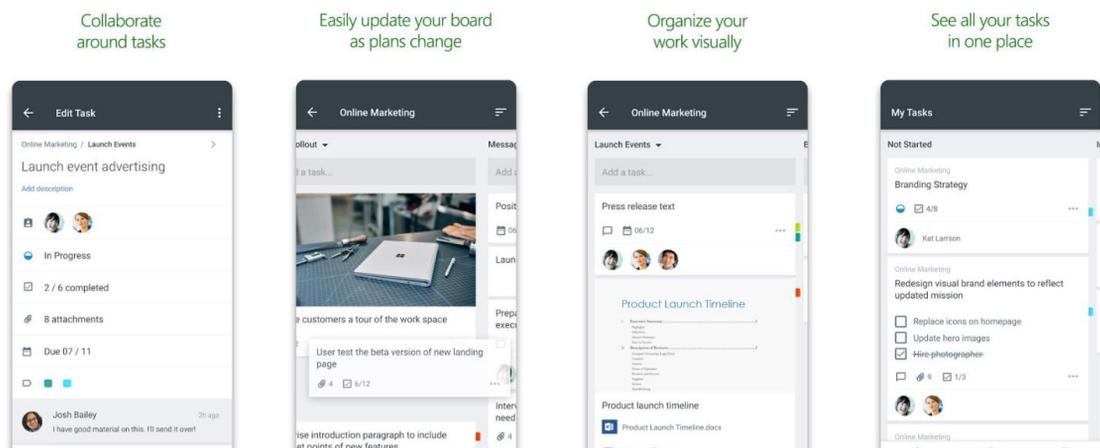


Unlock Office 365



What is Planner?

Microsoft Planner provides a hub for team members to create plans, organise and assign tasks to different users, and to check updates on progress through dashboards. It also provides a centralised place where files can be shared and gives visibility to the whole team. As an Office 365 app, you can find Planner within your Office 365 home under your apps.



Why use Planner?

Microsoft integrations

Planner natively integrates with all the other Office 365 applications and using a tool within the Microsoft 'ecosystem' is very efficient. Microsoft have created a suite of apps that all complement one another and work beautifully together. Using Planner means that you can easily integrate your tasks into Outlook, attach and view task documentation by linking to SharePoint, discuss a project within Teams while having your plan open, hop onto a video call with Teams, formerly Skype for Business and much more! Using a third-party tool requires switching in and out of applications and reduces productivity and can cause annoyance when trying to integrate or link to another well used application.

Why use Planner contd.

Cost

The other very simple reason to consider Microsoft Planner is cost. It's included with all the business Office 365 subscriptions, so if you're using Office 365 at work then it's very likely you have access to Planner. Project or task management tools cost extra and add additional licence costs to your company, so adopting Planner can cut costs. It is definitely worth reviewing to see how it compares to anything you are paying for.

What is the licensing structure of Microsoft Planner?

Planner is included for anyone on the following Office 365 plans:

- Enterprise plans (E1, E3, & E5)
- Government and not-for-profit plans
- Education plans
- Office 365 Business Essentials
- Office 365 Business
- Office 365 Business Premium.

FAQ's

Can a group have more than one plan?

You can create multiple plans for a group via Planner integration within Microsoft Teams and SharePoint. The application will support creating multiple plans from the Planner web app in the near future. In addition to creating multiple plans per group, you can also consider using tasks and checklists together to plan different workstreams or set up buckets to split up the work.

How do I create a new plan based on an existing one?

This functionality is in development and not yet available in Planner.

Can I print plans or tasks in Planner?

You can't print plans or tasks from Planner yet.

FAQ's contd.

How do I provide feedback on Planner?

Please access the Microsoft Planner Feedback Forum here - planner.uservoice.com

How do I close or archive a plan when it's done?

Option 1: Remove yourself from the plan. If you're not the administrator, you can leave the plan, which removes it from your Planner hub. The plan's files, tasks, conversations, and other elements are left in place. If you are the plan administrator, you can't remove yourself from the plan.

Option 2: Delete the plan. If you're the administrator, you can edit the group to delete the plan. Before you do this, make sure that no one else is using the group for things outside of Planner. There is no way to recover a plan (or its files, conversations, and other data) after it has been deleted. Consider saving the group's files to another location, and copying any critical information from the group's conversations and OneNote notebook to another location, before deleting the group.

Where are the files kept in Planner?

Planner plans are associated with Office 365 Groups, and the files for Office 365 Groups are stored in an associated SharePoint document library. To find your Planner files, select the three dots to the right of the plan name (...), then choose Files.

Contact us

If you have any questions about Planner or would like to find out more about Office 365, feel free to drop us a line or call us.

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