones	71 d	2/26/2025	6/5/2025
Solution Engineering Review (SER)	0 d	2/26/2025	2/26/2025
System Definition Review (SDR)	0 d	4/11/2025	4/11/2025
Preliminary Design Review (PDR)	0 d	5/13/2025	5/13/2025
Critical Design Review (CDR)	0 d	6/5/2025	6/5/2025
▸ Test & Verification Milestones	82 d	7/18/2025	11/11/2025
Test Readiness Review (TRR)	0 d	7/18/2025	7/18/2025
Production Readiness Review (PRR)	0 d	9/11/2025	9/11/2025
Operational Readiness Review (ORR)	0 d	10/28/2025	10/28/2025
Receive Authority to Operate (ATO)	0 d	11/11/2025	11/11/2025

3. Navigate back to PowerPoint

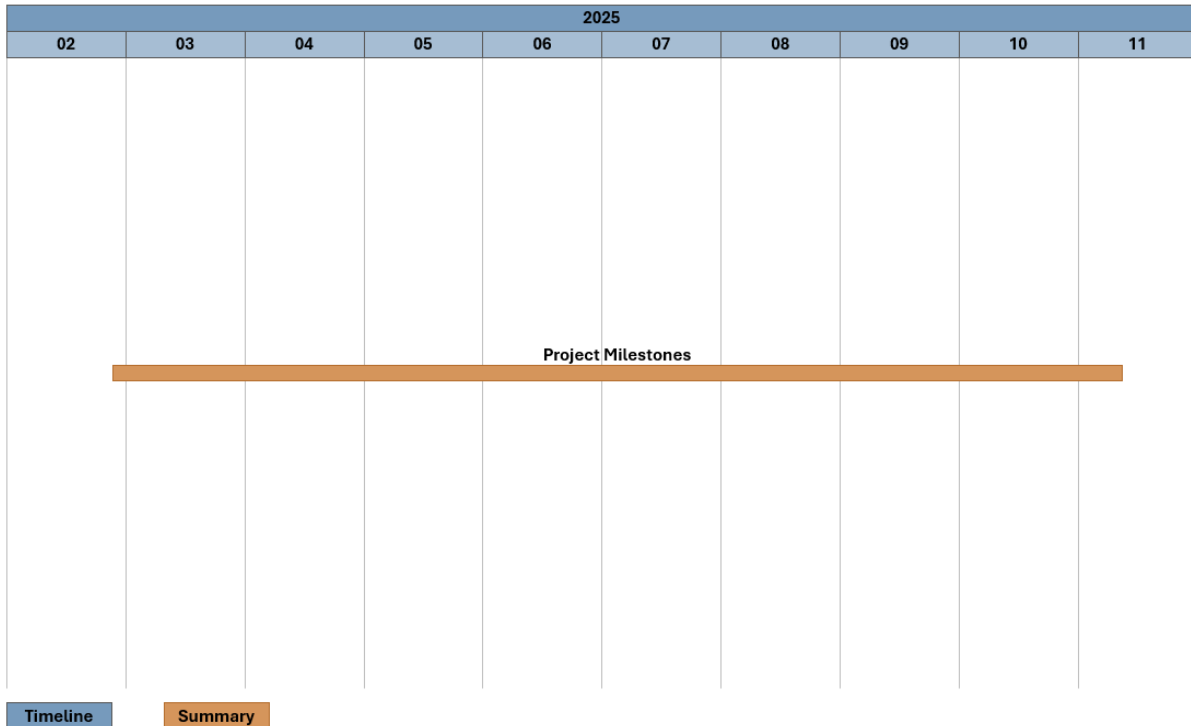


4. In a new presentation or the presentation from the previous exercises, add a new blank slide.



5. In the <i>SSi Presentation Pro Ribbon</i>, click the lower half of the <i>Import Shapes</i> button and select the <i>Advanced MS Project Import</i> option to open the <i>Advanced Import form</i>.	
6. Check the <i>Import selected items as one shape</i> option in the <i>Advanced Import Basic Options</i> group.	
7. Click the <i>Import Selected Microsoft Project Items</i> button at the bottom of the <i>Advanced Import form</i>.	
8. A dialog will open asking you to name your grouped shape. Type <i>Project Milestones</i> in the box, then click the <i>OK</i> button.	

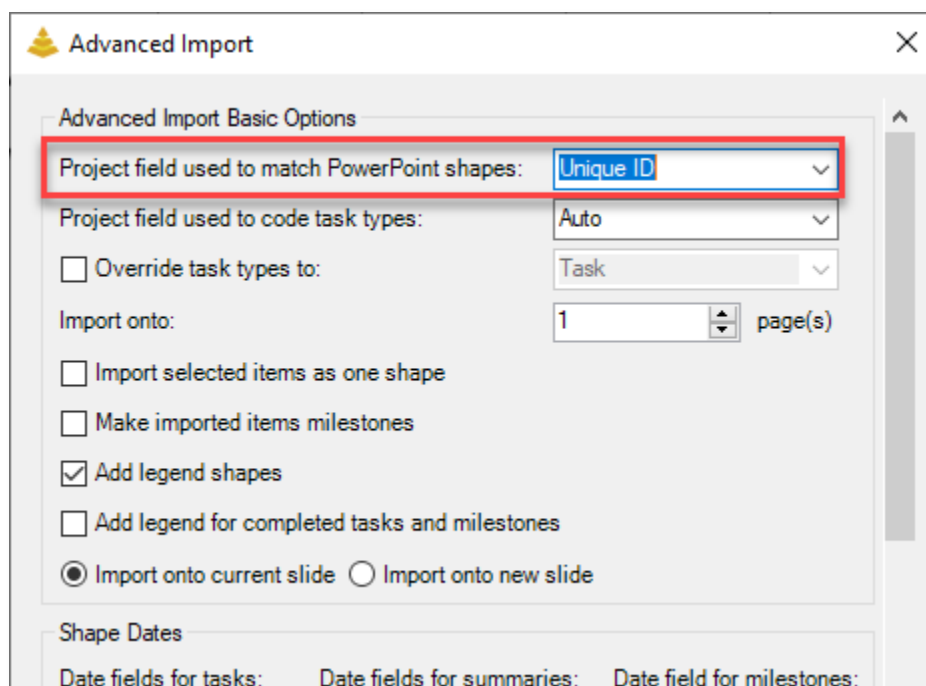
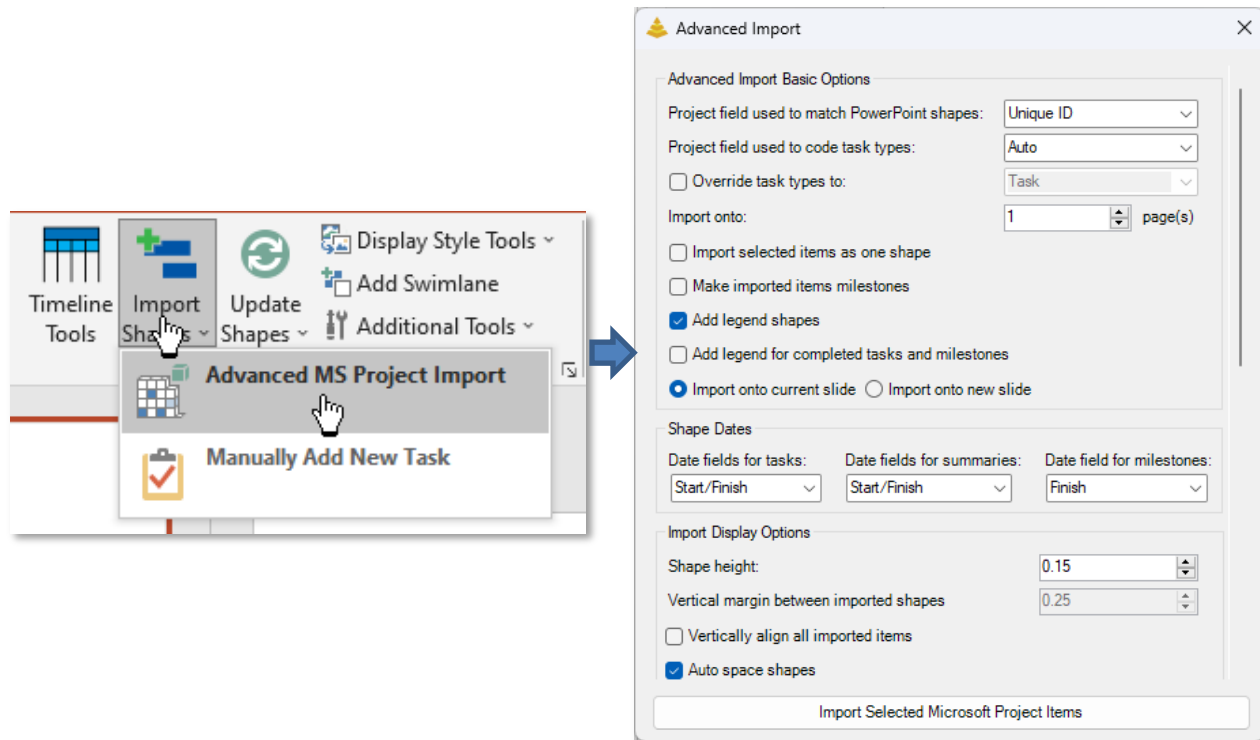
9. Observe the Hammock shape that has been created on the slide. Notice that it is a summary activity titled 'Project Milestones'. Notice it's period of performance spans the period of performance of the activities selected in Microsoft Project.



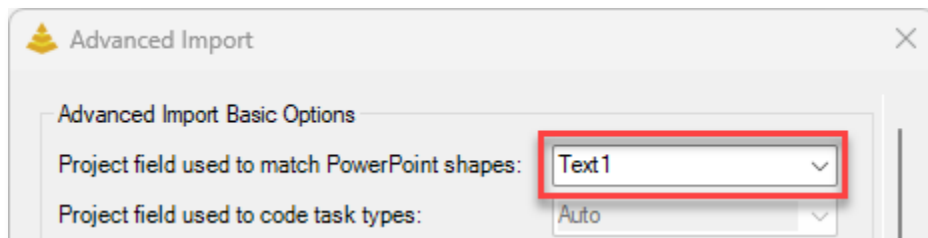
End of Practice Exercise

Using a Text Field to Create Hammock Shapes

The second method for creating Hammock shapes in Presentation Pro is by using the *Project field used to match PowerPoint shapes* option in the *Advanced Import form*.



Selecting a value other than *Unique ID* or *Category + Unique ID*, such as *Text1*, will instruct Presentation Pro to group all selected Microsoft Project items with the same *Text1* value into a single Hammock shape on the slide. Microsoft Project items with a blank value in *Text1* will not be imported to the PowerPoint page. Regardless of option selected, the Unique ID is always captured for imported Microsoft Project items.



