



# WorkingSm@rt<sup>®</sup>

MICROSOFT

+ PLANNER & TEAMS

## Execute Projects on Time

This course provides the tools & techniques for projects to be delivered on time & budget, enhanced by WorkingSm@rt techniques.

### Who Should Attend

Professionals across various roles and industries who are involved in or affected by project management and execution.

### Format:

- 2 x 2.5-hours, instructor-led online sessions or 5 hours face to face
- One-on-one 60-minute personal coaching session with a skilled facilitator

This course will help you:

- Understand detailed execution plans
- Use knowledge & resources of team
- Communicate continuously
- Involve users in execution
- Anticipate bottlenecks
- Keep progress recorded & shared
- Balance workload of team
- Balance Tasks – own & assigned

### What's Included

- **Comprehensive Learning Guide and Resource Manual:** Individual Virtual Learning Guide with training content to refer to, whenever you want.
- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

### Related Training:

- WorkingSm@rt with Microsoft Teams
- Project Planning Breakthroughs

#### Priority Management Training

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# Synopsis:

## WorkingSm@rt processes for Microsoft Planner & Teams

### Project Success: Your Course to Mastery

- Are you failing to deliver projects on time and budget?
- Struggling to leverage your team's knowledge and skills?
- Is poor communication derailing your project's progress?
- Are you overlooking user involvement in project execution?
- Caught off guard by project bottlenecks?
- Is inadequate record-keeping affecting project accountability?
- Is an imbalanced workload leading to team stress and reduced efficiency?
- Finding it hard to manage and prioritize tasks effectively?
- Not developing the right habits for successful project management?
- Is your team missing out on essential training for project success?



Our WorkingSm@rt processes for Microsoft Planner & Teams course will lift your project work to new levels.

This international course provides the tools & techniques for projects to be delivered on time & budget. The project execution plan, using Microsoft PLANNER, is visible to all to assign Tasks and monitor progress + easy to identify bottlenecks or overruns and engagement/disengagement.

The Project Team and Stakeholders are kept fully up-to-date with progress and any issues that need management attention. Individuals can also use PLANNER for their operational work.

### Part 1: Prepare

- Ia. Idea (Objectives + Boundaries)
- Ib. What (Structure + Data + Transparency)
- Ic. Who (Team + Stakeholders)
- Id. Meeting (Frequency + Notes).

### Part 2: Strategy

- 2a. How (Actions + Sequence)
- 2b. Plan (Who & When)
- 2c. Options (Complex Projects)
- 2d. Analysis (Actions & Resources)

### Part 3: Action

- 3a. Do It (Execute + Allocate Time)
- 3b. Update (Progress on Actions)
- 3c. Supervise (+ Anticipate + Correct)

### Part 4: Communicate

- 4a. Team (Messaging)
- 4b. External (Email Transparency)
- 4c. Stakeholders (Report)
- 4d. Lessons (Publish Results)

*Priority*<sup>®</sup>

A Better Way To Work

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