

Ref: EBENPLANv2

Planner

Managing tasks and projects from Teams

Goal

Learn how to plan, organize and monitor your personal or team projects with Microsoft Planner in Teams.

Target audience

User

Estimated time to study the essential modules

0:43h

Educational content

► The essential module

Planner - Managing tasks and projects from Teams (v2)



Video

This module provides educational videos of a total duration of 0:43h.

- **Discover Planner**
 - About Planner
 - Getting started with Planner
- **Creating a plan and managing tasks**
 - Creating a personal plan
 - Team plans
 - Sharing a plan
 - Creating tasks
 - Managing tasks and buckets
 - Adding details to a task
 - Task checklist
 - Managing labels
 - Deleting a task or a plan
 - Managing tasks in Grid view
- **Getting organised with Planner**
 - Planning your day with My Day
 - Managing your private tasks
 - Managing your plans
- **Working on a plan as a team**
 - Starting a discussion about a task in the comments
 - Adding files to a task
- **Tracking a plan**
 - Tracking a plan's progress
 - Tracking tasks with Schedule view
 - Filtering and grouping tasks to track progress