These items selected in Microsoft Project:

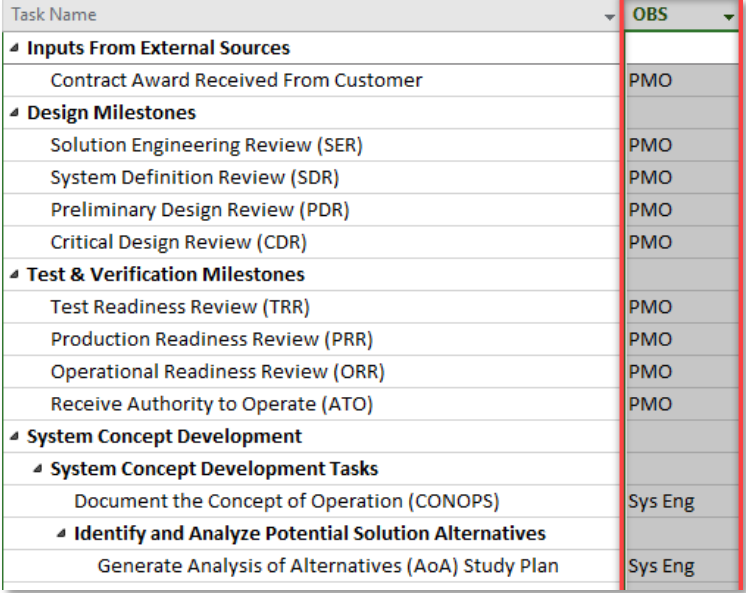
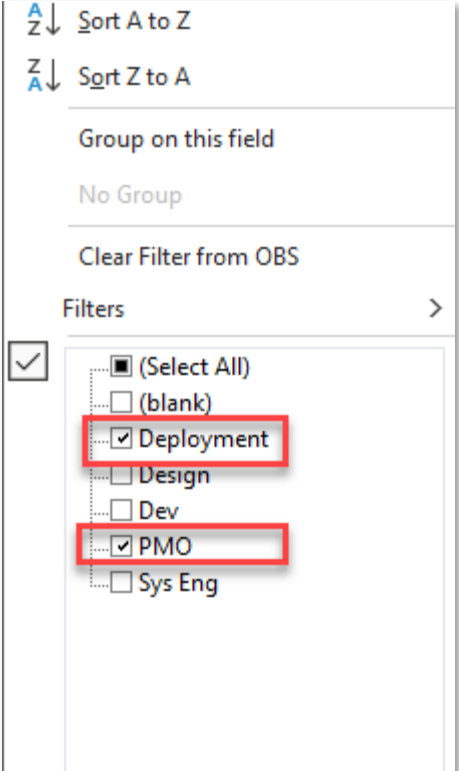
Unique ID	Task Name	Text1	
15	Document the Concept of Operation (CONOPS)	WP1.1	
16	Identify and Analyze Potential Solution Alternatives		
17	Generate Analysis of Alternatives (AoA) Study Plan	WP1.2	
18	Perform AoA Study Plan Review	WP1.2	
19	Develop Life Cycle Cost Estimate (LCCE)	WP1.2	
20	Define Operations Requirements		
21	Develop Acquisition Plan (AP)	WP1.6	

Produces this result in PowerPoint:



- **WP1.1** is traceable to Task Unique ID 15 only
- **WP1.2** is traceable to Task Unique IDs 17,18 & 19
- **WP1.6** is traceable to Task Unique ID 21 only
- Unique ID 16 and 20 were not imported to the PowerPoint page since they have no value in *Text1*

Hands-on Exercise –Using a Text Field to Create Hammock Shapes

Start of Practice Exercise																																					
1. Go to Microsoft Project and open the SSI Example Project file if it is not already open.																																					
2. Insert the Text2 field in the Gantt Chart. This field will be titled OBS in the Example Project.	 <table border="1"> <thead> <tr> <th>Task Name</th> <th>OBS</th> </tr> </thead> <tbody> <tr> <td>Inputs From External Sources</td> <td></td> </tr> <tr> <td>Contract Award Received From Customer</td> <td>PMO</td> </tr> <tr> <td>Design Milestones</td> <td></td> </tr> <tr> <td>Solution Engineering Review (SER)</td> <td>PMO</td> </tr> <tr> <td>System Definition Review (SDR)</td> <td>PMO</td> </tr> <tr> <td>Preliminary Design Review (PDR)</td> <td>PMO</td> </tr> <tr> <td>Critical Design Review (CDR)</td> <td>PMO</td> </tr> <tr> <td>Test & Verification Milestones</td> <td></td> </tr> <tr> <td>Test Readiness Review (TRR)</td> <td>PMO</td> </tr> <tr> <td>Production Readiness Review (PRR)</td> <td>PMO</td> </tr> <tr> <td>Operational Readiness Review (ORR)</td> <td>PMO</td> </tr> <tr> <td>Receive Authority to Operate (ATO)</td> <td>PMO</td> </tr> <tr> <td>System Concept Development</td> <td></td> </tr> <tr> <td>System Concept Development Tasks</td> <td></td> </tr> <tr> <td>Document the Concept of Operation (CONOPS)</td> <td>Sys Eng</td> </tr> <tr> <td>Identify and Analyze Potential Solution Alternatives</td> <td></td> </tr> <tr> <td>Generate Analysis of Alternatives (AoA) Study Plan</td> <td>Sys Eng</td> </tr> </tbody> </table>	Task Name	OBS	Inputs From External Sources		Contract Award Received From Customer	PMO	Design Milestones		Solution Engineering Review (SER)	PMO	System Definition Review (SDR)	PMO	Preliminary Design Review (PDR)	PMO	Critical Design Review (CDR)	PMO	Test & Verification Milestones		Test Readiness Review (TRR)	PMO	Production Readiness Review (PRR)	PMO	Operational Readiness Review (ORR)	PMO	Receive Authority to Operate (ATO)	PMO	System Concept Development		System Concept Development Tasks		Document the Concept of Operation (CONOPS)	Sys Eng	Identify and Analyze Potential Solution Alternatives		Generate Analysis of Alternatives (AoA) Study Plan	Sys Eng
Task Name	OBS																																				
Inputs From External Sources																																					
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Identify and Analyze Potential Solution Alternatives																																					
Generate Analysis of Alternatives (AoA) Study Plan	Sys Eng																																				
3. Apply an Autofilter to the Text2 (OBS) column for the values PMO and Deployment																																					

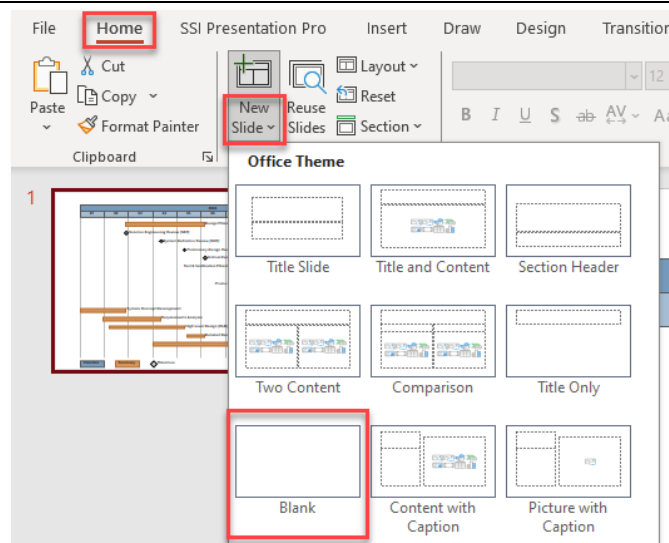
4. All tasks in the filtered view

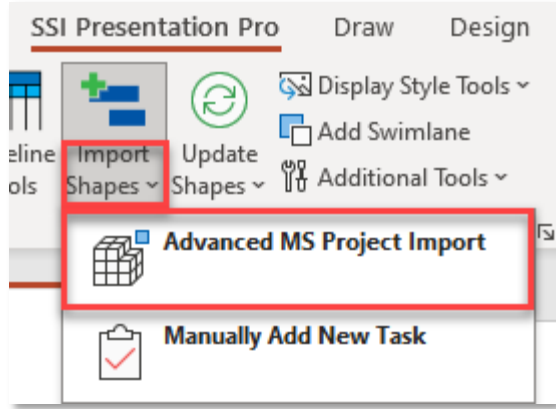
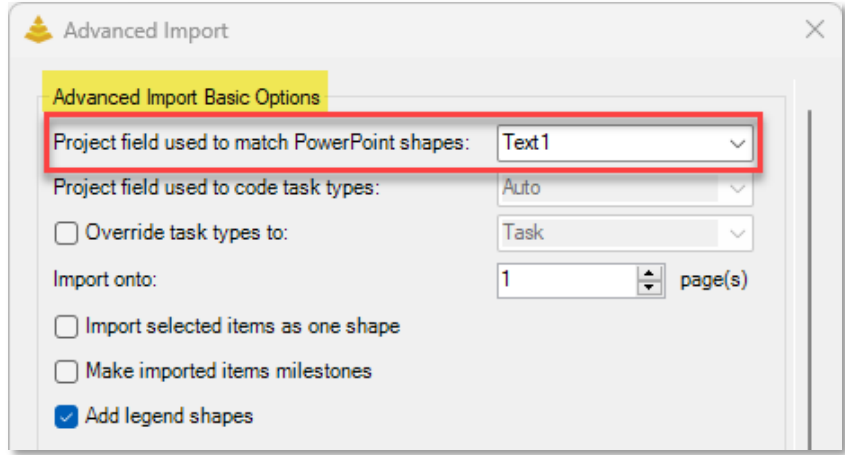
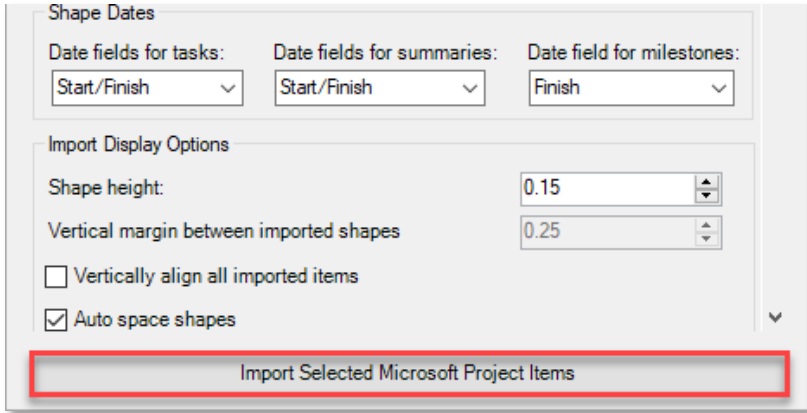
	Task Name	OBS
1	Inputs From External Sources	
2	Contract Award Received From Customer	PMO
3	Design Milestones	
4	Solution Engineering Review (SER)	PMO
5	System Definition Review (SDR)	PMO
6	Preliminary Design Review (PDR)	PMO
7	Critical Design Review (CDR)	PMO
8	Test & Verification Milestones	
9	Test Readiness Review (TRR)	PMO
10	Production Readiness Review (PRR)	PMO
11	Operational Readiness Review (ORR)	PMO
12	Receive Authority to Operate (ATO)	PMO
96	Implementation	
97	Implement of Target Product Solution	
98	Conduct Pilot	Deployment
99	Complete Preparation of Operational Sites	Deployment
100	Deploy Solution to Production Environment	Deployment
101	Conduct Operational Readiness Review (ORR)	
102	Generate Presentation Materials for ORR	Deployment
103	Ensure ORR Exit Criteria Has Been Met	Deployment
104	Conduct Operational Readiness Review (ORR)	Deployment
105	Close ORR Action Items	Deployment
106	Obtain ATO Approval Letter	Deployment

