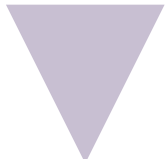




Office Timeline QuickStart

The timeline maker that quickly creates professional timelines.





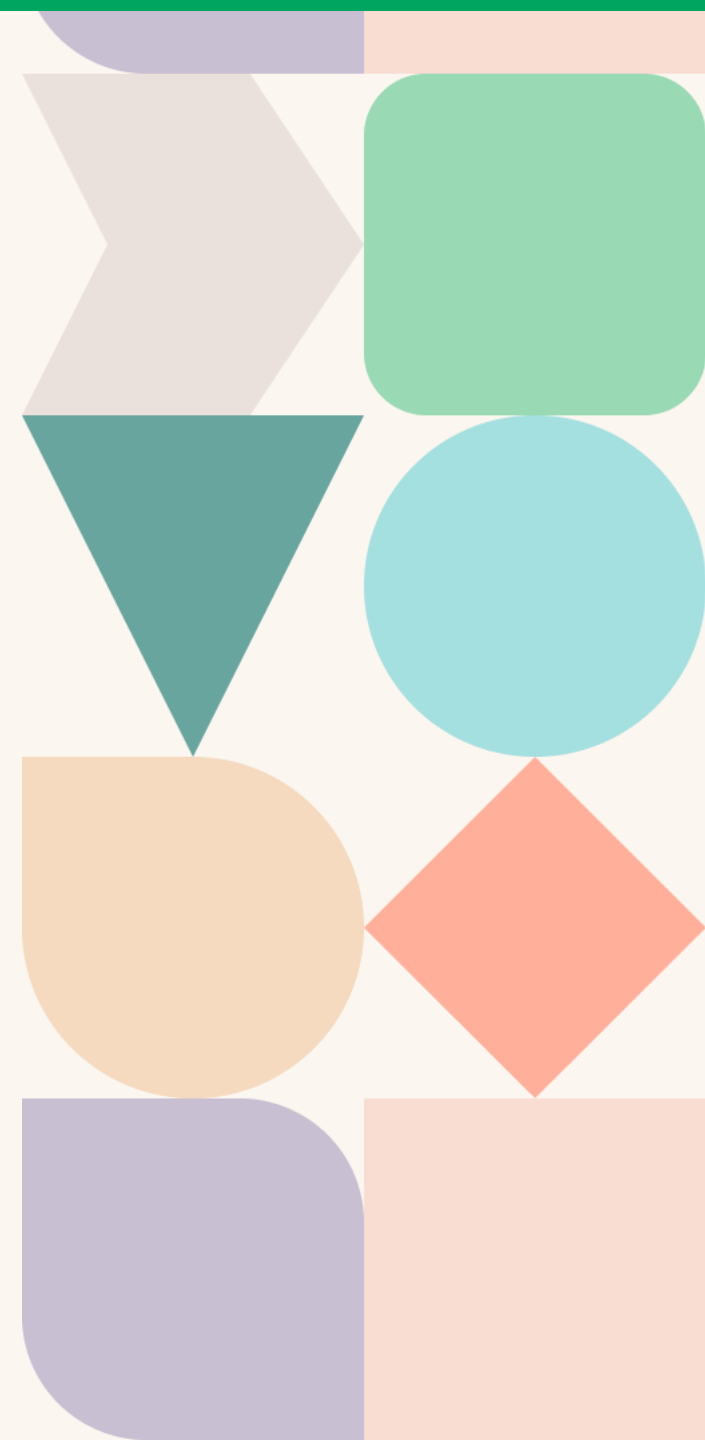
What is Office Timeline?

Office Timeline can help you:

