

Microsoft Teams for Projects

Improved delivery of project & shared work using Teams and Planner

Priority[®]

A Better Way To Work

PRACTICAL TRAINING TO HELP YOU AND YOUR TEAM TO WORKSM@RT



Learning Outcomes

Elevate your individual and team productivity using WorkingSm@rt best practices and processes.

- ✓ Create logical Execution Plans using TEAMS + PLANNER + OneNote
- ✓ Assign execution tasks in PLANNER and integrate with your day-to-day tasks in Outlook
- ✓ Drive execution progress and monitor and predict problems
- ✓ Ensure effective communication with the project team and stakeholders
- ✓ Develop an effective, centralised file management system that is accessible by all
- ✓ Learn how to structure teams and apps for successful project and shared work
- ✓ Leverage Copilot to simplify workflows and save time

Unlock the power of Planner to improve your project management

These days, many of us are involved in project or group work. We may be the project Manager, or a project team member. We may work on one project at a time, or multiple smaller projects.

With this program, you will learn how to plan and execute projects and shared work using the WorkingSm@rt collaboration processes in conjunction with advanced usage of Microsoft Teams, Planner, and other key apps.

Training Format

Live instructor-led online format
Practical hands-on learning
1 x half-day + 1-hour review
Up to 20 attendees per class
Prerequisite: Attend WorkingSm@rt with Teams/365

Insights from delegates

Very informative and helpful!!
-Global logistics company

WorkingSm@rt[®]
MICROSOFT
+ TEAMS & PLANNER