5. Navigate back to PowerPoint

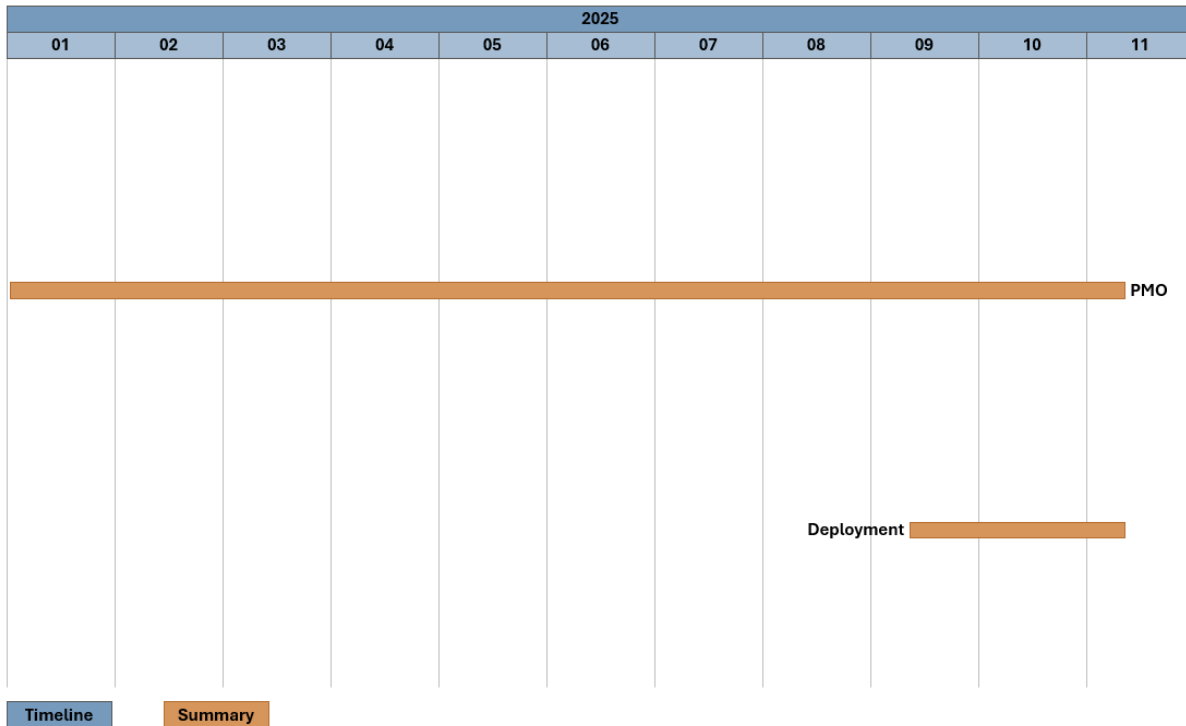


6. In a new presentation or the presentation from the previous exercises, add a new blank slide.



7. In the <i>SSi Presentation Pro Ribbon</i>, click the lower half of the <i>Import Shapes</i> button and select the <i>Advanced MS Project Import</i> option to open the <i>Advanced Import</i> form.	
8. Set the <i>Project field used to match PowerPoint Shapes</i> option to <i>Text2</i>	
9. Click the <i>Import Selected Microsoft Project Items</i> button at the bottom of the <i>Advanced Import</i> form.	

10. Observe the chart created. Notice there is a single summary shape titled **PMO** and **Deployment**:



End of Practice Exercise

Using Legends

Understanding Legends

Legends are specially coded shapes that can be created by Presentation Pro to easily control or modify the style of content on a slide. By default, legend shapes are automatically created by Presentation Pro when content is imported, but they can also be added beforehand.

Once a legend shape exists on a slide you can utilize any built in PowerPoint features to format its style.

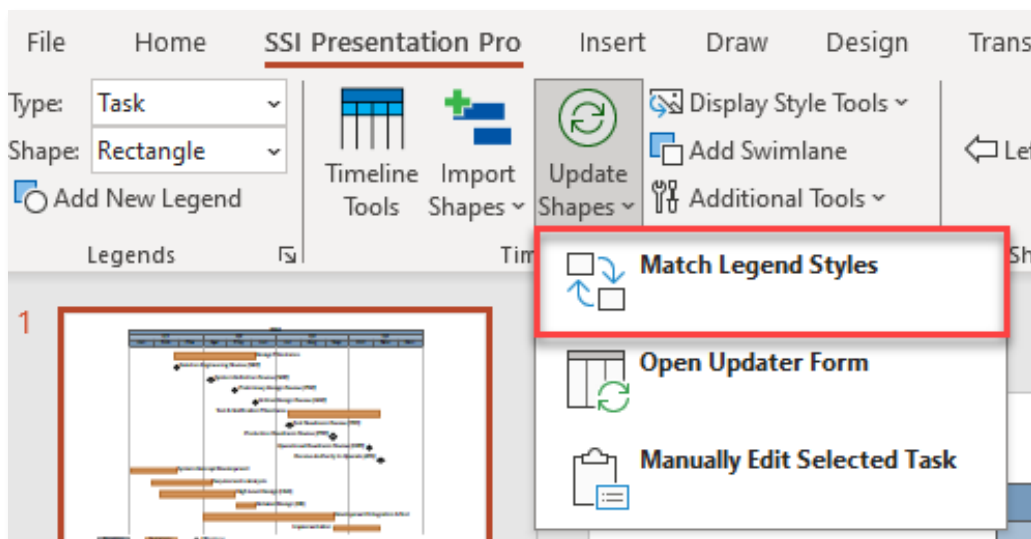
Legends can be utilized no matter where they are on a slide. You can rearrange the order legends appear on a slide and even move them into the space outside of the bounds of a slide. When legends are placed outside of a slide's boundaries, they will not be visible when the slide is in presentation mode or printed.

The text on legends does *not* need to be the same as the *type* of legend. For example, a *Milestone* legend's text can read "MS" instead of "Milestone". As stated, Presentation Pro applies a special coding to legend shapes, so it will be able to recognize what the legend is, no matter what the text reads.

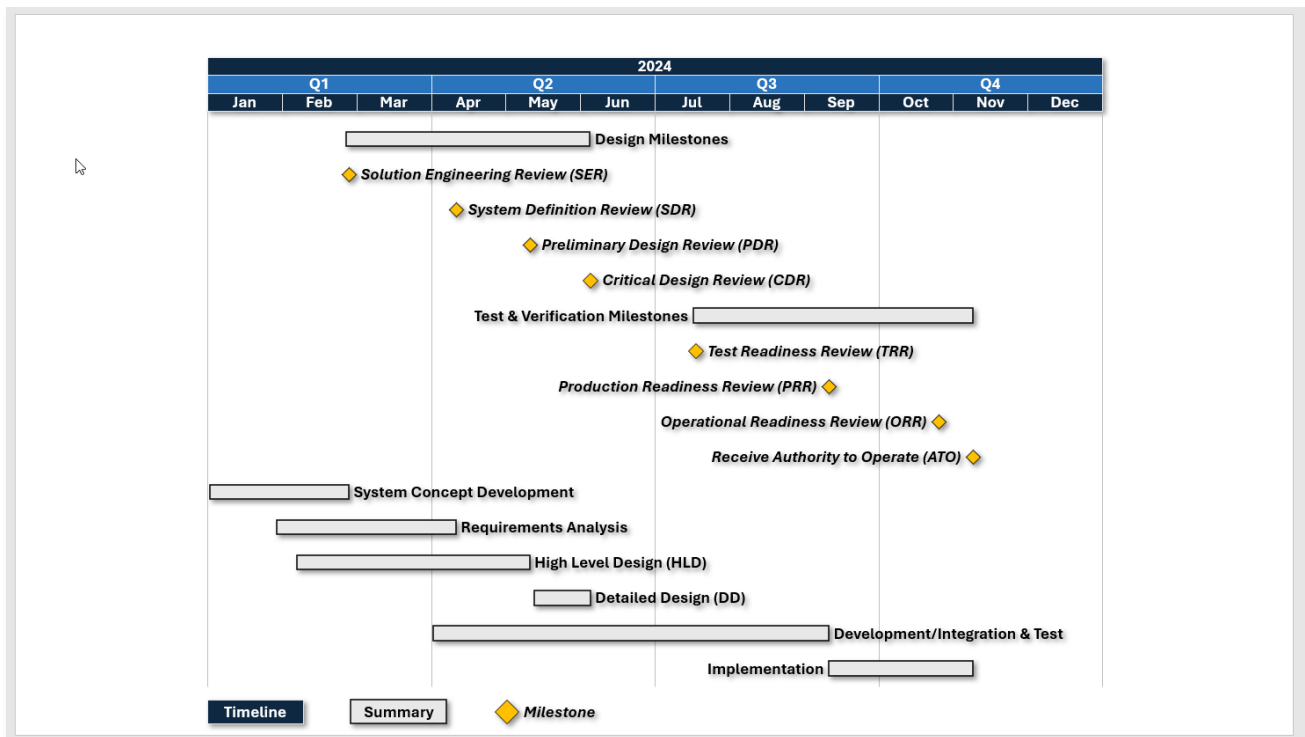
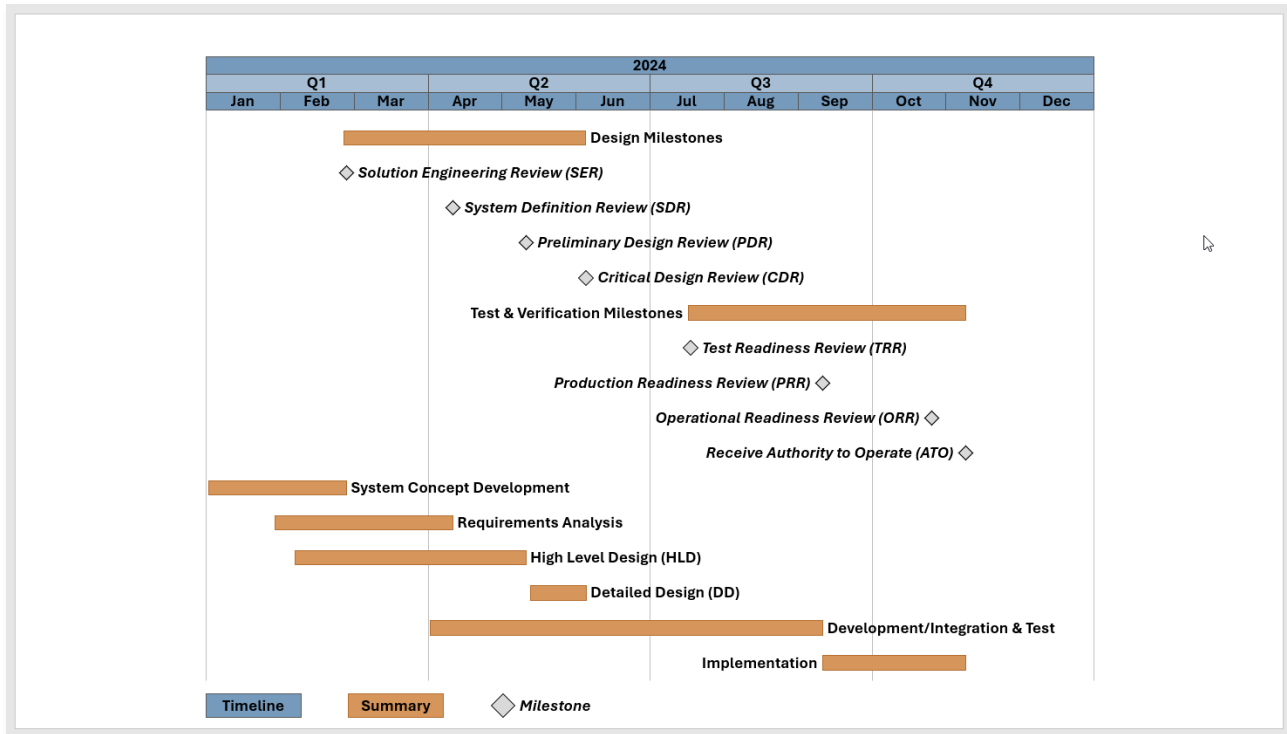
Presentation Pro *only* recognizes legend shapes it creates. In other words, you must use Presentation Pro to create your legends in order for them to work properly. Manually creating a shape and titling it "Summary" will not cause Presentation Pro to recognize it as a legend for *Summaries* on a slide.

