

# 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

- ▶ Lack of clarity in what is required
- ▶ No detailed execution plans
- ▶ Unclear who is responsible for what
- ▶ Difficult to supervise or identify risks
- ▶ Team members missing agreed deadlines
- ▶ Project plans & data in multiple locations
- ▶ Inadequate Stakeholder communications

### TRAINING THAT CHANGES BEHAVIOURS

1. Clarify objectives + select Team for Project Roles
2. Plan Project Execution + Load Tasks
3. Assign Tasks for Projects & Operational Work & Meetings
4. Anticipate & alleviate bottlenecks
5. Supervise & track & analyse Task progress + identify risks
6. Balance Tasks - own & assigned
7. Share files+ Co-edit
8. Update Stakeholders & Team. (See separate course 'Project Planning Breakthroughs')

More below!



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MEET THE MASCOT, **Planny**

**WorkingSm@rt**<sup>®</sup>

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

[FIND OUT MORE](#) 

