

Actual vs Target	Actual	Target	Product	Period	Unit	Value	Percentage	Notes

# MS PLANNER

## COURSE OUTLINE



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**3 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

## Course Content

### Audience

This course is designed for project managers, team leads, and individuals involved in task and project management who want to enhance their skills using Microsoft Planner.

### Pre-Requisites:

Participants should have a basic understanding of Microsoft 365 applications and be familiar with common project management concepts.

### Course Objectives:

By the end of this course, participants will have acquired comprehensive skills in using Microsoft Planner for efficient task and project management

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### Course Content

- Planner basics
- What is planner
- The planner interface
- Creating a new plan
- The planner hub
- Creating and managing tasks
- Create new task
- Assigning a task
- Setting due dates
- Organising tasks into” Buckets”
- Collaboration
- Viewing Task status
- Attaching files
- Adding Plan to MS Teams
- Using task labels



 **3 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

### Course Content

- Progress mapping
- View plan as charts
- Monitoring progress
- Updating users
- Exporting to excel
- Attachments and Checklists:
- Attaching files and links to tasks.
- Creating checklists for task completion.

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