Matching Legend Styles

It is extremely easy to match all content on a chart to its corresponding legends. Once the legends are styled to your liking, click the *lower half* of the **Update Shapes** button in the SSI Presentation Pro ribbon. This will open a menu, the first button in the menu being **Match Legend Styles**.



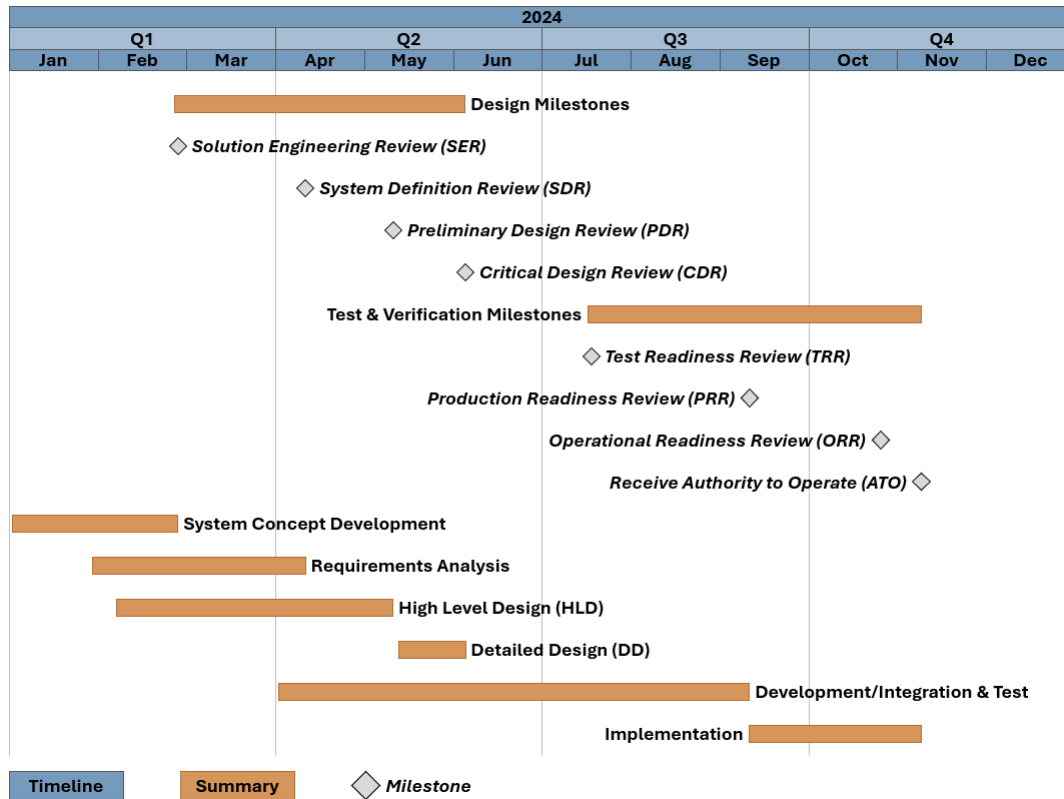
Click this button to match all elements on the current slide to its corresponding legend.



Class Exercise – Matching Legend Styles

Start of Practice Exercise

- Return to one of the Presentation Pro charts created in previous exercises



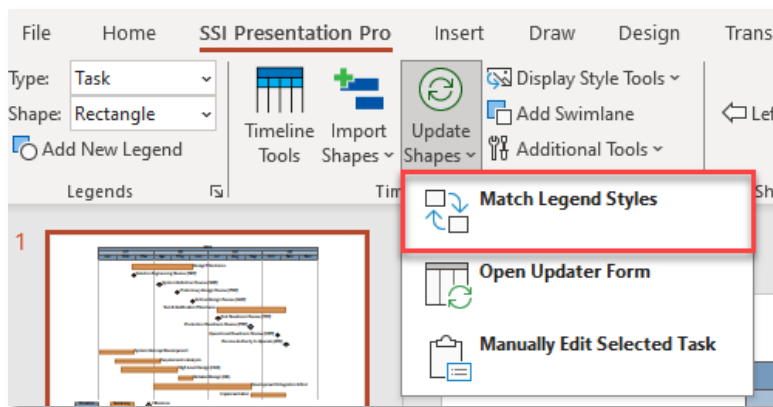
- Modify the colors and styles of the legends on the slide anyway you'd like. Here's an example:

Timeline

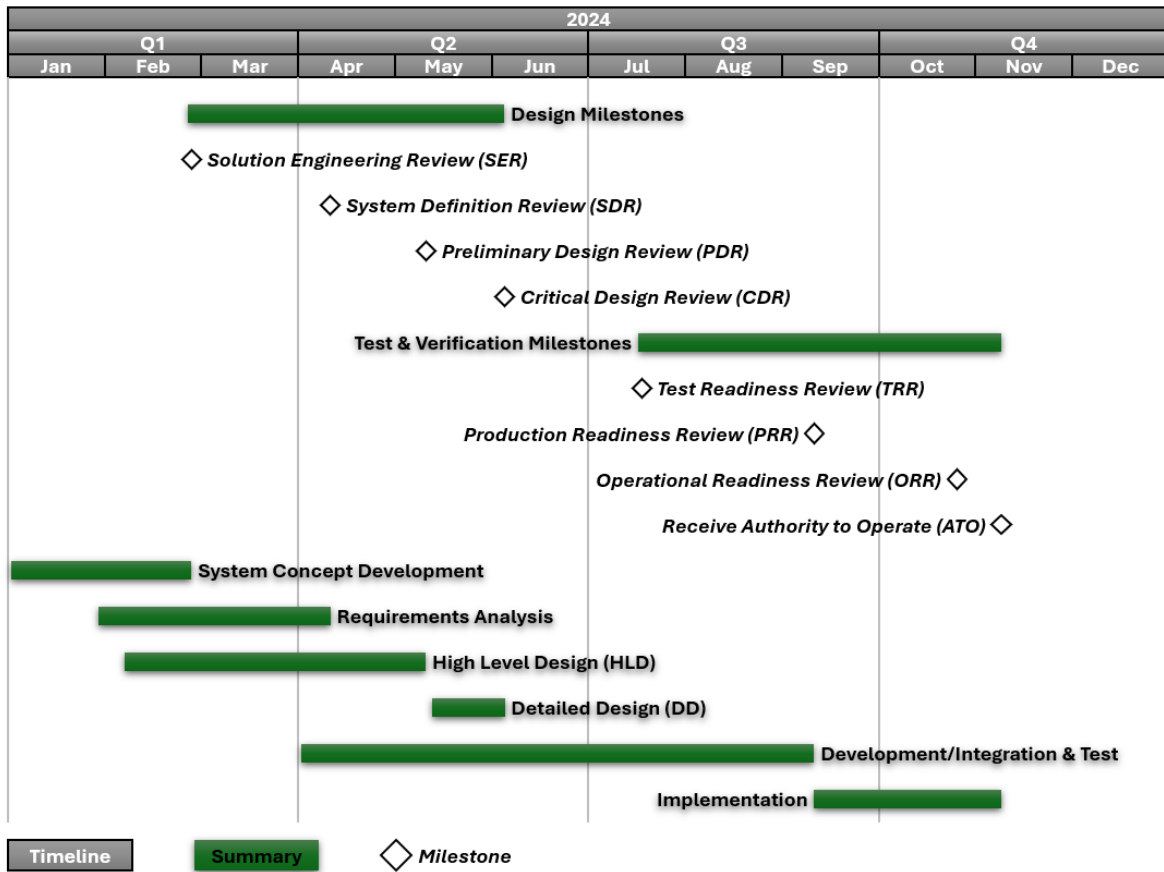
Summary

Milestone

- Click the lower half of the *Update Shapes* button. Then click the *Match Legend Styles* button.



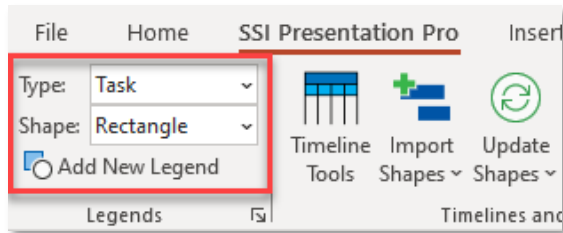
4. Notice how the content on the chart changes to match the legend styles



End of Practice Exercise

Manually Adding Legends to a Slide

By default, legend shapes are automatically added to a slide when content is imported, but they can also be manually added before content is imported onto a slide by using the controls in the **Legends Group** on the **SSi Presentation Pro Ribbon**.



In the **Legends Group** there are three controls:

- The **Type** selection box
- The **Shape** selection box
- The **Add New Legend** button

The following **Legend Types** come standard with Presentation Pro and can be selected from the **Type** selection box:

- Task
- Summary
- Milestone
- Task Complete (used to distinguish 100% complete Tasks from incomplete Tasks)
- Summary Complete (used to distinguish 100% complete Summaries from incomplete Summaries)
- Milestone Complete (used to distinguish 100% complete Milestones from incomplete Milestones)
- Timeline

The **Shape** options can change depending on the **Type** option is set to **Milestone** or **Milestone Complete**.

