

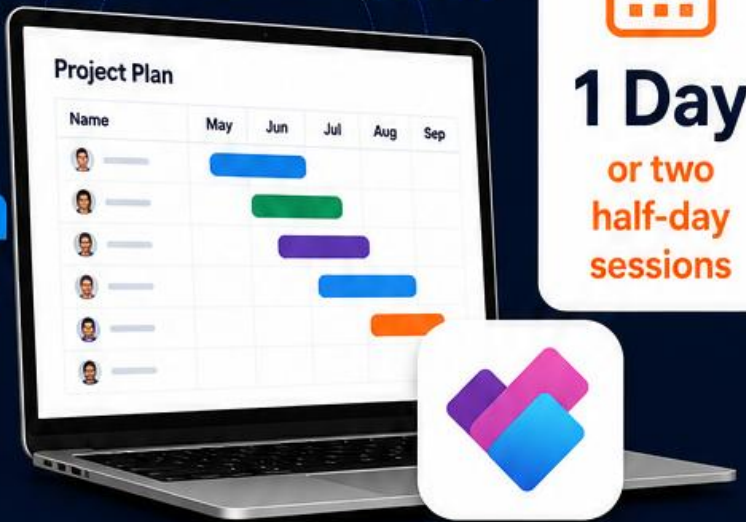


1 Day
or two
half-day
sessions

Managing Projects with Planner Premium

Plan smarter. Manage work effectively. Deliver results.

Use Planner Premium, Teams, Microsoft 365, Copilot, and AI-assisted reporting tools to plan, assign, track, and report on project work with confidence.



DELIVERY

Live instructor-led



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

The Managing Projects with Planner Premium course provides a practical introduction to using Planner Premium for structured project planning, task management, resource assignment, tracking, reporting, portfolios, and roadmaps.

Designed for project managers, coordinators, team leaders, and business users, this course helps participants create realistic plans, manage work across teams, track progress, and communicate project status using Microsoft Planner Premium, Teams, Microsoft 365, Copilot, and AI-assisted reporting tools.



WHO THIS COURSE IS FOR

- ✓ Project managers, project coordinators, program support staff, team leaders, and supervisors who need to plan, assign, track, and report on project work.
- ✓ Microsoft 365 users who want to move beyond basic task tracking and use Planner Premium for timelines, dependencies, milestones, goals, baselines, portfolios, and roadmaps.
- ✓ Teams that want to improve project visibility, workload management, accountability, collaboration, and stakeholder communication using Microsoft 365 tools.



EXPECTED OUTCOMES

By the end of the course, participants will be able to plan, manage, track, and report on projects more effectively with Planner Premium.



Create and manage Premium plans with timelines, tasks, milestones, and dependencies.



Assign resources, review workloads, and track responsibilities.



Track progress, monitor goals, and manage baselines.



Create reports and export data; use Copilot and AI for smarter insights.



Manage portfolios and roadmaps to communicate major phases and milestones.

COURSE TOPICS

01



Introduction to Planner Premium

Planner Premium fundamentals.

02



Setting Up a Project Plan

Create plans with Copilot.

03



Working with Project Tasks

Tasks, milestones, dependencies.

04



Managing Task Assignments

Assign resources and monitor workloads.

05



Working with Plan Views

Grid, Board, Timeline, and Goals views.

06



Tracking and Reporting

Update progress and generate reports.

07



Portfolios and Roadmaps

Track projects and key milestones.



GUIDED PRACTICE

Apply what you learn through guided exercises designed around realistic Microsoft 365 and Copilot scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world examples and immediate application.



IMMEDIATE IMPACT

Use Planner Premium with confidence from day one.

