

Microsoft Planner

<https://www.microsoft.com/en-us/microsoft-365/business/task-management-software/>



SHORT DESCRIPTION

Microsoft Planner is an intuitive, collaborative, visual task management tool.

MAIN FEATURES

Planner creates Kanban boards using content-rich tasks with features including files, checklists, and labels. Plans comprise content-rich tasks that contain expected details, such as due dates, and extra elements like color-coded labels and files. It automatically visualizes task status into pie and bar charts with no setup required.

Planner is part of Microsoft 365, so it connects with Microsoft To Do, Power Automate, and other Microsoft tools for efficient task management.



HELPS WITH

Planner helps manage simple, task-based work and offers tools such as dynamic scheduling, detailed reporting, customizations, and advanced planning. It helps those struggling with task management as it allows to create lists and manage tasks. You can add due dates to these tasks, add steps within a task, and set alerts, alarms and reminders.

Users can prioritise which tasks to work on each day. Users can check the due dates of their tasks and suggest which to focus on. Lists and tasks can also be shared across users.

INSTRUCTION

<https://www.youtube.com/watch?v=To2EHXggcJc>
<https://www.youtube.com/watch?v=-Sz9mrnnqPU>

LANGUAGES

Multilingual

PRICING

Various prices: Consult <https://www.microsoft.com/en-us/microsoft-365/business/compare-all-microsoft-365-business-products>

