Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Project, project management

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

250,00 €

PRICE INCL. VAT

307,50 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

MS Planner Premium - Basics

Clear overview of course topics, training scope and key information.

The training is intended for project managers, team leaders, coordinators and Microsoft 365 users who want to: manage tasks, teams and projects in the modern Microsoft 365 environment, understand how functionalities from MS Project moved to Planner Premium, simplify project planning, sharing and reporting,

COURSE CONTENT

01

Day 1 - Basics and Overview of the New Planner

Development overview: from MS Project -> Planner -> Planner Premium
Planner interface and integration with Microsoft 365
Basic terms - tasks, bucket, members, priorities, categories
Timeline and dependencies between tasks
Connection with Teams and Outlook
Comparison of Project vs Planner functions
task and milestone planning
Gantt chart vs timeline

02

Critical Path - How to Display It in Planner Premium

03

Day 2 - Advanced Functions and Connections

Resource management (people, capacity, workload)
Status tracking and reports in Planner Premium
Power Automate - task and notification automation
Power BI - project reporting
Practical transition: how to transfer projects from MS Project to Planner
Discussion and best practices

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

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https://www.macrosoft.sk/en/courses/planner-premium