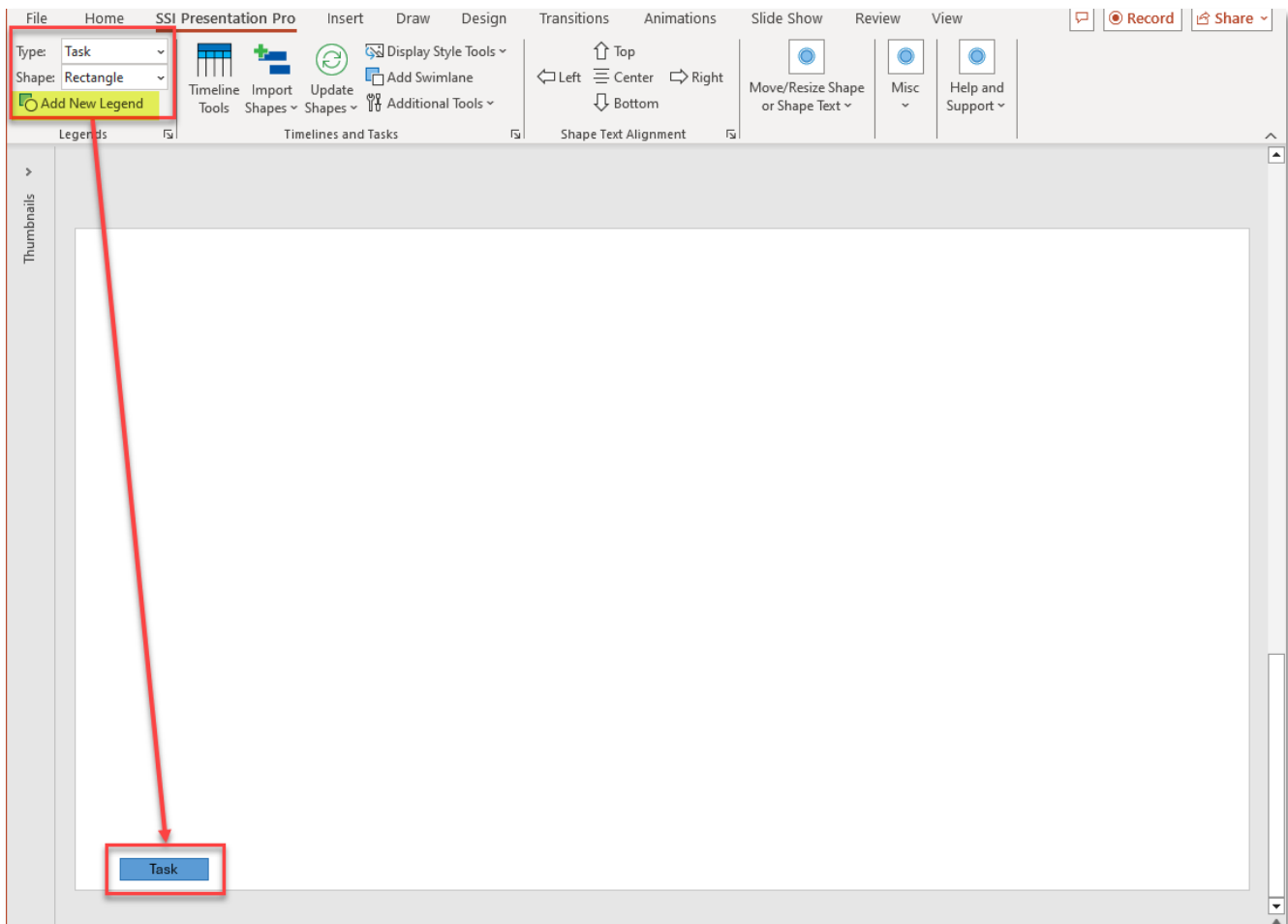
The options for non-milestone legends are the following:

- Rectangle: 
- Rounded Rectangle: 
- Circles W/Bar: 
- Diamonds W/Bar: 
- Up Triangles W/Bar: 
- Down Triangles W/Bar: 
- Up Arrows W/Bar: 
- Down Arrows W/Bar: 
- Stars W/Bar: 

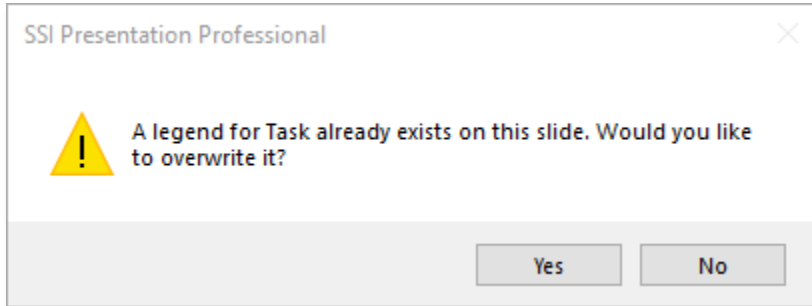
The options for Milestone legends are:

- Diamond: 
- Star: 
- Up Triangle: 
- Down Triangle: 
- Circle/Oval: 
- Up Arrow: 
- Down Arrow: 

When the **Add New Legend** button is clicked, a new legend shape of the **Type** selected in the **Shape** selected will be added to the slide. For example, if **Add New Legend** is clicked while the **Type** is set to 'Task' and the **Shape** is set to 'Rectangle', a **Task** legend in the shape of a normal rectangle will be added to the current slide.



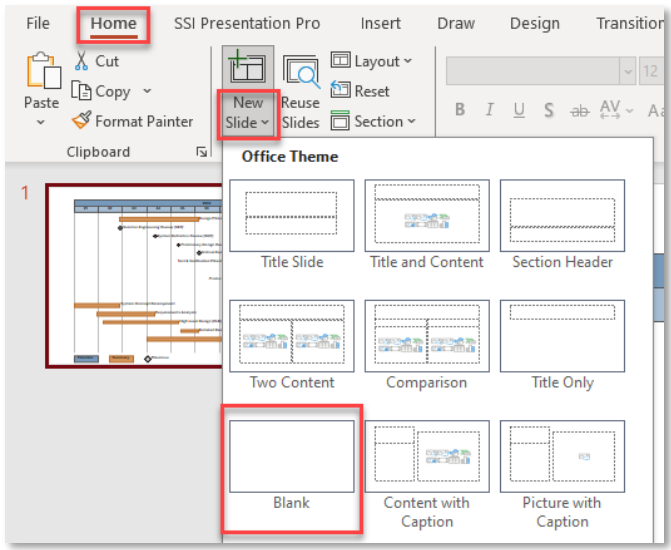
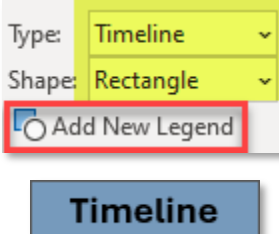
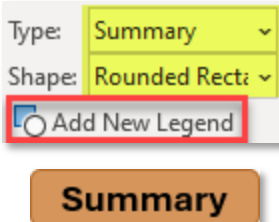
If the same **Type** of legend already exists on the current slide when the **Add New Legend** button is clicked, a message box will appear asking if Presentation Pro can overwrite, or replace, the existing legend shape on the slide with the new one:



Clicking **Yes** will replace the existing legend shape. Clicking **No** will cancel.

Added legends will always follow their default styles, but they can be formatted however you'd like after they are on the slide. Content added afterwards will follow the style of the legends that exist on the slide it is being added to, even if the legends have been changed from their default styles.

Class Exercise – Manually adding legends before adding other content

Start of Practice Exercise	
1. In the same presentation as the previous exercises, add a new blank slide	
2. Add a <i>Timeline</i> legend in the shape of a <i>Rectangle</i> to the slide using the <i>Legend Group</i> in the SSI Presentation Pro Ribbon.	
3. Add a <i>Summary</i> legend in the shape of a <i>Rounded Rectangle</i> to the slide using the <i>Legend Group</i> in the SSI Presentation Pro Ribbon.	
4. Add a <i>Milestone</i> legend in the shape of a <i>Down Triangle</i> to the slide using the <i>Legend Group</i> in the SSI Presentation Pro Ribbon.	
5. Modify the colors and styles of the legends you added anyway you'd like. Here's an example:	

6. Create a timeline on the slide using the *Timeline Tools*. Use the options from the images to the right →

Timeline Basics

Timeline format: Monthly

Timeline start: 01/2024

Timeline finish: 12/2024

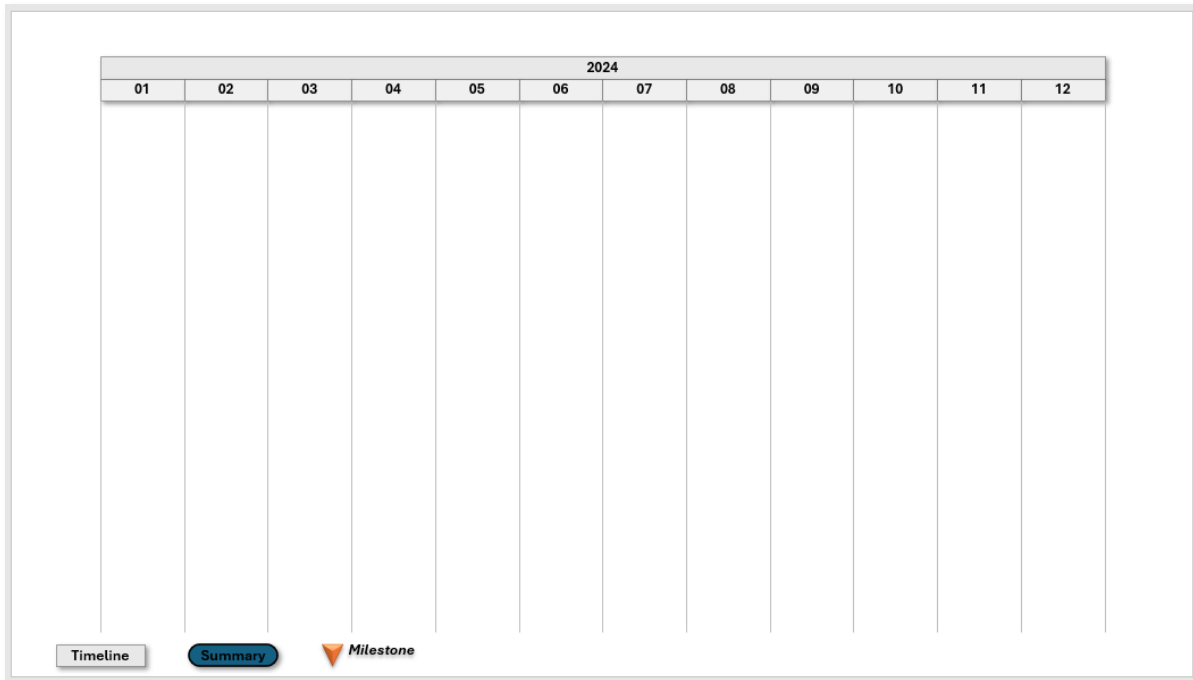
☒ Add year labels as top row

Timeline Shape Style

☒ Follow timeline legend style

☒ Use contrasting shades

7. Notice the created timeline follows the same style as the Timeline Legend on the slide



8. Return to the SSI Example Project in Microsoft Project and select the tasks shown in the image on the right →

Design Milestones

Solution Engineering Review (SER)

System Definition Review (SDR)

Preliminary Design Review (PDR)

Critical Design Review (CDR)

Test & Verification Milestones

Test Readiness Review (TRR)

Production Readiness Review (PRR)

Operational Readiness Review (ORR)

Receive Authority to Operate (ATO)

System Concept Development

Requirements Analysis

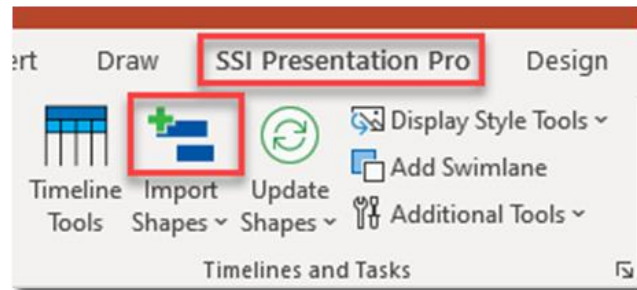
High Level Design (HLD)

