*Instructions for Preparing MML Project Slide Updates - READ THESE FIRST*

The MML project slide deck requires updating. Since our last update in 2013, the slide deck has enjoyed wide and constant use, but the information is out of date and key projects are missing. Basically, the task for each Division will be to:

1. Examine the slides from your Division that were prepared in 2013, which may be found on the MML Sharepoint site (Folder ‘*2013 Project Slides – Most Recent*’) by clicking [here](https://share.nist.gov/sites/MML/SitePages/TOPs_slides.aspx?RootFolder=%2Fsites%2FMML%2FTechnical%20One%20Page%20Briefs%20and%20Project%20Slides%2F2013%20Project%20Slides%20-%20Most%20Recent%2FGrouped%20by%20Division&FolderCTID=0x0120004A41B1413155F947B00CF29C0B3F12E4&View=%7b98E4FF45-B8E1-48A2-9CA7-B3D10133FF2A%7d).
2. Update the slides for ongoing projects, or projects that may have finished but still provide a good story of NIST work. Add highlight slides for these projects if beneficial.
3. Add slides of new or missing projects.
4. Delete slides of projects that you think should not be included in the deck.

We expect that the number of slides from each Division will remain about the same. As a reminder, a *project* is taken as a stable, multiyear effort with a budget of perhaps $1M or more.

For background on the MML Project Slides – e.g. why they are so useful ­– see the final section of this document.

*Instructions and guidance for updating slides:*

* **Please read these instructions first.**
* **Sharepoint Site.** These instructions and a slide template can be found on the MML Sharepoint Site (Folder ‘*2015 Project Slide Updates*’) [here](https://share.nist.gov/sites/MML/SitePages/TOPs_slides.aspx?RootFolder=%2Fsites%2FMML%2FTechnical%20One%20Page%20Briefs%20and%20Project%20Slides%2F2015%20Project%20Slide%20Updates&FolderCTID=0x0120004A41B1413155F947B00CF29C0B3F12E4&View=%7b98E4FF45-B8E1-48A2-9CA7-B3D10133FF2A%7d). Supporting documents include a slide format template and this document. As in 2013, the Sharepoint site will be used to submit slide drafts. Instructions for uploading files can be found at the end of this document.
* **Examine your current slides and decide which need to be updated, and what needs to be added or removed.**
* **The due date for updated slides to be submitted to the MML Lab Office is Sept. 15, 2015**. Your management may set earlier dates for review and revision of the slides. To submit slide drafts, see the instructions at the end of this document. A more detailed timeline is below.
* **Naming Convention**. Name your slide file like this: YYYYMMDD XXX Project Title.ppt, where YYYYMMDD is the typical year/month/day date code, XXX is your Division number and “Project Title” is an abbreviated project title not to exceed 30 characters. Both .ppt and .pptx versions of Powerpoint are acceptable.

*Project Overview Slides*

1. **Template.** Prepare the slide on the slide template provided. Do not change the fonts (Arial) or spacing. Unless directed (see template) do not use less than 14pt fonts. Please do not use slide animation, or insert video.
2. **Title.** Type the Project Title on the title bar
3. **Program Areas.** For each project, choose a *main* program areathat it fits into and type it into the “Best Fit Program Area” section in the title bar divider. The MML program areas are
   * Advanced Materials
   * Biosciences and Health
   * Energy
   * Environment and Climate
   * Manufacturing
   * Physical Infrastructure
   * Safety, Security and Forensics

Many projects can fit into more than one program area. If that is true of your project, choose the best fit for the slide and then list alternate areas in the slide notes area (see below). With the information, the slides can be edited to tailor them for a different audience.

1. **Main Slide Text.** Each overview slide has sections on Need, Objectives, Achievements and Impact, and Customers and Partners. Provide a bulleted statement or two for each of these sections.
   * **Need**: A short statement of the problem or challenge that you are addressing. The best need statements note a measurement related challenge and a “who cares”, i.e. who the project is serving.
   * **Objective**: A short statement of the project goals. A good strategy here is to have one bullet that summarizes the project goal and one that describes the approach you are taking to solve the problem in the Need statement.
   * **Achievements and Impact**:
     + *Achievements*: A bullet list of major milestones met. Achievements should be concrete deliverables such as an SRM delivered, documentary standard developed, report, workshop, a significant publication, new method or instrument developed, etc.
     + *Impact:* Bullet items that reflect the effect of the achievements on customers. Examples include: companies using technologies developed at NIST, international adoption of standard, significant SRM sales etc. NOTE: Impact can be difficult to demonstrate, especially with newer projects. If your project is relatively new, a statement of “anticipated impact” is acceptable, i.e. how do you expect the work will affect customers?
   * **Customers and Partners**:
     + *Customers: A list of companies or other agencies that will use the project. A good strategy is to include a cluster of other agency or company logos.*
     + *Partners: A list of organizations (such as universities) that we are collaborating with to achieve the project goals. Universities are usually partners and not customers.*
2. **Figures and Figure Captions.** The right-hand section of the slide is reserved for figures and images, which should be chosen to support elements of the text. Whenever possible, try to choose visually interesting images that represent key project ideas, achievements and outputs. Complex data that needs substantial explanation should not be included. Each figure should have a short title (no more than two lines, that are as long as the figure) in the template font.
3. **Slide Notes.** Talking points, carefully prepared and typed into the notes section of the slide, are essential for these slides to be effectively used. Slide Notes should include these sections:
   * *Alternate Program Areas:* If applicable, see section 3 above.
   * *Talking Points:* Supplemental information that further describes the major points of the project, such as customer needs, project objectives and stories about impact.
   * *Customers and Partners:* Please add contact information (Company, Contact and Title, State) for the Customers and Partners.
   * *Descriptions of figures:* What do each of them show?
   * *Contact:* The name and division of the primary project contact.
   * *References:* Bibliographic information for one or two recent, significant publications from the project.
   * *Date:* The date of creation or revision of the slide.