- ✓ Save time
- ✓ Improve communication
- ✓ Impress your audience

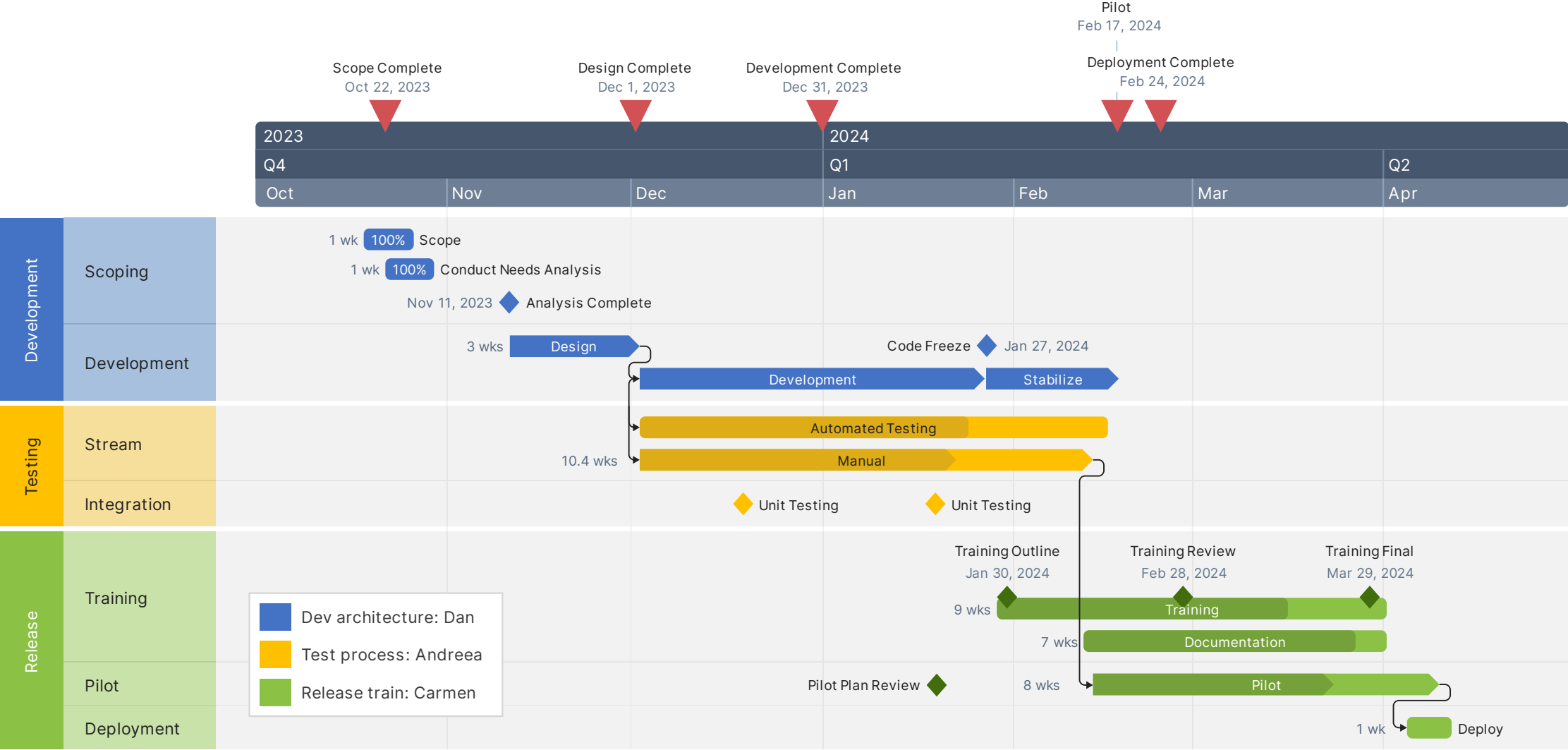
professional
high-quality visual
easy to create
easy to update

Real-world timelines created by our customers.