Detailed Design (DD)

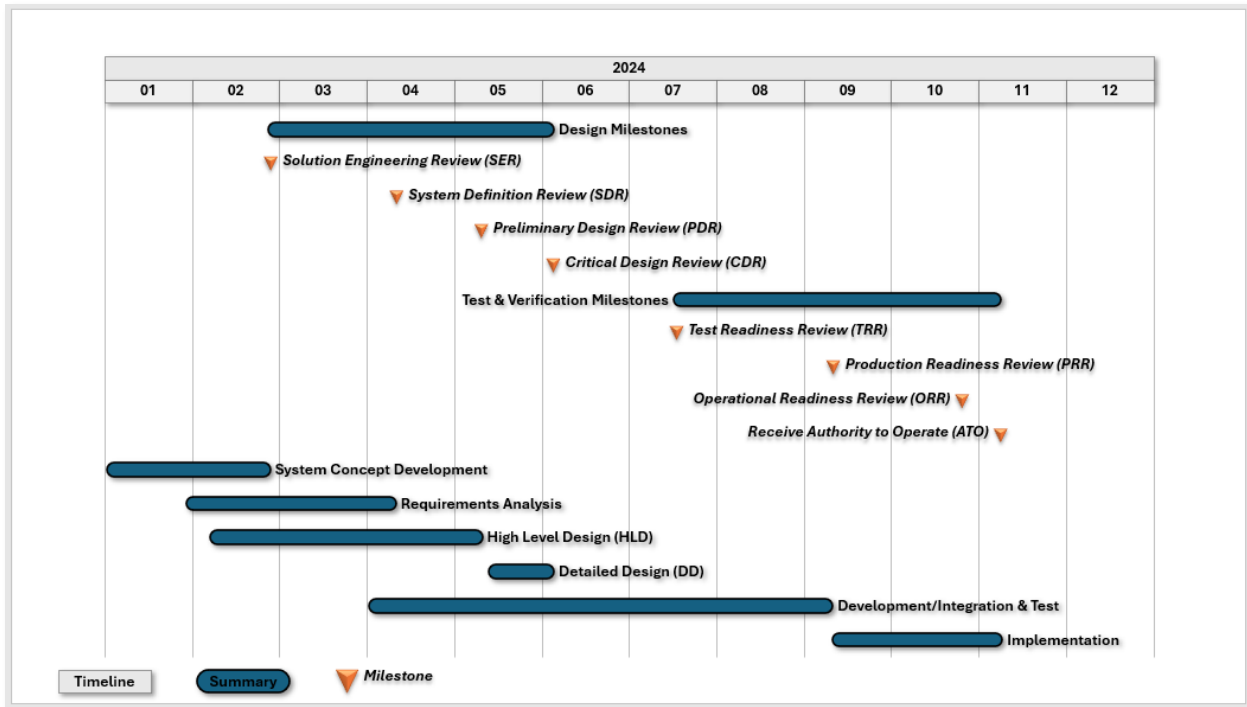
Development/Integration & Test

Implementation

9. Click the top half of the **Import Shapes** button in the **SSI Presentation Pro Ribbon**.



10. Notice the content imported follows the same Summary and Milestone legend styles



End of Practice Exercise

Synchronizing Shapes to Microsoft Project Dates

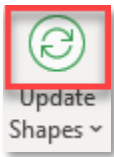
As learned earlier in this document, Presentation Pro can import content based on the current selection in a Microsoft Project file, but the connection between the PowerPoint chart and the Project file is severed after the import function is completed. This means that you can move, rename, and overwrite your PowerPoint and Project files without worrying about data corruption between the two files. This also means that Presentation Pro charts will not automatically synchronize with the current dates in Microsoft Project until you specifically tell it to.

Presentation Pro applies special coding to all tasks, summaries, and milestones it imports from Microsoft Project. This coding gives Presentation Pro information about the item such as its current start and finish dates. Importantly, Presentation Pro also codes the Unique ID(s) of the tasks in Project that the shape is connected to. This allows Presentation Pro to synchronize the shape to the real dates in Project at any time.

There are two methods to synchronize shapes on a slide to current Microsoft Project dates.

Using the Easy Update Button

The first and easiest way to synchronize shapes on a slide to Microsoft Project is to click the top half of the *Update Shapes* button.



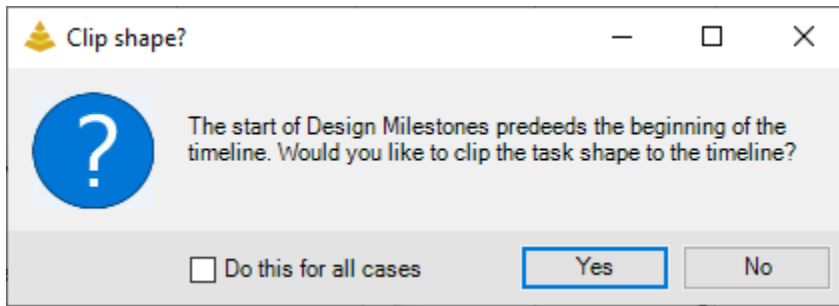
The *Update Shapes* button is a split button, meaning the top half (where the icon is) can be clicked. The bottom half will open a menu of other options.

When the top half of the *Update Shapes* button is clicked, Presentation Pro will begin reading the *active* Microsoft Project file (the Project file most recently clicked into). This of course means that the Project file meant to be used to synchronize the chart *MUST* be *open* and *active*. The synchronization process has two steps:

1. Presentation Pro will scan the Project for the Unique ID(s) that match the Unique ID(s) coded to each shape on the chart. If it is successfully able to find the Unique ID(s) in the Project, it will update the coded start and finish dates of the shape to match the dates in Microsoft Project. It will not update the coded start/finish dates of shapes whose Unique ID(s) cannot be found.
2. Presentation Pro will move each shape's position on the slide to synchronize its coded start and finish dates to the Timeline. If the timeline no longer fits the dates of all shapes, Presentation Pro will ask if you want to adjust the timeline to fit the new dates.

Note: Unlike when *importing* shapes, you do *not* need to select the items in Microsoft Project for Presentation Pro to synchronize them.

If the Timeline no longer fits the dates coded onto the shapes, and you have chosen *not* to update the Timeline to fit the new dates, Presentation Pro will give the option to “clip” shapes that start or finish outside of the boundaries of the Timeline.



Choosing **Yes** on this prompt will cut the width of the shape at its start or end and place a chevron icon on the it to indicate it is clipped.

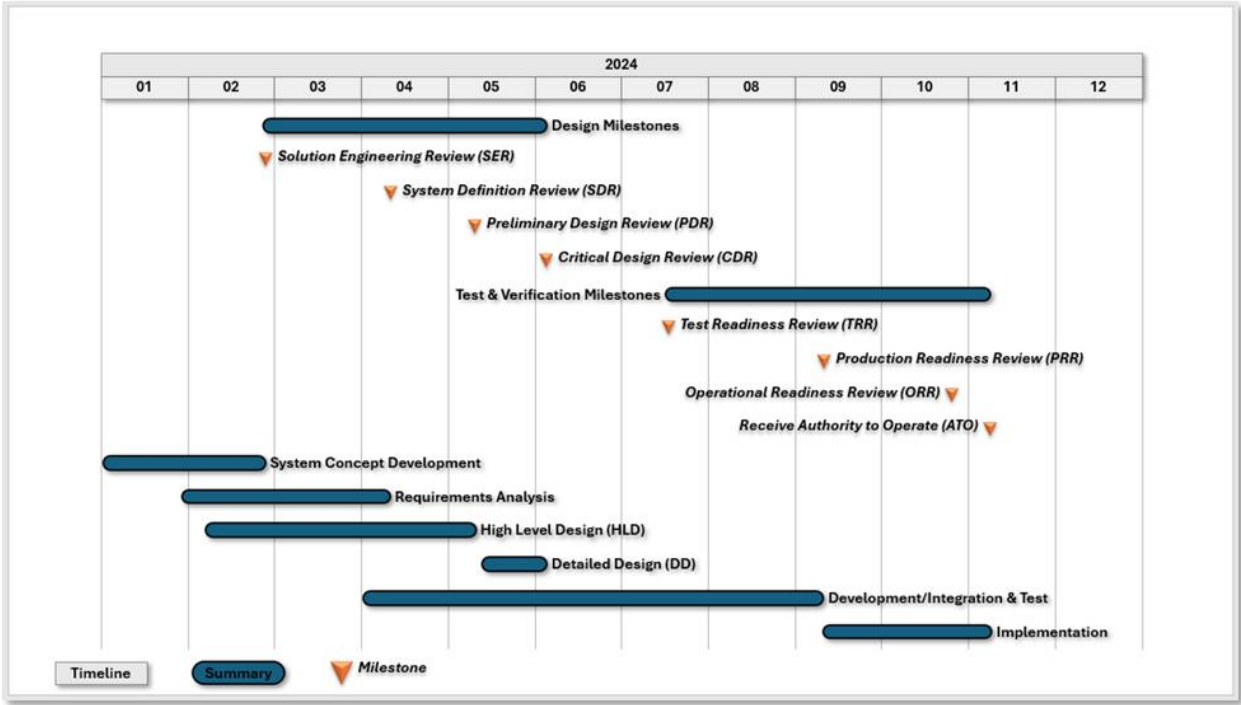


Note: After the update process is completed, the connection between Microsoft Project and PowerPoint will be severed.

