Microsoft Planner Advanced (Premium Plan) Training

Duration: **1 Day**

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Overview

This course follows on from the Planner Essentials course and explores the enhanced capabilities of Microsoft Planner Premium, designed for users who want to take project planning to the next level within Microsoft 365. Attendees will learn how to build comprehensive project plans from scratch or accelerate setup using Copilot to generate a structured starting point. The course covers advanced planning features that support more complex workflows, improved task management, and deeper integration with Microsoft 365 tools.

Prerequisites

Participants should have:

- An understanding of project management concepts
- Attendees must be comfortable navigating around the Microsoft 365 online environment.
- A working knowledge of creating a task list in Planner

Target audience

This course is designed for professionals who are already familiar with the basics of Microsoft Planner and are ready to explore its premium features. It is ideal for users managing more complex projects who want to leverage advanced planning tools, automation, and AI-powered assistance through Copilot.

What You Will Learn

By the end of this course, learners will be able to:

- Understand Microsoft Planner Premium
- Create and Configure Premium Plans
- Manage the schedule
- Collaborate and Communicate Effectively
- Track Project Progress
- Visualize and Report on Work