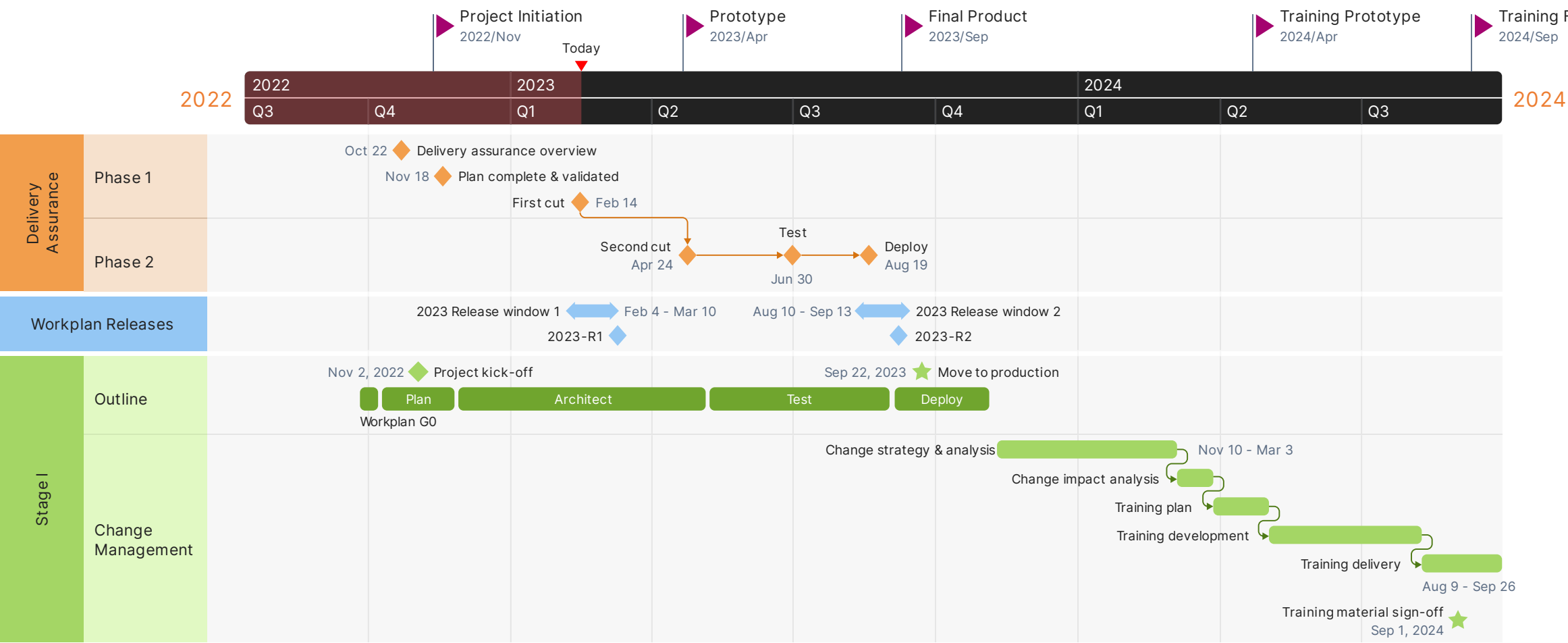
Product Development Plan

Workstreams and key milestones



Digital Transformation Roadmap

Top-level integrated schedule with project highlights



IT Project Management

Infrastructure Upgrade Timeline

- ✓ Switch manufacturers selected
- ✓ Budget approved & PO issued
- ✓ IT staff training in progress

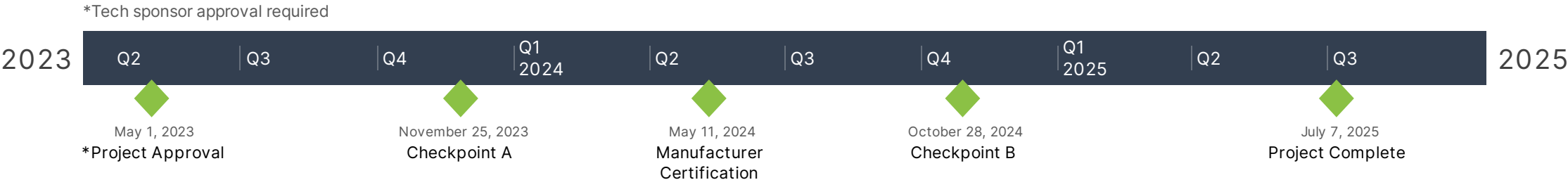
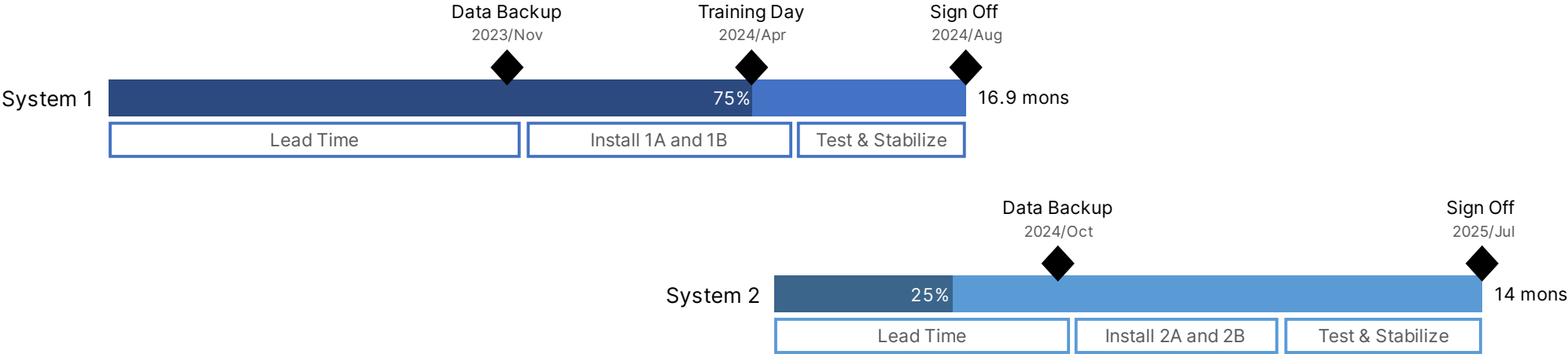
Legend