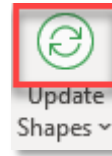
Class Exercise – Synchronizing Dates by Using the Easy Update Button

Start of Practice Exercise				
1. Navigate back to the SSI Example Project in Microsoft Project				
2. Change the start date of Preliminary Design Review (UID 6) to June 6 th 2024. This will cause many other dates to change in the schedule				
3	▾ Design Milestones	89 d	2/26/24	6/28/24
4	Solution Engineering Review (SER)	0 d	2/26/24	2/26/24
5	System Definition Review (SDR)	0 d	4/10/24	4/10/24
6	Preliminary Design Review (PDR)	0 d	6/6/24	6/6/24
7	Critical Design Review (CDR)	0 d	6/28/24	6/28/24
8	▾ Test & Verification Milestones	82 d	8/6/24	11/28/24
9	Test Readiness Review (TRR)	0 d	8/6/24	8/6/24
10	Production Readiness Review (PRR)	0 d	9/30/24	9/30/24
11	Operational Readiness Review (ORR)	0 d	11/14/24	11/14/24
12	Receive Authority to Operate (ATO)	0 d	11/28/24	11/28/24
13	▸ System Concept Development	40 d	1/2/24	2/26/24
26	▸ Requirements Analysis	52 d	1/30/24	4/10/24
53	▸ High Level Design (HLD)	68 d	2/7/24	5/10/24
63	▸ Detailed Design (DD)	17 d	6/6/24	6/28/24
74	▸ Development/Integration & Test	130 d	4/2/24	9/30/24
96	▸ Implementation	43 d	10/1/24	11/28/24

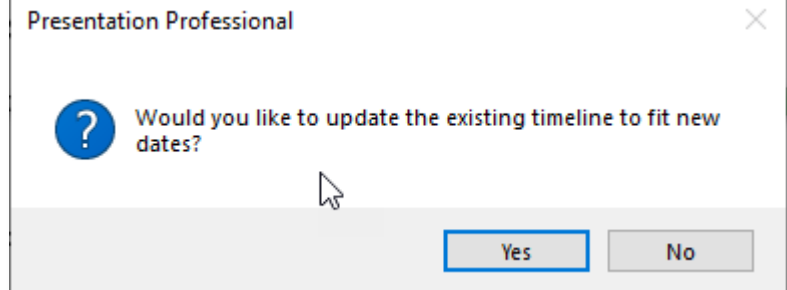
3. Return to one of the Presentation Pro charts created in previous exercises



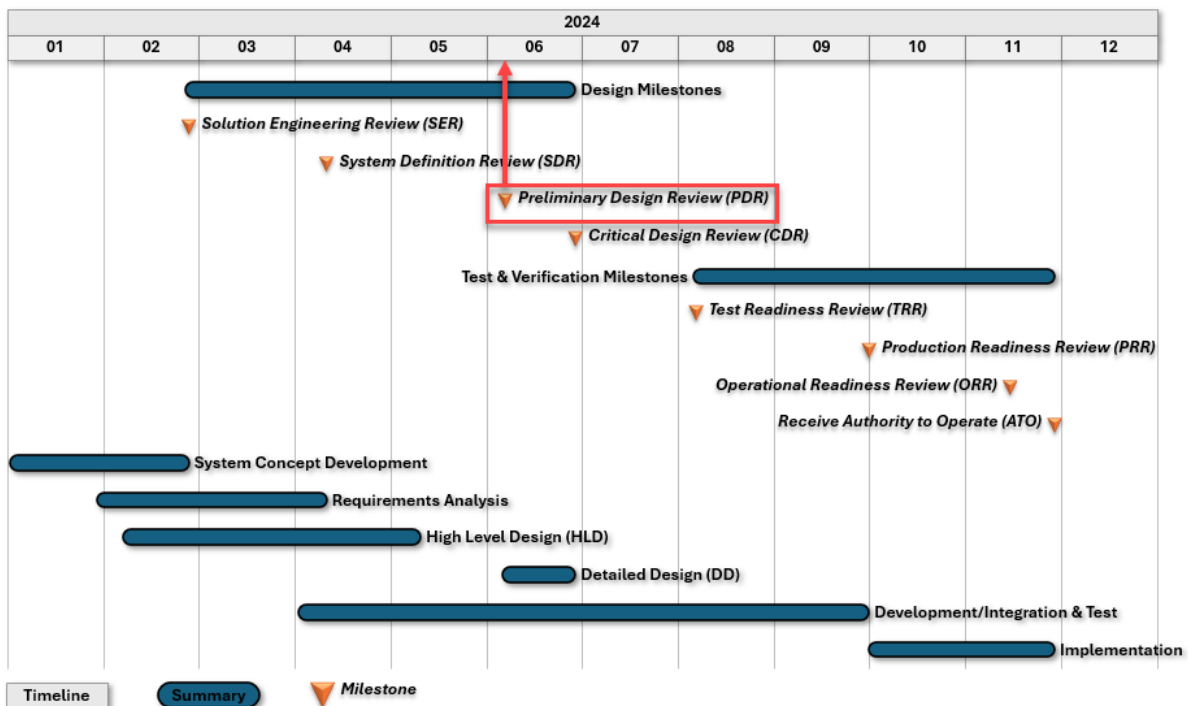
4. Click the top half of the *Update Shapes* button in the *SSI Presentation Pro Ribbon*



5. If prompted to update the timeline to fit new dates, click *Yes*



6. Observe the content on the chart has shifted to match the current project dates.

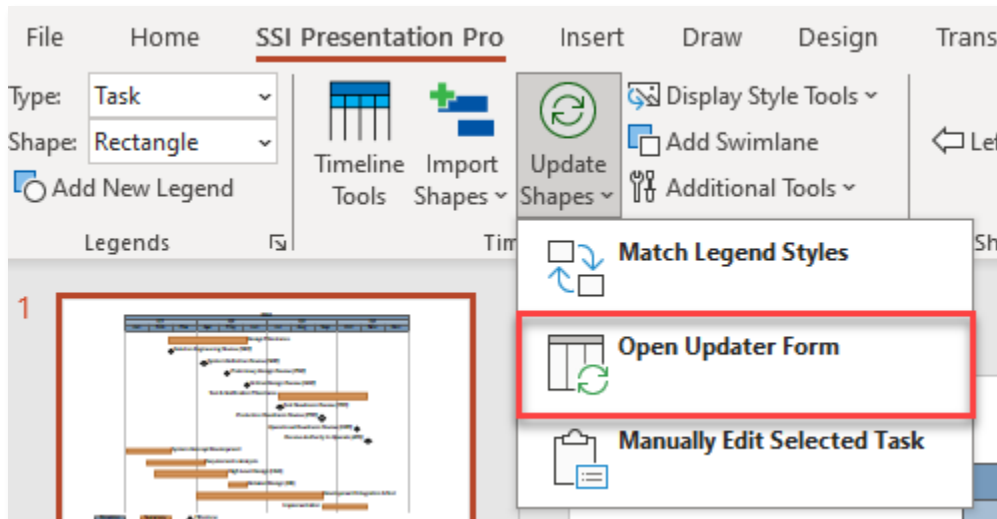


Start of Practice Exercise

Using the Updater Form

The method to update shapes on a chart is to use the **Updater Form**. This form displays the coded information about shapes on the slide and offers more control over the update process compared to just clicking the top half of the **Update Shapes** button.

To open the **Updater form**, click the **Lower half** of the **Update Shapes** button and choose the **Open Updater Form** option:




Update Shape Dates
✕

Task Name	MSP Linked UIDs	Start Date		Finish Date	
Design Milestones	3	2/26/2024	▼	6/28/2024	▼
Solution Engineering Review (SER)	4	2/26/2024	▼	2/26/2024	▼
System Definition Review (SDR)	5	4/10/2024	▼	4/10/2024	▼
Preliminary Design Review (PDR)	6	6/ 6/2024	▼	6/ 6/2024	▼
Critical Design Review (CDR)	7	6/28/2024	▼	6/28/2024	▼
Test & Verification Milestones	8	8/ 6/2024	▼	11/28/2024	▼
Test Readiness Review (TRR)	9	8/ 6/2024	▼	8/ 6/2024	▼
Production Readiness Review (PRR)	10	9/30/2024	▼	9/30/2024	▼
Operational Readiness Review (ORR)	11	11/14/2024	▼	11/14/2024	▼

☒ Read data from Microsoft Project when update is performed

MS Project file used for update:
 C:\Users\Public\SSi_Tools\ExampleProject
 Browse..

Update Task Shapes
Advanced Microsoft Project Update Options

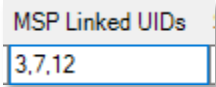
The following information can be seen from the *Updater Form*:

- Each task shape on the current slide in order from top to bottom.
- The Name, or Text on each task shape.
- The Unique ID(s) each task shape is tied to.
- The current start date of each task shape
- The current finish date of each task shape.

The values in each of these columns can be manually adjusted.

One, none, or multiple unique ID values can be tied to each task shape.

If you would like to tie multiple unique ID values to a task shape using the updater form, you must separate each value with a comma. For example:

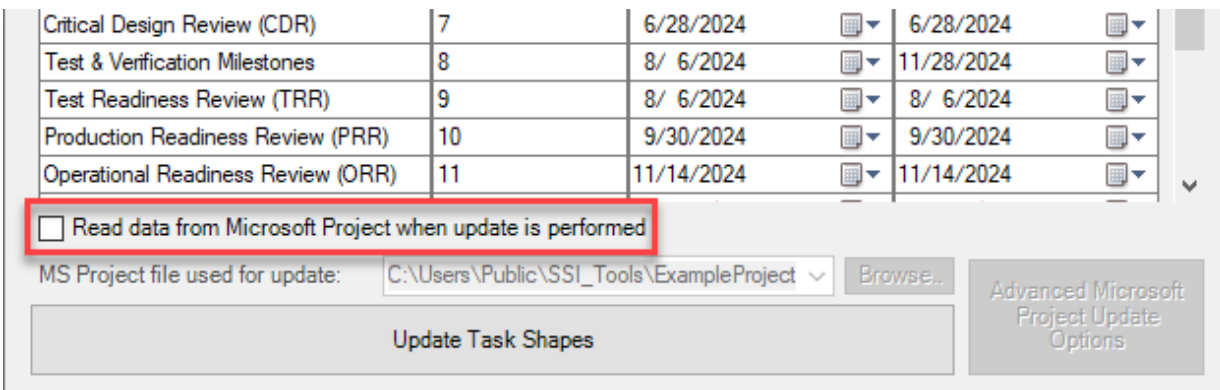


MSP Linked UIDs
3,7,12

No changes made in the columns will take effect on the shapes until the *Update Task Shapes* button is clicked.

The *MS Project* file used for update will show which Project file Presentation Pro will read when it begins to perform the update process. By default, this will be set to the active Project (the project most recently clicked into) when the updater form is opened. You may change this to any other open project file by clicking the drop-down button. You may also browse to an unopened file by clicking the *Browse...* button.

If you do *not* want Presentation Pro to read data from a Microsoft Project file when the update process is performed, and instead just update task shapes to the dates manually inputted on the *Start* and *Finish* date columns in the *Updater Form*, uncheck the *Read data from Microsoft Project when update is performed*.



Critical Design Review (CDR)	7	6/28/2024		6/28/2024	
Test & Verification Milestones	8	8/ 6/2024		11/28/2024	
Test Readiness Review (TRR)	9	8/ 6/2024		8/ 6/2024	
Production Readiness Review (PRR)	10	9/30/2024		9/30/2024	
Operational Readiness Review (ORR)	11	11/14/2024		11/14/2024	

☐ Read data from Microsoft Project when update is performed

MS Project file used for update: C:\Users\Public\SSI_Tools\ExampleProject ▾ Browse...

