

WHAT IS MICROSOFT PLANNER?

Microsoft Planner is a task management tool included in the Microsoft 365 suite. It is designed to help teams collaborate, plan, and track tasks in a visual and intuitive way. With Planner, you can create projects, assign tasks, share files, and get progress updates to ensure your team stays on track.

Key Features

Task Organisation

Create plans and assign tasks to team members. Organise tasks into buckets to categorise work.

Visual Task Boards

Use Kanban-style boards to visualise and manage your tasks. Move tasks across columns (buckets) to show progress.

Task Details

Add details to tasks, such as due dates, descriptions, checklists, attachments, and labels for easy tracking.

Collaboration

Collaborate with team members through comments and file sharing. Integrated with Microsoft Teams for seamless communication.

Benefits For Your Business

Microsoft Planner enables better collaboration by centralising tasks and communications, ensuring all team members are on the same page. It improves organisation, keeping projects and tasks structured and easily accessible.

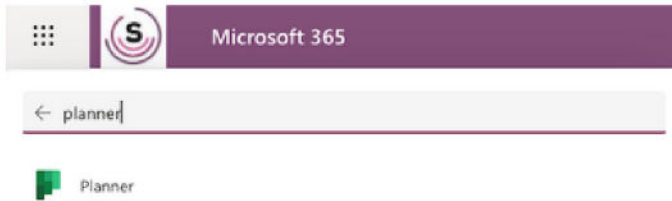
By streamlining task management, it increases productivity and reduces time spent on administrative duties. MS Planner provides transparency, offering visibility into task progress and team workload, aiding in better project management.

HOW TO GET STARTED

We've included some simple instructions showing how you can access and get the most from Microsoft Planner.

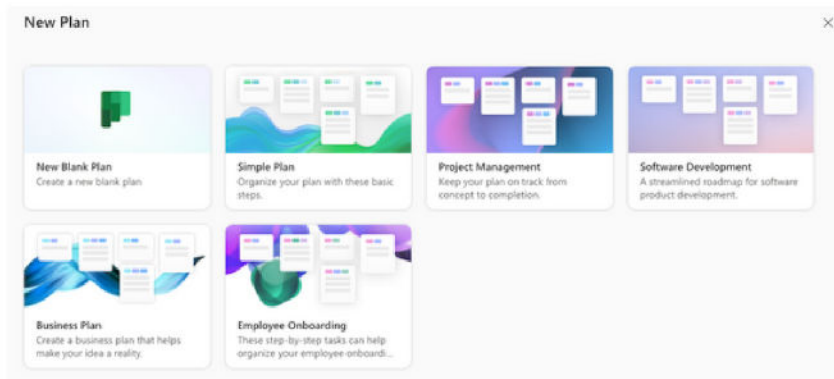
Access Microsoft Planner

You can access Microsoft Planner through the Microsoft 365 app launcher (the 9 dots in the top left-hand corner at office.com and searching 'Planner') or by visiting www.tasks.office.com



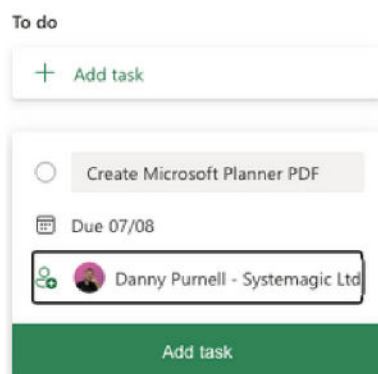
Create a Plan

Start a new plan by selecting "New Plan", give it a name, and choose whether it's public or private.



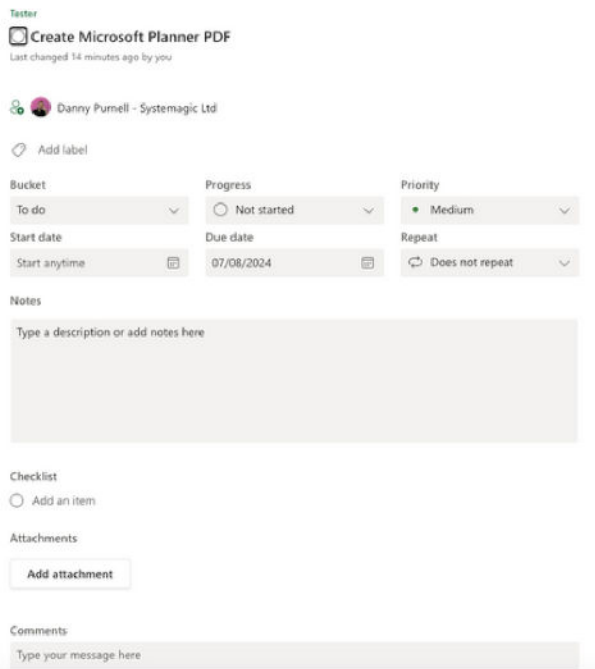
Add Tasks

Begin adding tasks to your plan, assign them to team members, and set due dates.



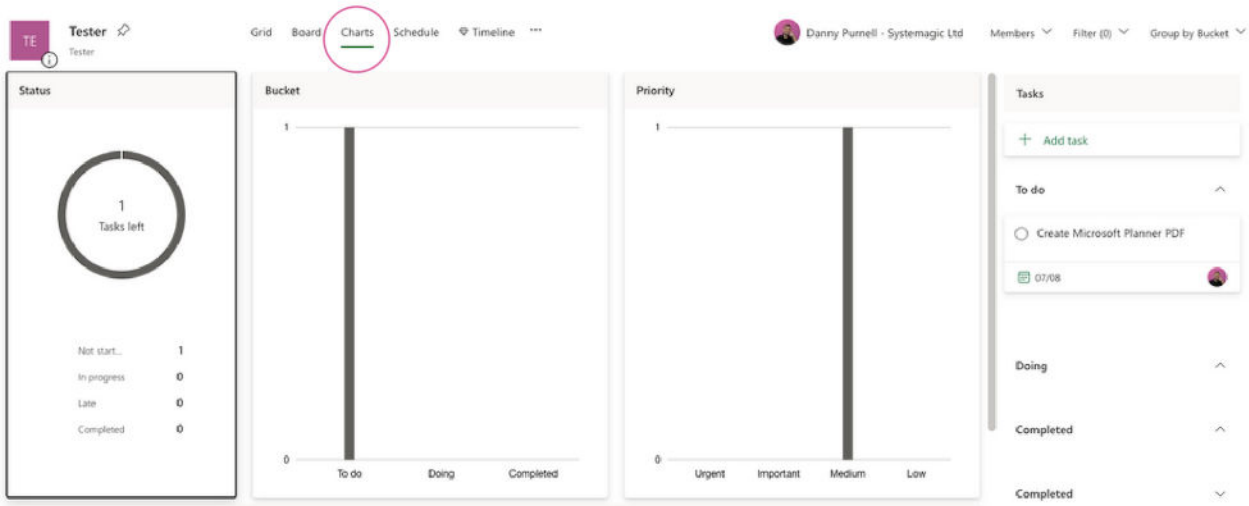
Add Comments, Documents & Checklists

You can add comments, notes, checklists and attachments to individual tasks.



View & Track Progress

Use the "Charts" view to monitor task completion and identify any bottlenecks.



WANT TO LEARN MORE ABOUT MICROSOFT PLANNER?

☎ 01225 426300

✉ info@systemagic.co.uk

🌐 www.systemagic.co.uk

