

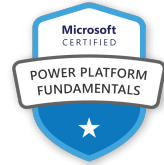
PLANNER PREMIUM FOR END USERS



COURSE OVERVIEW

Maximize your project management productivity with Microsoft Planner Premium in this foundational course. Learn how to manage tasks, track deliverables, and collaborate effortlessly using Planner Premium's user-friendly interface.

This training offers practical insights into scheduling, reporting, and resource management across personal, departmental, and organizational projects. With live labs & expert guidance, you'll explore how Planner Premium integrates with Microsoft Teams, Power BI, and other M365 tools, equipping you with the skills to handle work effectively.



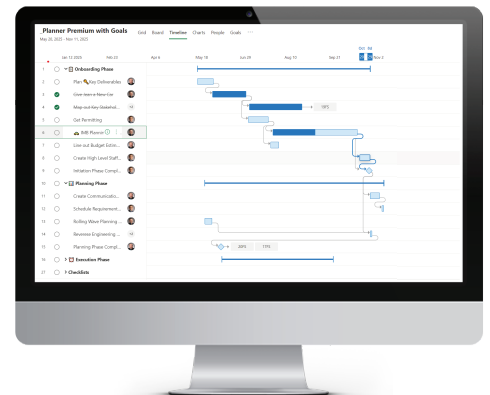
Whether you're looking to enhance task tracking or boost team collaboration, this course equips you for success across the board. Additionally, it provides a pathway toward earning the Power Platform Fundamentals certification, all while advancing your PM capabilities.

COURSE DURATION

Designed as a one day course, live lessons can be delivered in person or remotely. If a hybrid course is desired, recordings will be provided with the addition of a one hour working session and Q&A with an instructor.

PARTICIPANTS WILL BE TRAINED TO

-  Build, manage, and track tasks, milestones, and resources.
-  Enhance project visibility and collaboration.
-  Create agile and waterfall project schedules, using task dependencies & timelines.
-  Use Planner Premium's native report features, including Power BI integrations.
-  Assign and track team tasks while managing communication and doc sharing.



WHO SHOULD ATTEND

- Project Managers
- Resource Managers
- Team Members
- Executives
- Anyone looking to manage tasks or work with teams.



This course is ideal for users at any skill level, including those with limited project management experience. It focuses on understanding tasks, resources, and the impact of deliverables on timelines. Multiple tiers of Planner Premium licensing exist; while Planner Plan 1 will suffice for this course, Plan 3 is standard for project managers.

COURSE MATERIALS

Course materials include comprehensive digital courseware, lectures, and Q&A opportunities. Attendees may also earn six Professional Development Units from PMI.



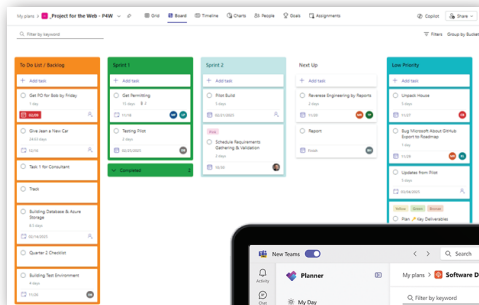
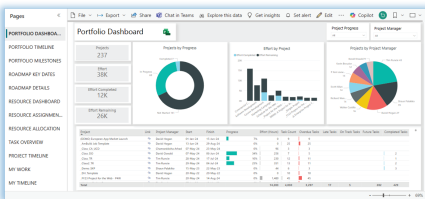
LEARNING OBJECTIVES

Understand Tools and their Integration

- Merged toolset: To-Do, Planner, Planner Premium
- Supporting toolset: SharePoint, Teams, Goals and Viva Tools, Power BI

Project and Portfolio Management

- Build, manage, track, and report
- Create project schedules
- Utilize roadmap for visibility
- Prioritize, group, sort, and filter schedules and views



Task Management and Team Collaboration

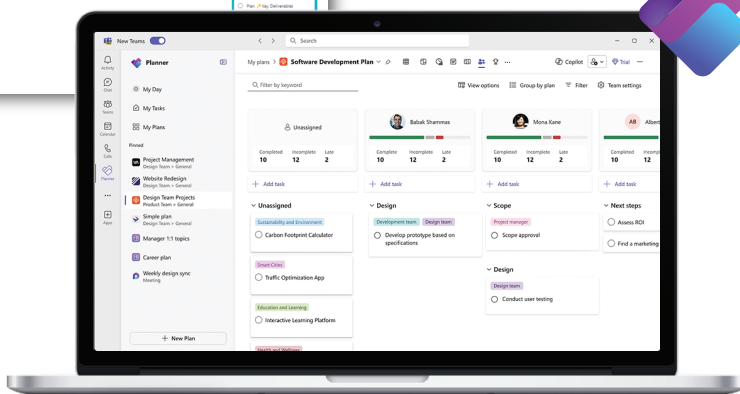
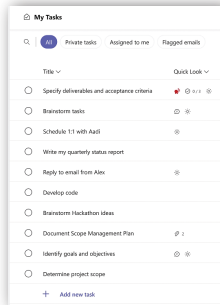
- Create & manage tasks
- Assign resources
- Share plans & tasks
- Use comments, attachments, and conversations

Using Agile and Waterfall Methodologies

- Apply best practices
- Set up task boards and sprints

Enhanced Productivity and Workflow

- Integrate documents into tasks
- Manage team productivity
- Guide work assignments



COURSE INSTRUCTORS & ACCREDITATION

Our company is made up of Microsoft Certified Professionals. Further, as a Microsoft Solutions Partner company, we have our thumb on the next generation of technology. This course will be taught by an expert in the Microsoft's project management solutions and the Power Platform.



Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 30 years, we have successfully helped clients accelerate, adapt, and achieve.



PAIN POINTS THIS COURSE CORRECTS

EACH USER WILL INTERACT WITH THE APP AT THEIR OWN UNIQUE LEVEL.

Our course will show students how to manage projects and deliverables efficiently using a simpler tool, scalable up to match your organization's needs and project management maturity.

WE NEED A TOOL THAT CAN HANDLE BOTH AGILE AND WATERFALL PROJECTS!

We'll teach you how Planner Premium lets you embrace both methodologies with its browser-based, easy-to-use interface.

WHY LEARN? OUR OLD MS PROJECT APP WAS FINE.

This solution is where Microsoft is heading for the next 20 to 30 years. As a Microsoft partner, we'll teach you how to manage projects on this future-forward platform and provide exclusive insights into its evolution.

CAN MY TEAM VIEW, EDIT, AND MANAGE TOGETHER?

Training equips you with the skills to streamline collaboration, ensuring every team member can confidently view, manage, and edit schedules with ease.