**Requirements:**

I would like you to create a button on the Admin Tab of the excel template that will allow me to export the information entered on the excel spreadsheet template to a PPT slide. The button should activate the procedure of opening and populating specific fields of information entered on the spreadsheet into the corresponding tables on the PPT slide.

You will notice that I have attached a blank excel template for you to see how the template is provided to the end user. I have also provided a second copy of the excel template (***Key succession Template\_sample***) however that one has dummy data.

**Excel spreadsheet fields to be exported include the following:**

* Business Unit Level (i.e. B19)
* CP level (i.e. B20)
* Name (i.e. B21)
* Years in position (i.e. B23)
* (1) Next level – Successor To (i.e. B24)
* Readiness (i.e B25)
* (2) Next level – Successor To (i.e. B26)
* Readiness (i.e B27)
* 2016 EVI Score (i.e B30)
* 2015 EVI Score (i.e C30)
* 2014 EVI Score (i.e D30)
* 2015 PMP Rating (i.e B32)
* 2014 PMP Rating (i.e C32)
* 2013 PMP Rating (i.e D32)
* Short Term (6-12 months) (i.e.E37)
* Mid term (1-2 years) (i.e. I37)

**Please note**: I have only identified the cell references for the first dummy employee entry (Chris Brown) however the spreadsheet allows for 12 employee entries, as such the corresponding cells for each employee entered should be used in the code that will be written.

The PPT document (***Key Successor Development Slide\_Template output sample***) provides two slides,

Slide p1 – is the expected output of an excel template that has no information in it.

Slide p2 – is the expected output of the excel template with dummy employee data (***Key succession Template\_sample)***

**Please note**

* The password for the excel document is **succession**
* I have created an Admin TAB and created an sample button object and cell references so that I am able to change the year for the EVI and PMP rating when using this tool in future years. You may want to use and add to the admin tab that I have started or you may want to edit or delete and create a new Admin slide with these initial components and/or more that you may think is needed.
* I am not expected the output p.1 slide to be blank unless there is no data on the excel template when the admin button is initiated.
* You will also notice that the template allows for 12 key successor data however my template with dummy data only has 5 entries so the output slide only shows 5 line items
* Each slide holds approximately 6 entries so if I had entered dummy data for 12 employees, I would expect to see 2 slides generated when I click on the admin button.
* The title of the slide will start with the business unit information selected in cell b12 of the template
* You will also notice that the excel template development plan text fields only allow for 125 characters. I have added this character limit to ensure the output on the slide for **ST** and **MT** goals are no longer than 2 lines.
* I would like the ability to add a logo to the excel spreadsheet after all the coding is done if possible. (I am hoping this will not affect the output in any way)
* If there is only one ***successor to*** field completed, there should only be one listed in the **Successor To: column** on the PPR slide
* Next year I will be changing the year references to 2017, 2016, 2014. I have created a Defined name for these cell references on the Admin TAB so that I can easily make changes to the ‘year’ listed in subsequent years (i.e For example next years the template will display 2017, 2016, 2015 for the EVI fields) I am using PPT 2007 and most users will be using 2007 however your code should allow user with earlier versions of MS Office to use it successfully and those with MS 2012 version as well. We also have users that work with a French operating system,

I am hoping that the creation of the output will be an iterative process. You will create a first version for me to review and I will test it. Based on the output I may need to make small revisions to the requirements. You will make the updates and send back to me for review and test again. We will continue this iterative process until the desired final output is achieved.

I am also hoping that you will use your expertise to make improvements on my requirements if you think there is a better way of doing this. I am open to suggestions and ultimately would like you to create the best user experience.