

EXECUTE PROJECTS ON TIME



Course Outline

WorkingSm@rt Processes
for Microsoft PLANNER & TEAMS

OVERVIEW

This international course provides the tools & techniques for projects to be delivered on time & budget. The project execution plan, using Microsoft PLANNER, is visible to all to assign Tasks and monitor progress + easy to identify bottlenecks or overruns and engagement/disengagement.

The Project Team and Stakeholders are kept fully up-to-date with progress and any issues that need management attention. Individuals can also use PLANNER for their operational work.

LEARN HOW TO OVERCOME THESE CHALLENGES

- ▶ Unclear plan (timelines, dependencies & resources)
- ▶ Project plans & data in multiple locations
- ▶ Unclear who is responsible for what
- ▶ Team members are unreliable delivering agreed deadlines
- ▶ Team members do not update progress on Tasks
- ▶ Difficult to supervise progress
- ▶ Poor communications on progress to team & stakeholders
- ▶ Don't understand MS PLANNER & Tasks

TRAINING THAT CHANGES BEHAVIOURS

1. Understand detailed execution plans
2. Use knowledge & resources of team
3. Communicate continuously
4. Involve users in execution
5. Anticipate bottle-necks
6. Keep progress recorded & shared
7. Balance workload of team
8. Balance Tasks – own & assigned

More below!



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MEET THE MASCOT, **Planny**

WorkingSm@rt[®]

MICROSOFT
+ PLANNER & TEAMS

Course Outline

AUDIENCE

Project Managers & Project Teams.

TRAINING CONTENT

1. Prepare:

- 1a. Idea (Objectives + Boundaries)
- 1b. What (Structure + Data + Transparency)
- 1c. Who (Team + Stakeholders)
- 1d. Meeting (Frequency + Notes)

2. Strategy:

- 2a. How (Actions + Sequence)
- 2b. Plan (Who & When)
- 2c. Options (Complex Projects)
- 2d. Analysis (Actions & Resources)

3. Action:

- 3a. Do It (Execute + Allocate Time)
- 3b. Update (Progress on Actions)
- 3c. Supervise (+ Anticipate + Correct)

4. Communicate:

- 4a. Team (Messaging)
- 4b. External (Email Transparency)
- 4c. Stakeholders (Report)
- 4d. Lessons (Publish Results)

INSTRUCTOR-LED FORMAT

- ▶ Online 2 x 2.5 hours or Face-to-face 5 hours

CLASS SIZE

- ▶ Maximum 20 participants

1-1 ONLINE COACHING

- ▶ 60min follow-up to tailor the learning

DON'T JUST TAKE IT FROM US...



"Very helpful in learning how to use teams in a very effective way to manage projects, could reduce meeting times by quite a bit!"

Government Client

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