

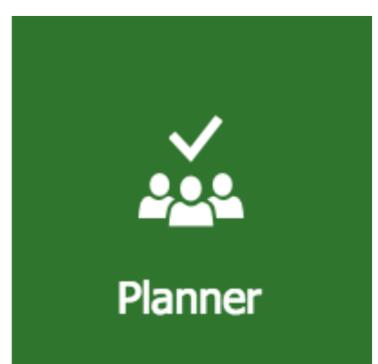


# Microsoft Planner

Planner is a lightweight workflow and task management tool that provides a centralised hub for employees to create and manage project plans, assign tasks to team members and track progress. The highly visual hub shows a snapshot of your plans, with key information displayed on one dashboard so you can quickly see which tasks have been started and completed. It also allows files to be easily uploaded and shared among the team.

## WHAT CAN YOU DO WITH PLANNER?

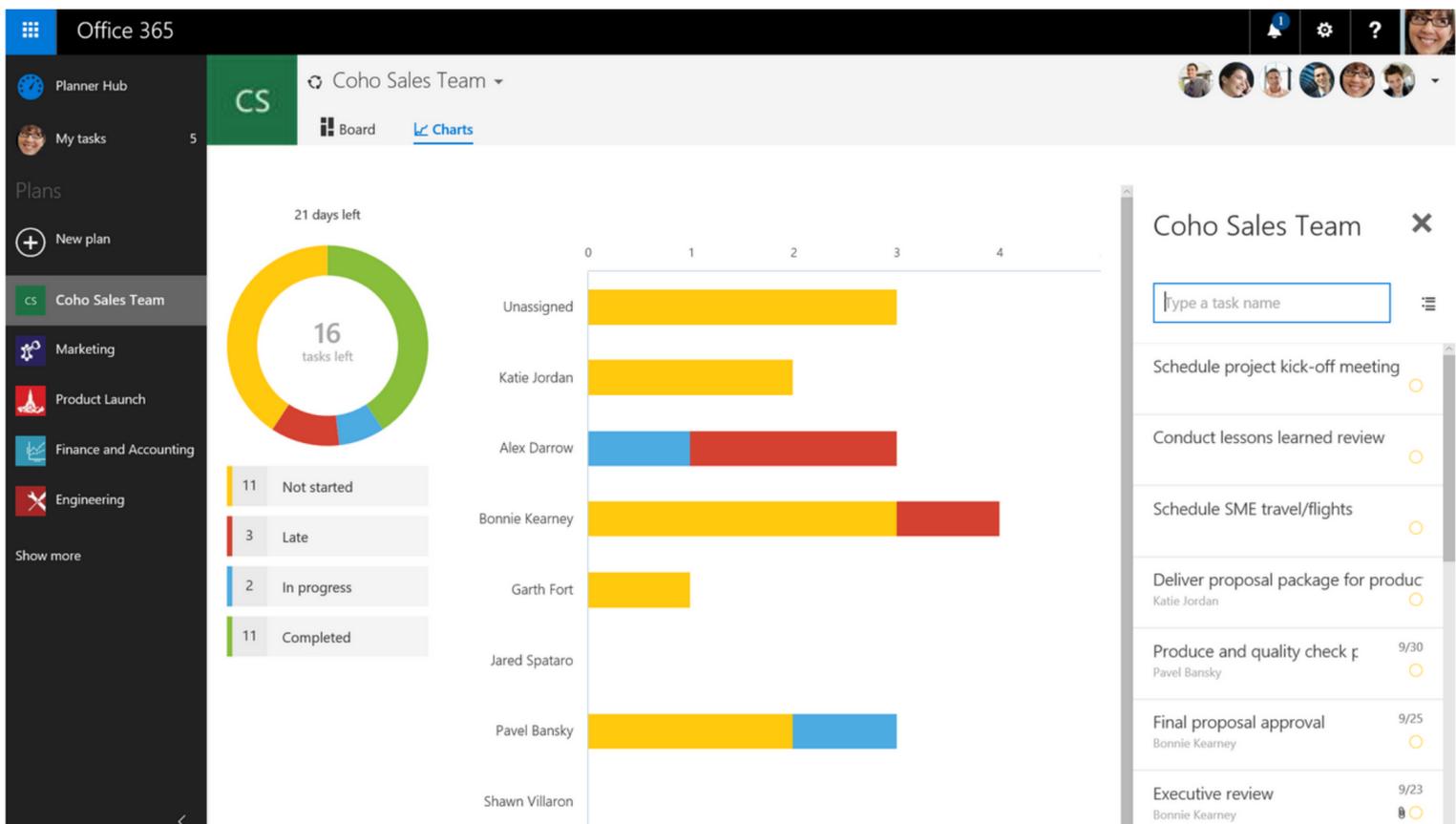
- ✓ **Planner hub** - Get a high-level overview of your plans and a snapshot of where you and other members are at with tasks - not started, late, in progress or completed.
- ✓ **Tasks** - Create and assign tasks that can be marked with different colours and include details such as start and due dates, attachments, comments and assigned team members.
- ✓ **Customise your views** - Add plans to favorites and check “My Tasks” tab to only see your own tasks. Within a plan, you can view tasks by members, assigned to or progress.
- ✓ **Integrate with other apps** - is fully integrated with Outlook, SharePoint and OneDrive for Business. e bit of body text.



# ORGANISE TEAMWORK EASILY

Planner is positioned as a simpler, ad hoc planning tool, with an interface that resembles Facebook rather than a Gantt chart. Planner's flexible user interface is ideal for a wide range of purposes – for example, brainstorming new product ideas, preparing for a client visit, or organising a marketing event.

Planner is perfect when you need to manage something that's too complex for a simple to-do list to handle, but not complex enough to require a full-blown project management tool.



## GET STARTED WITH PLANNER

When a new plan is created in Planner, a new Office 365 Group is also created automatically. You can add members to a plan by typing their name or email address, and they will be automatically added to the respective Office 365 Group, with the Group appearing in their Outlook account, along with an email welcoming them to the plan. If you have any pre-existing Groups set up then they will automatically have a plan created against them and will appear on the Planner homepage.



**DOWNLOAD OUR FULL GUIDE NOW**  
to get started or to learn more about Planner!

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“Let's talk.

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