

Managing teams or projects tasks using Microsoft Teams, Planner, and To Do

Duration: 0,5 day

Audience: Pour tous

Who is this training for?

Anyone with projects or team tasks to manage and centralize and looking to optimize their use of M365

Training objectives

- Manage the different tasks using Planner
- Use the different tools to facilitate the tracking of project tasks using Planner

Summary

Managing tasks as a team has always been a big challenge. While we can track our tasks in Outlook, there is a problem with tracking and managing team tasks. With the arrival of Microsoft 365, it is becoming easier and easier to track tasks in a team concept. Using Planner, To Do, and Teams well will make collaboration easier. Plus, with mobile apps, you'll always be able to keep track of projects and team task management.

Course outline

- Planner in the Microsoft 365 ecosystem
- Team collaboration with Teams and Planner
- Manage project conversations
- Collaborate on project-related documents
- Create a work plan in the project channel
- Build a Planner dashboard
- Track task progress
- Set milestones in the project calendar
- Assign project tasks

- Create project meetings in Teams
- Manage tasks in To Do
- Work with your mobile deviceAccess tracking with Planner on your phone Track tasks from anywhere with To DoParticipate in a project meeting from your cell phone with Teams

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Have a basic knowledge of Microsoft 365 or equivalent content

Recommendations

Knowledge of the Microsoft 365 cloud environment (including OneDrive and Teams) is highly recommended.