How to Set Up the Roadmap Automation Script
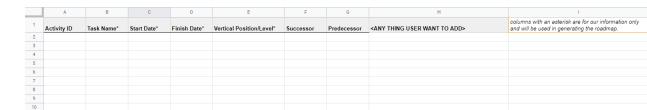
1. The source sheet should follow the standard structure for the spreadsheet, where

   a. **Row** 1 is the header and all following rows contain data.

   b. **Column** headers are Activity ID, Task Name*, Start Date*, Finish Date*, Successor, Predecessor, <Anything Else>, starting from column 1, respectively. Column headers with an asterisk are the information the program uses to generate the taskbars for the roadmap and must remain in their set locations (Task Name*, Start Date*, Finish Date* and Vertical Position/Level* in columns B, C, D, E respectively). Other columns can be shifted around if needed.

	A	B	C	D	E	F	G	H	I
1	Activity ID	Task Name*	Start Date*	Finish Date*	Vertical Position/Level*	Successor	Predecessor	<ANY THING USER WANT TO ADD>	columns with an asterisk are for our information only and will be used in generating the roadmap.
2									
3									
4									
5									
6									
7									
8									
9									
10									

2. The cells/rows should be filled with the **colour** the user wants to use for the task bar, as the program reads the background colour of the cell of the individual rows while reading the roadmap data, and uses it to colour the generated taskbars.

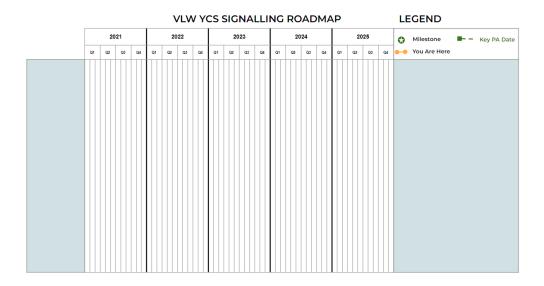|	A	B	C	D	E	F	G
ID		Name	Start_Date	Finish_Date	Vertical Position	Predecessors	Successors
1	XYZ		July 1, 2027 8:00 AM	July 1, 2027 5:00 PM	5	13,15	
3	ABC		September 1, 2022 8:00 AM	April 1, 2023 5:00 PM	1		4
4	MNO		April 3, 2023 8:00 AM	July 1, 2023 5:00 PM	1	3	5,6
5	MOH		July 3, 2023 8:00 AM	July 3, 2023 5:00 PM	1	4	8
6	EHG		July 3, 2023 8:00 AM	July 3, 2023 5:00 PM	1	4	7
7	SMC		July 4, 2023 8:00 AM	October 2, 2023 5:00 PM	1	6	
8	PLY		July 4, 2023 8:00 AM	July 1, 2024 5:00 PM	2	5	33,31FS-8w,32
10	AWQ		September 1, 2022 8:00 AM	March 28, 2025 5:00 PM	3		11

3. The date should follow one of these formats: either a **date object**, like "July 1, 2027 8:00 AM" or "26-Sep-22", or as a **string**, like "16-Jul-21 A", where the first part of the string consists of the date to be used.
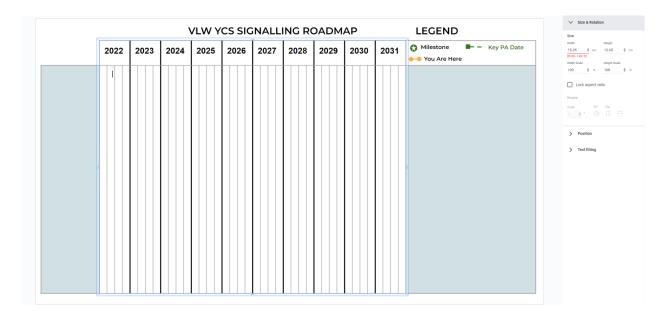
C	D		Start	Finish
Start_Date	**Finish_Date**			
July 1, 2027 8:00 AM	July 1, 2027 5:00 PM		16-Jul-21 A	20-Apr-22
September 1, 2022 8:00 AM	April 1, 2023 5:00 PM		21-Mar-22	26-Oct-22
April 3, 2023 8:00 AM	July 1, 2023 5:00 PM		26-Sep-22	13-Mar-23
July 3, 2023 8:00 AM	July 3, 2023 5:00 PM		19-Nov-21 A	23-Jun-22
July 3, 2023 8:00 AM	July 3, 2023 5:00 PM		24-Jun-22	15-Aug-22
July 4, 2023 8:00 AM	October 2, 2023 5:00 PM			
July 4, 2023 8:00 AM	July 1, 2024 5:00 PM		16-Aug-22	17-May-23
September 1, 2022 8:00 AM	March 28, 2025 5:00 PM			

4. The **template** of the Google Slide used in the roadmap slide generation may not always be the same and so no pre–generated template exists. Because of this, make sure that you have created a template before running the program.

5. The template should be drawn with the aid of the "insert table" feature, with columns and rows added as per the requirements of the specific roadmap.

a. Make sure the table is not located in the theme/layout layer of the slide since this information is not copied when the slide is duplicated.

6. Each Google presentation should contain no more than **one slide**. The template slide to draw on should be the only slide that exists in the template.

7. The height of the grid on which the road map task bar will be drawn should be at least 12.25 cm.

8. Make sure that the language set up for your slide is English (Canada) in order to make sure the measurements used are metric. Should they appear in imperial format, make sure the language is set to Canada and not the US.