Support Ops

Retail Ops

Ops Milestones

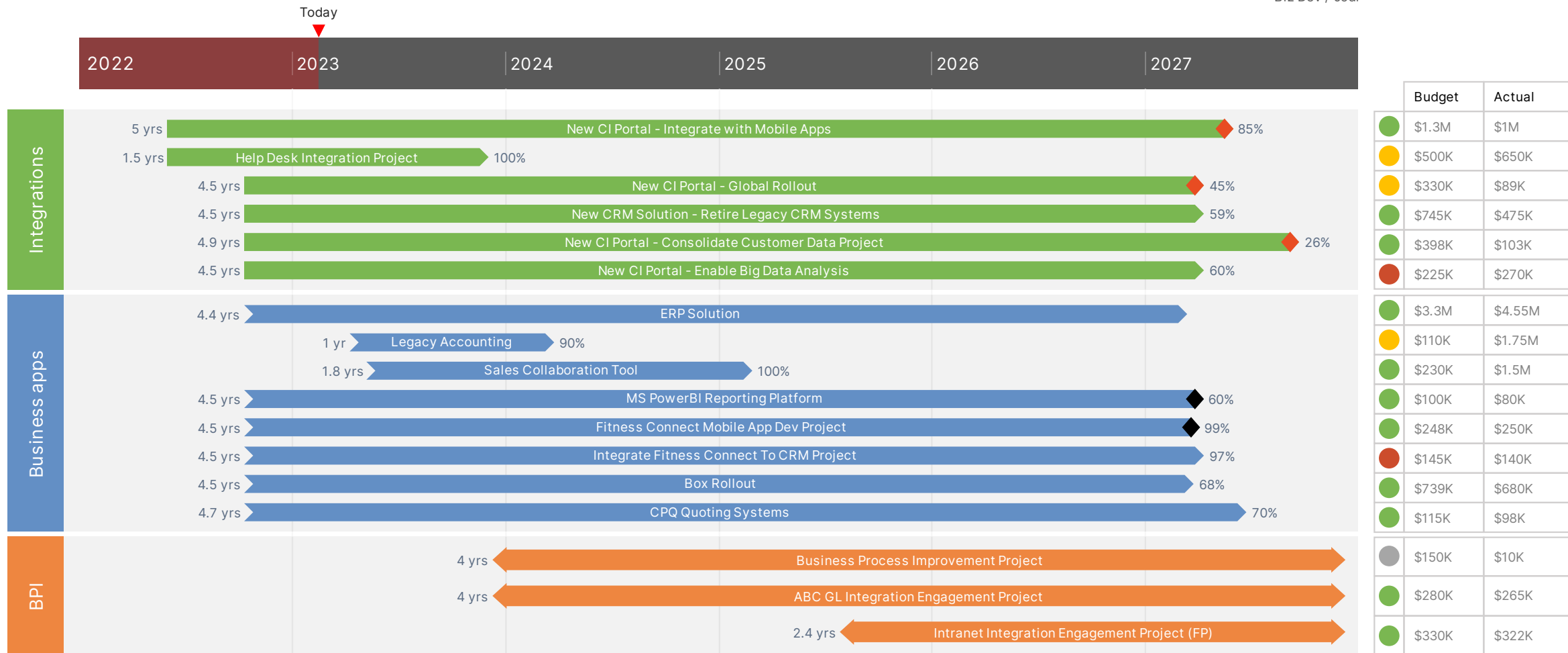
Key Milestones



Cross Systems Planning Portfolio

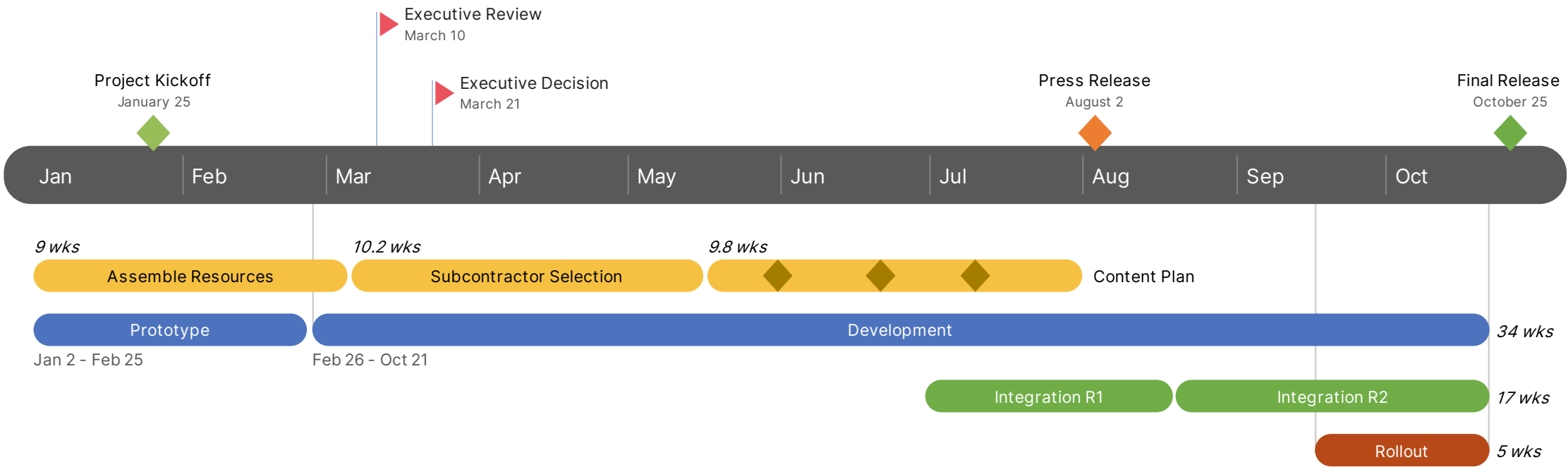
Development & Rollout Roadmap

Product / Carmen
Architect / Alex
Marketing / Diana
Biz Dev / Jodi



Product Development & Launch

Planning & Execution Overview for MPIQ



