


Project Timeline Wizard Template

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Opening the Project Timeline Wizard Template starts the Project Timeline Wizard. Using this wizard, you can

- Generate a project timeline from an existing data file in Microsoft Project Exchange (.mpx), Microsoft Excel (.xls), or comma- or tab-delimited text (.txt) format.
- Open text and Microsoft Excel data file templates into which you can enter data that you can use to generate a timeline.
- Create an empty project timeline frame, where you can enter data relevant to your project.
- Choose formatting and style options for a timeline, whether you generate it from data or enter data into an empty frame.

Generating a timeline from an existing data file

You'll get the best results if your data file is set up so that it conforms to the following requirements:

- Information should be broken out under the column headings Task #, Task Name, Duration, Start Date, End Date, Dependency, Resource. (If a task includes a Start Date and a Duration, you don't have to include an End Date.)
- For milestones, specify only a Start Date.
- Include placeholders for columns with no data in them.
- For Dependency, use the number of the task that the current task depends on.
- Abbreviate durations as follows: d for days, w for weeks, or m for months.
- For Resource, use anything, including names or number of people. Data in the Resource column appears in your timeline when you choose to display Resources in timeline bars in the Project Timeline Wizard, or when you add a Resource column to a timeline on the drawing page.
- Task start and end dates must fall between 1984 and 2030.

To generate a timeline from an existing Microsoft Project Exchange (.mpx) file:

1. Choose File > New > Business Diagram > Project Timeline Wizard Template.
2. On the second wizard screen, click Import MPX file, then type the name and path of browse to locate the data file.
3. Click Next, then follow the wizard screens.

To generate a timeline from an existing text (.txt) or Microsoft Excel (.xls) data file:

1. Choose File > New > Business Diagram > Project Timeline Wizard Template.
2. On the second wizard screen, click Read Data From Existing File, then type the name and path or browse to locate the data file.
3. Click Next, then follow the wizard screens.

Entering data in data file templates

If you don't have an existing data file, you can run the Project Timeline Wizard to open a data file template in text (.txt) or Microsoft Excel (.xls) format. The templates have column headings in place so that you can enter your data.

Note: You can also open the data file templates without running the wizard. Both template files are named Timeline Data Template and are located in the \\Visio Solutions\Business Diagram folder. Check the file icon to determine which template to open.

To enter data in a text data file template and generate a timeline:

1. Choose File > New > Business Diagram > Project Timeline Wizard Template.
2. On the second wizard screen, click Enter Data In New Text File, then click Next.
3. On the next wizard screen, read the instructions, then click Next.

A text data file template opens where you can type your data.

4. Type your data in the template, then save the file.
5. In Visio, choose Tools > Project Timeline Wizard.
6. On the first wizard screen, choose Read Data From Existing File, then type the name and path or browse to locate the text file you just created.
7. Click Next, then follow the wizard screens.

To enter data in a Microsoft Excel data file template and generate a timeline:

1. Choose File > New > Business Diagram > Project Timeline Wizard Template.
2. On the second wizard screen, click Enter Data In New Microsoft Excel Workbook, then click Next.
3. On the next wizard screen, read the instructions, then click Next.

A Microsoft Excel file opens where you can type your data.

4. Type your data in the template, then choose Tools > View Timeline Wizard.
5. Follow the wizard screens.

Creating an empty project timeline frame

If you don't have an existing data file, you can run the Project Timeline Wizard to format and open an empty project timeline frame, where you can enter your project data. The wizard prompts you for the number of tasks in your project, the project start date, and other data and formatting information. After the timeline frame is on the drawing page, you can add or delete tasks, change the formatting, and revise the timeline in other ways.

To create an empty project timeline frame:

1. Choose File > New > Business Diagram > Project Timeline Wizard Template.
2. On the second wizard screen, click No Data, then click Next.
3. Follow the wizard screens.

Revising a project timeline

After you run the Project Timeline Wizard to create a project timeline, you can revise the timeline content and format. For details about revising, see [Project Timeline Template](#).

See also:

[Creating project timelines from data files](#)

Generating timeline from an existing data file

Entering data in a data file templates

Creating an empty project timeline frame

Revising a project timeline

