Project Management with Planner Premium (MS Project for the web/P4W)

Duration: 1 day
Audience: Chargé de projet

Who is this training for?

Project managers or members of a project team who want to learn how to manage their projects efficiently and easily with Microsoft Planner Premium.

Training objectives

- Create a project by following the logical steps to get a project off to a good start by following best practices
- Manage a project with the tool by following project management processes (schedule, costs, etc.)
- Discover the main features of working with project data: views integrated into the tool, PowerBI reports, etc.
- Take advantage of Copilot to create and manage your project

Summary

This training will allow you to tame and use this project management tool in an optimal way, to properly plan and monitor projects by linking it to good project management practices.

Course outline

- Project management principles
- Using project templates to create a new project
- Project task structure and breakdown
- Linking tasks
- Assigning tasks to resources
- Custom fields in a project
- Using the various built-in views and integration with PowerBI for per-project and organizational reporting

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- Managing project calendars
- Roadmap for multiple projects
- Notifying resources of a project
- Update task progress
- Potential of Copilot to help with project management
- Project team collaboration with Microsoft Teams

Approach and methodology

- Presentation
- Demonstration
- Coaching

Prerequisites

To use Microsoft Planner Premium, you must have a Microsoft 365 license.

Recommendations

Understand the basics of project management and the Microsoft 365 ecosystem.

Accreditations

PMI: 7 Professional Development Units (PDUs)

Accreditation Unit Recognition Code: 2665W5BDYP.

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