



Office 365 - Planner

Audience

For anyone who has Office 365 and needs to use a light-weight project management tool. Planner allows you to monitor individuals' and teams' progress on a collaborative project.

Outcomes

You will be able to design, track and report on a project plan as it is executed by multiple people.

Course Content

- Overview of planner
- Creating a new plan
- Using the boards effectively
- Working with tasks
- Working with other members
- Using notifications
- Altering the views
- Working with the mobile app

Duration

1 hour with lots of hands-on practical exercises

Price

£155 including the hire of 8 laptops