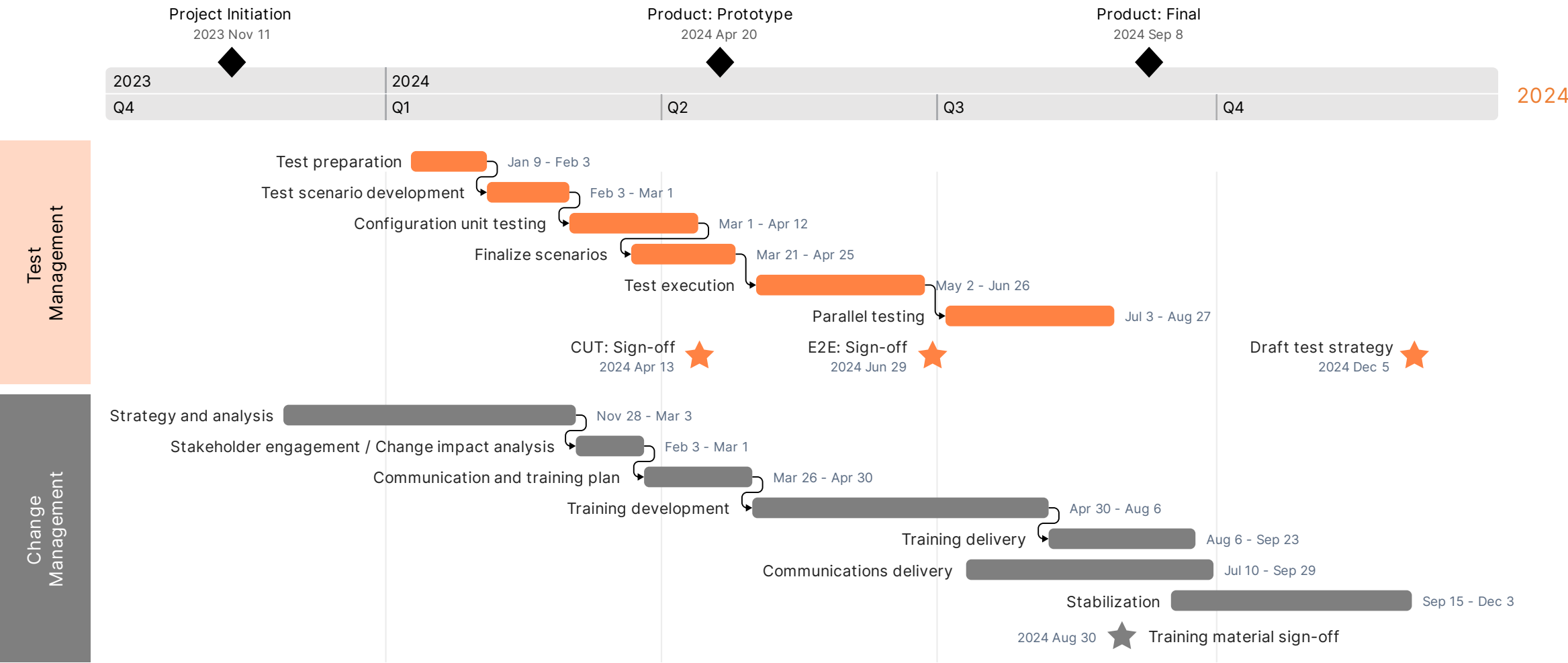
Goal	Owner	Target	%
Foundation API coverage	Eddy	50%	5%
Infrastructure architecture	Carmen	18%	13%
Test coverage	Anna	15%	14%

Executive Summary

- Development is progressing without issues
- Potential issues anticipated with integrations
- Content work ahead of schedule