The notes sections of the templates have been pre-formatted with these sections.

*Highlights Slides (optional, but encouraged)*

Each project can have one to three supplemental slides that further describe recent technical achievements or project sub-topics.

1. **Template.** Prepare each highlight slide on a copy of the template provided (second slide in template file). Do not change the fonts (Arial) or spacing. Unless directed (see template), do not use less than 14pt fonts. Please do not use slide animation, or insert video.
2. **Title.** If the slide is a technical highlight, the title should be “Highlight: Short Title,” where “Short Title” describes the achievement. If the slide is a subtopic (e.g. description of a particular SRM in a project that provides a body of SRMs), the title should simply describe the subtopic.
3. **Slide Body and Scope.** The highlight slide template is unstructured (i.e. no prescribed sections), so you may use the space as you wish (for subtopics, you may wish to use the overview template). However, the following rules apply:
   * Do not change the styles in the template.
   * More than one highlight/subtopic slide is allowed, but each highlight/subtopic must be described in a single slide. No multiple-slide stories.

Each highlight slide should be “stand-alone”, presentable without other slides (except the project overview slide). The highlight slide represents a complete and contained story.

1. **Slide Notes.** Please prepare slide notes as instructed for the Project Overview, above.

***Thank you for your work on this. We appreciate your efforts in bringing this together.***

**Instructions for Submitting Slide Drafts**

*Easy Drag and Drop Method – Good if you are uploading multiple files*

1. Go to the Slides Sharepoint Site (Folder ‘*2015 Project Slide Updates*’): [here](https://share.nist.gov/sites/MML/SitePages/TOPs_slides.aspx?RootFolder=%2Fsites%2FMML%2FTechnical%20One%20Page%20Briefs%20and%20Project%20Slides%2F2015%20Project%20Slide%20Updates&FolderCTID=0x0120004A41B1413155F947B00CF29C0B3F12E4&View=%7b98E4FF45-B8E1-48A2-9CA7-B3D10133FF2A%7d).
2. Click on the *‘Submit Updated and New Slides Drafts Here’* folder icon. You will see a list of folders labeled with Division numbers.
3. On the “Library Tools” tab in the top left-hand corner of the window, click on the word “Library” – this will bring up a tools tab. In the middle panel of this tab “Connect and Export”, click on the “Open with Explorer” button. This will generate a Windows Explorer window populated with folder icons with Division numbers. These behave just like normal windows folders.
4. Drag and drop your updated slide files into the appropriate Division folder.

*Traditional Sharepoint Upload – Good if you are uploading a few files*

1. Go to the Slides Sharepoint Site (Folder ‘*2015 Project Slide Updates*’): [here](https://share.nist.gov/sites/MML/SitePages/TOPs_slides.aspx?RootFolder=%2Fsites%2FMML%2FTechnical%20One%20Page%20Briefs%20and%20Project%20Slides%2F2015%20Project%20Slide%20Updates&FolderCTID=0x0120004A41B1413155F947B00CF29C0B3F12E4&View=%7b98E4FF45-B8E1-48A2-9CA7-B3D10133FF2A%7d).
2. In the middle column, click on the *‘Submit Updated and New Slides Drafts Here’* folder icon. You will see a list of folders labeled with Division numbers. Click on the appropriate Division folder icon.
3. Click on the Add Document link. If there are already files in the folder, this link will be at the bottom of the list of files.
4. Follow the on screen instructions to browse to your draft and load it to the site.

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*Motivation and Background:*

So that we may better explain our work and achievements to NIST and DOC management, industry customers and other stakeholders, over the next few weeks we will be preparing a deck of slides that describe MML at the project level. For this purpose, the Lab Office will oversee the creation of one-slide overviews for each project in MML, along with supplemental “highlight” slides, which will be optional. It is expected that this slide deck will have broad use, not only for the director and Lab Office staff, but in division chief and staff presentations as well. The slides will enable all of us to be ambassadors for MML.

These slides are intended for a “semi-technical” audience, i.e., for people who understand scientific concepts but are not experts in the myriad fields encompassed by MML research. Accordingly, it is important that the language be clear and relatively free of specific technical jargon. This starts with your careful choice of words; the Lab Office staff will provide substantial editorial support as well. In addition, the slides are for a stakeholder/customer audience. Accordingly, the overview slides must focus on why we are doing the project (the need), who cares about it (the customers), and the positive effects of our work on customers (the impact). To emphasize these aspects, project overview slides will conform to a structured template with sections on Need, Objectives, Achievements and Impact, and Customers/Partners.

Each project will be represented by a single overview slide. In addition, a set of optional “highlight” slides will describe recent technical achievements, or perhaps project sub-topics, as appropriate. Other than basic stylistic formatting, these will be free form. However, each highlight “story” should be told in a single slide.