

Microsoft Teams for Projects:

Successful delivery of
project & shared work using
Teams and Planner



A Better Way To Work

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



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 programme, 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.

Learning Outcomes

- ✓ 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

Training Format

- Instructor-led
- online webinar
- Half-day (3.5 hours)
- Up to 20 attendees
- 1-hour follow-up coaching

Very informative and helpful!!

-Global logistics company

WorkingSm@rt

MICROSOFT
+ TEAMS & PLANNER

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