Test & Change Management Plan

Overview of dependencies



Security Certification Roadmap

Passing Control Tests



Next quarter planned

- Complete foundation
- Roll out training / policies
- Engage auditor

Top 3 deliverables in prev. quarter

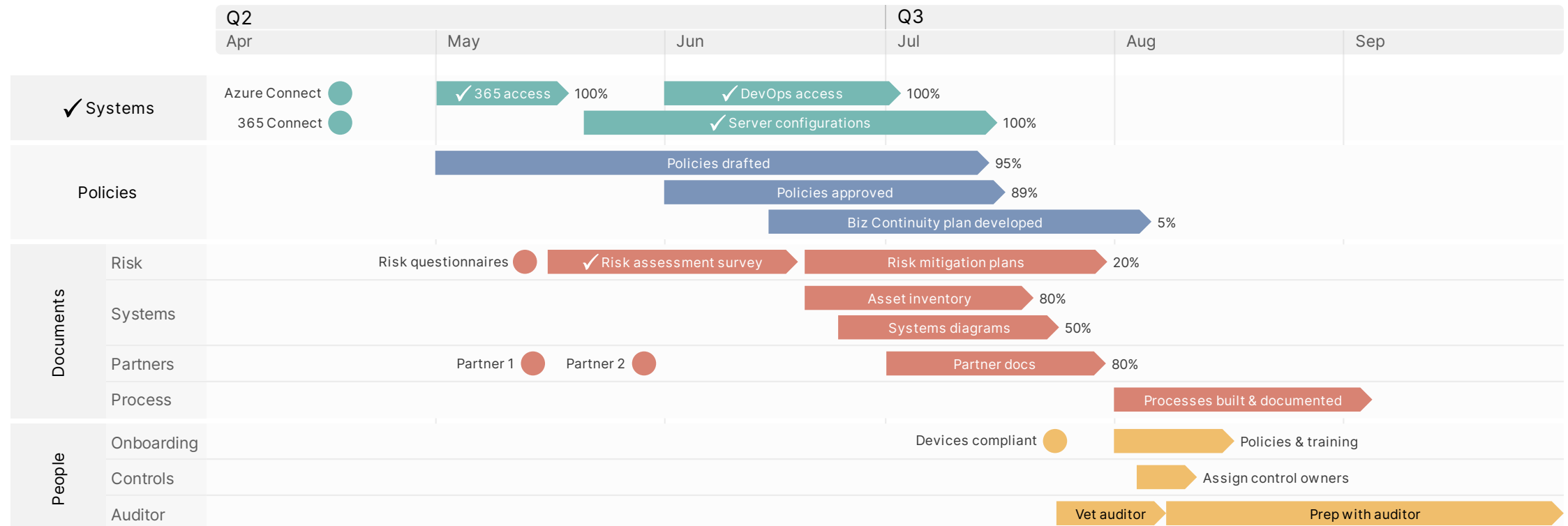
- Implement tooling
- Policy drafts
- Visible path

Challenges anticipated

- Limited technical capacity
- Learning curve
- Unknowns

Help needed

- Technical team engagement
- Leadership support





Three areas of use

Office Timeline Expert

Timeline

- New
- Import
- Refresh Data
- Share
- Templates
- Themes

Edit

- 1 Edit Timeline
- 2 Edit Data
- 3 Style Pane
- Accept Changes
- Reset Layout

Add-In

- Timeline Position: Quick Custom, Custom 78
- Settings
- Send Feedback
- Help

1



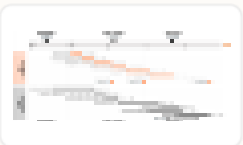
2



3



4



Test Management

- Project Initiation: 10/11
- Product (Prototype): 09/20
- Product (Final): 09/08