Update Task Shapes Advanced Microsoft Project Update Options

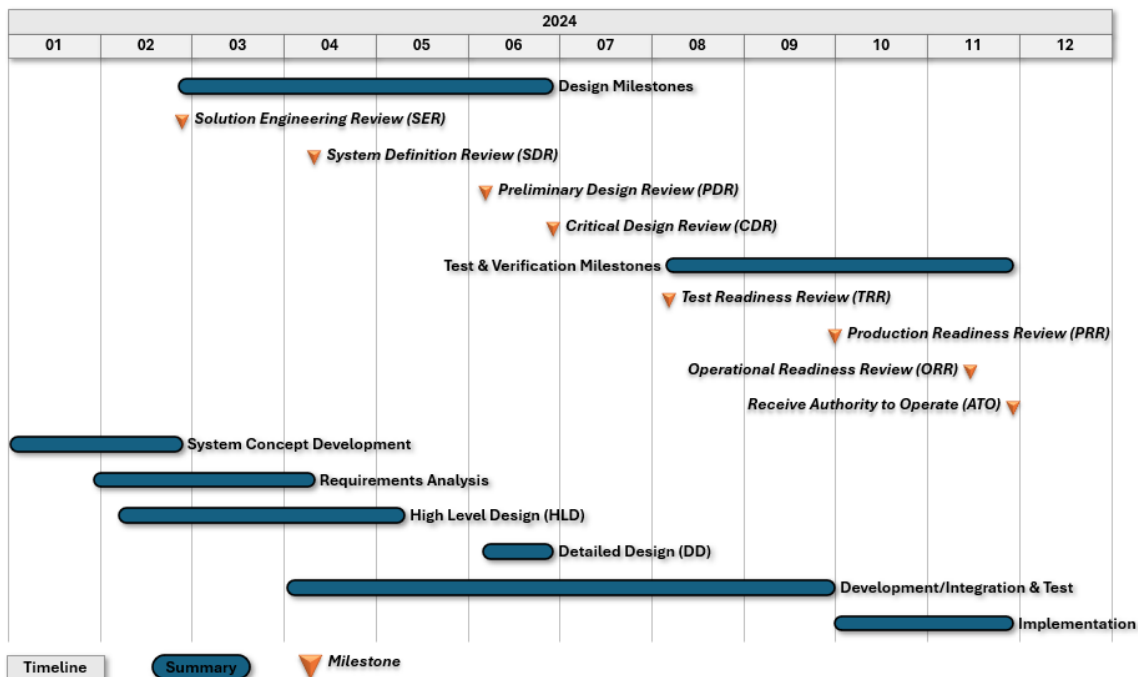
Class Exercise – Synchronizing Dates by Using the Updater Form

Start of Practice Exercise

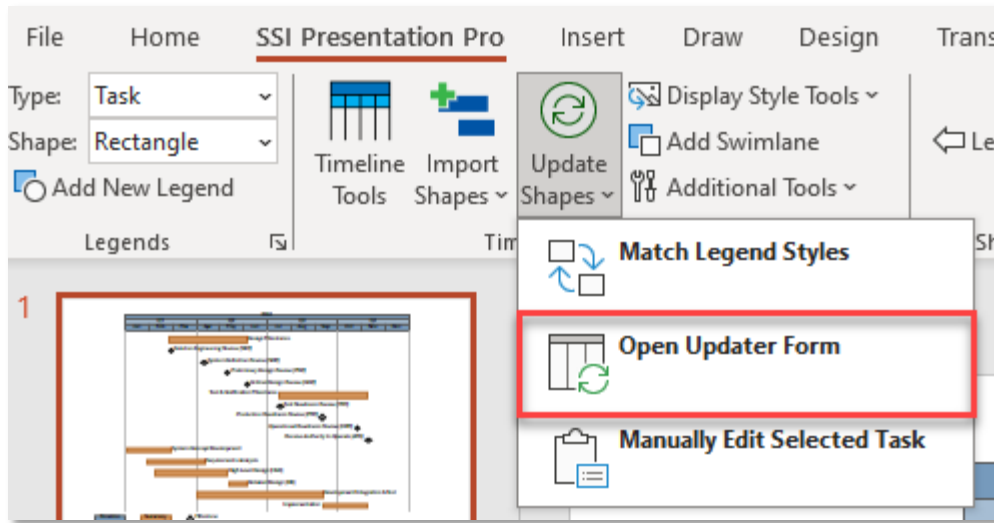
1. Navigate back to the [SSI Example Project](#) in Microsoft Project
2. Change the start date of Preliminary Design Review (UID 6) to back to its original value of May 10th 2024.

3	▀ Design Milestones	71 d	2/26/24	6/4/24
4	Solution Engineering Review (SER)	0 d	2/26/24	2/26/24
5	System Definition Review (SDR)	0 d	4/10/24	4/10/24
6	Preliminary Design Review (PDR)	0 d	5/10/24	5/10/24
7	Critical Design Review (CDR)	0 d	6/4/24	6/4/24
8	▀ Test & Verification Milestones	82 d	7/17/24	11/8/24
9	Test Readiness Review (TRR)	0 d	7/17/24	7/17/24
10	Production Readiness Review (PRR)	0 d	9/10/24	9/10/24
11	Operational Readiness Review (ORR)	0 d	10/25/24	10/25/24
12	Receive Authority to Operate (ATO)	0 d	11/8/24	11/8/24
13	▸ System Concept Development	40 d	1/2/24	2/26/24
26	▸ Requirements Analysis	52 d	1/30/24	4/10/24
53	▸ High Level Design (HLD)	68 d	2/7/24	5/10/24
63	▸ Detailed Design (DD)	17 d	5/13/24	6/4/24
74	▸ Development/Integration & Test	116 d	4/2/24	9/10/24
96	▸ Implementation	43 d	9/11/24	11/8/24

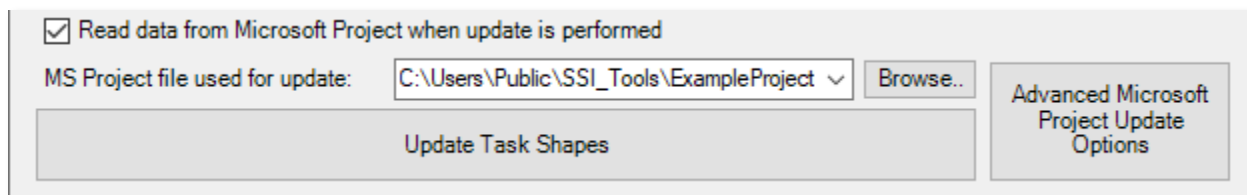
3. Return to the Presentation Pro charts used in previous exercise



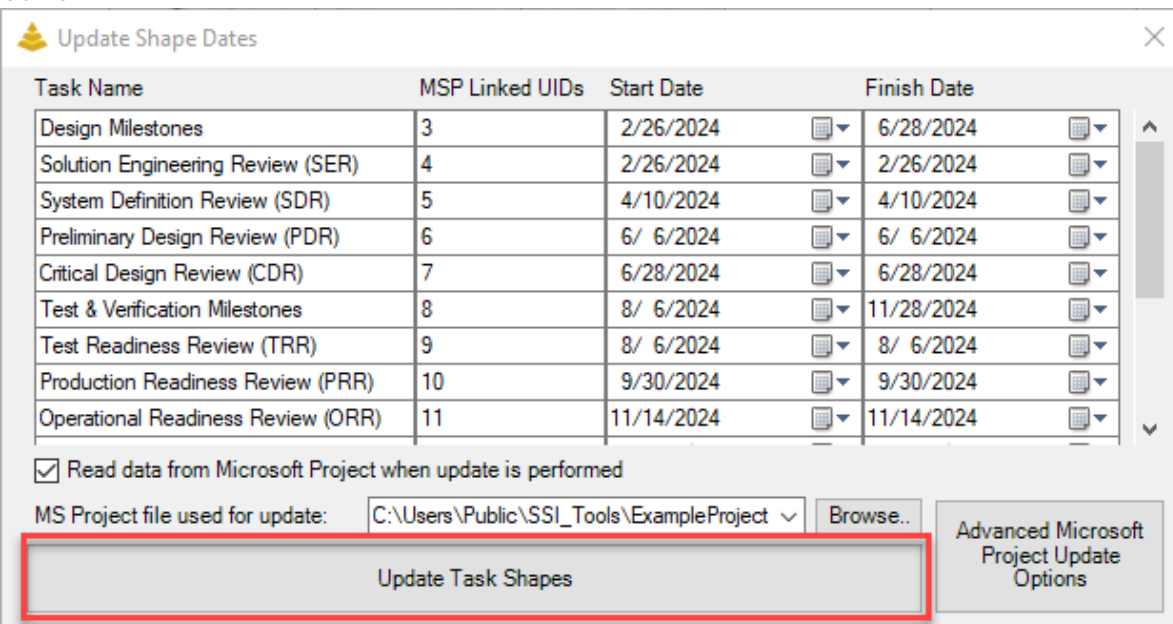
4. Open the **Updater Form** by clicking the **Lower half** of the **Update Shapes** button and choosing the **Open Updater Form** option:



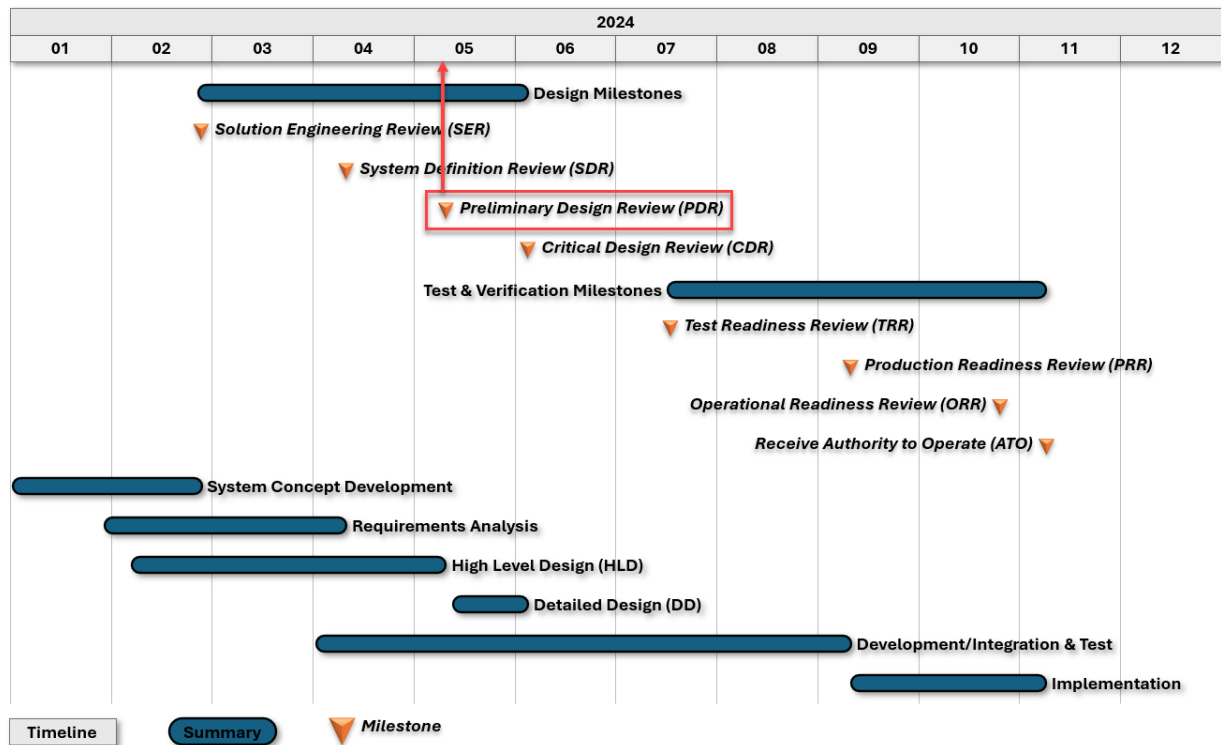
5. Ensure the **MS Project file used for update** is pointing to the SSI Example Project and the option to **Read data from Microsoft Project when update is performed** is checked.



6. Make any changes to the Task Name or Unique ID columns. Then Click the **Update Task Shapes** button



7. Observe how task shapes on the chart have synchronized with the dates in Microsoft Project



End of Practice Exercise