2025 **2026**

01 02 03 04 05

Test preparation: 09/11 - 10/11

Test scenario development: Feb 5 - Mar 5

Configuration and testing: Mar 5 - Apr 10

Finalize scenarios: Mar 21 - Apr 25

Test execution: May 1 - Jun 26

Parallel testing: Jul 3 - Aug 17

OFT Sign-off: Apr 11

EFT Sign-off: Jun 25

Draft test strategy: Dec 5

Change Management

Strategy and analysis: Nov 28 - Mar 5

Stakeholder engagement / Change impact analysis: Mar 5 - Mar 26

Communication and training plan: Mar 26 - Apr 30

Training development: Apr 30 - Aug 6

Training delivery: Aug 6 - Sep 23

Communications delivery: Jul 30 - Sep 25

Stabilization: Sep 6 - Nov 24

Training material sign-off: Aug 10

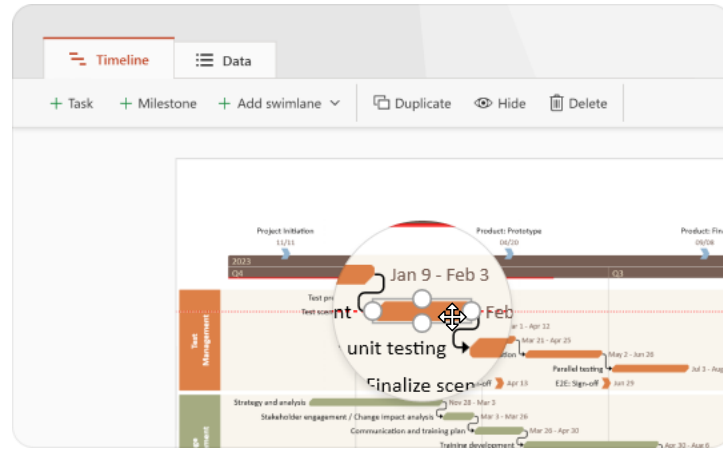


Three areas of use

1

Edit Timeline

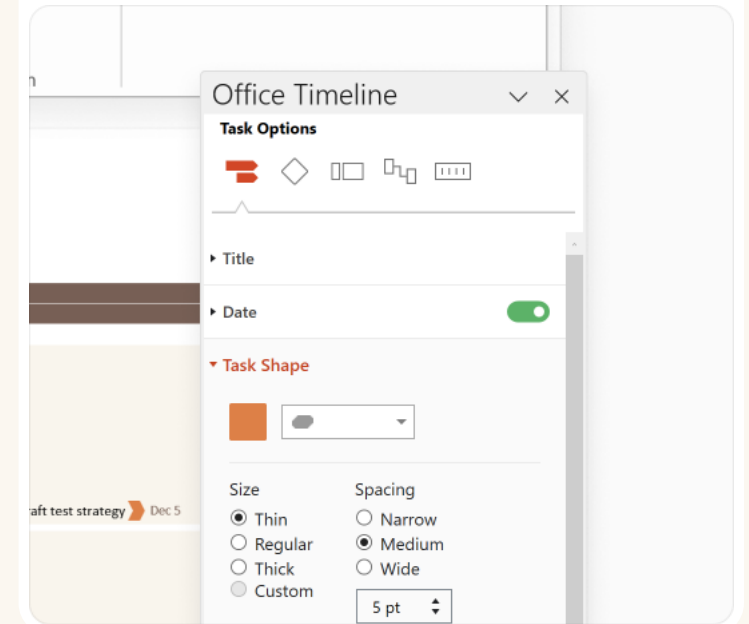
Use Edit Timeline to adjust the layout, place milestones on tasks, edit and move elements.



3

Style Pane

Uniquely customize colors, shapes and text.



2

	Title	T/M	Start	End	
1	Project Initiation	M	11/11/2023	11/11/2023	-
2	Product: Prototype	M	4/20/2024	4/20/2024	-
3	Product: Final	M	9/8/2024	9/8/2024	-
Test Management					
4	Test preparation	T	1/9/2024	2/3/2024	3.7 wks
5	Test scenario development	T	2/3/2024	3/1/2024	3.9 wks
6	Configuration unit testing	T	3/1/2024	4/12/2024	6.1 wks

Edit Data

All data in one grid.

Use Edit Data to add, remove or change swimlanes, milestones and task information.

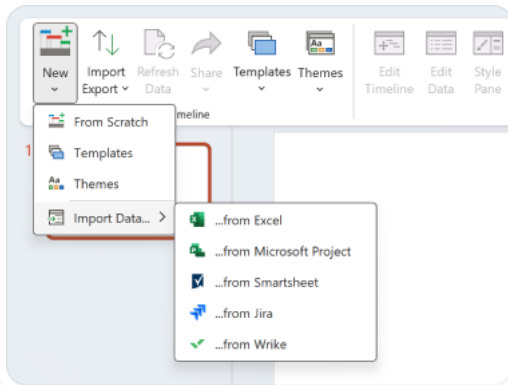
Process for creating a timeline

1

Import data

Import from:

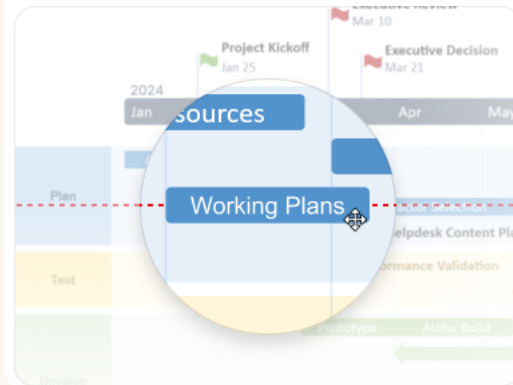
- Microsoft Excel
- Microsoft Project
- Smartsheet
- Wrike
- Jira



2

Create layout

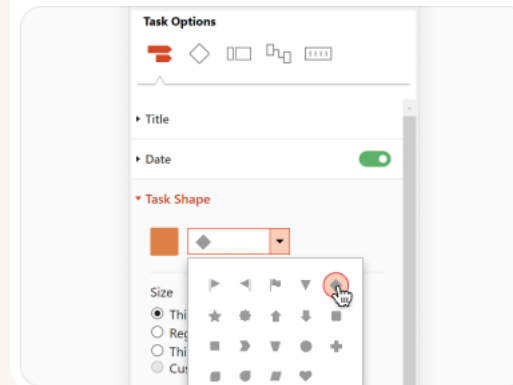
1. Drag & drop tasks in a row.
2. Place a milestone on a task.
3. Double-click to edit a milestone/task titles.
4. Resize the swimlane headers.



3

Style timeline

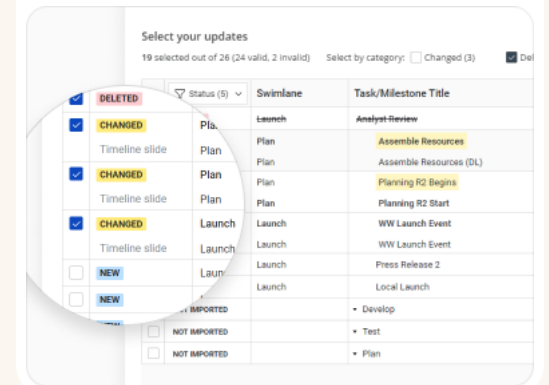
1. Change a milestone shape and color.
2. Resize a task shape.
3. Show task duration.
4. Change the timeline scale to Quarters.



4

Refresh Data

Press **Refresh Data** in the Office Timeline ribbon to update your imported timeline data.





Streamline project reporting across the board.

The screenshot displays the 'Office Timeline Expert' software interface. The main window features a red header bar with a 'P' icon and a toolbar with options: New, Import Export, Refresh Data, Share, Templates, and Themes. Below the toolbar, a timeline visualization is shown with two slides. The first slide is highlighted with a red border. The second slide shows a timeline with tasks and milestones. A 'Colors' panel is open on the right, displaying a list of colors and their corresponding hex codes. The panel includes a 'Slide colors' section with a color palette and a 'Text - Light' section with a color picker. The 'Colors' panel also includes a 'Text - Dark' section with a color picker. The 'Colors' panel is divided into sections: Colors, Tasks, Milestones, Swimlanes, Dependencies, and Timescale. The 'Colors' section lists 8 accent colors with their hex codes: Accent 1 (#EBDDC3), Accent 2 (#775F55), Accent 3 (#94B6D2), Accent 4 (#DD8047), Accent 5 (#A5AB81), Accent 6 (#D8B25C), Accent 7 (#7BA79D), and Accent 8 (#968C8C). The 'Tasks' section shows a task bar with a 'Task Title' and a 'Milestone on Task Title'. The 'Milestones' section shows a milestone bar with a 'Milestone Title' and a date 'Sep 2, 2024'. The 'Swimlanes' section shows three swimlane styles: Swimlane Style 1, Swimlane Style 2, and Swimlane Style 3. The 'Dependencies' section shows a dependency bar with a 'Task Title' and a 'Milestone on Task Title'. The 'Timescale' section shows a timescale bar with a 'Task Title' and a 'Milestone on Task Title'.

Office Timeline Expert

Timeline

1

2

Project Initia 11/11

2025 Q4

Test Management

Change Management

Strategy and analys Stakeholder

Create New Theme

Colors

Slide colors

Text - Light #FFFFFF

Text - Dark #000000

Accent 1 #EBDDC3

Accent 2 #775F55

Accent 3 #94B6D2

Accent 4 #DD8047

Accent 5 #A5AB81

Accent 6 #D8B25C

Accent 7 #7BA79D

Accent 8 #968C8C

Task Title

Milestone on Task Title

Milestone Title Sep 2, 2024

Swimlane Style 1 Sub-Swimlane

Swimlane Style 2 Sub-Swimlane

Swimlane Style 3 Sub-Swimlane



Next Steps

Update to the latest build

officetimeline.com/updates

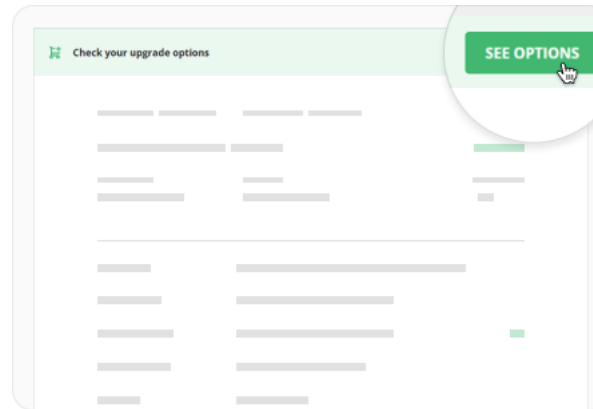
Contact

sales@officetimeline.com

- ✓ Complimentary, Private Demo with 5 or more colleagues.
- ✓ To join Eddy's informal MVP group to help shape the roadmap and join beta programs.

Upgrade your subscription to Expert

Go to the Subscriptions tab in your account, locate your subscription card, and click the green "**SEE OPTIONS**" button on the "**Check your upgrade options**" banner.



More information on Office Timeline:

PowerPoint Add-in **Expert**

officetimeline.com/office-timeline/expert

PowerPoint Add-in **Pro+**

officetimeline.com/office-timeline/pro-plus

PowerPoint Add-in **Pro**

officetimeline.com/office-timeline/pro

Online version (Mac user)

online.officetimeline.com/app