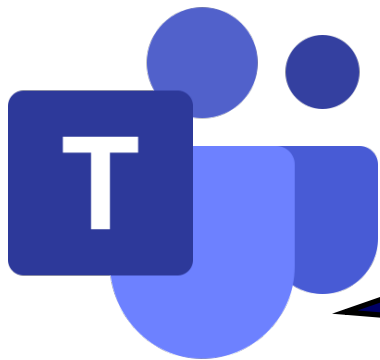# TRANSVERSAL SKILLS
IN TIME OF COVID

Project Management with MS Teams

Depending on the project and who is involved, it might be better to integrate one dedicated project management app into Microsoft Teams over another. For instance:

- **If it's a solo project, then using To Do will suffice**. It can also integrate with Microsoft Outlook so that your tasks can be viewable from there as well.
- **For simpler team projects** that only require basic planning and task assignment and where team members already have a working Microsoft 365 Business subscription, **Planner is a good choice**. It also provides a chart to track the progress of a project and can be used within Microsoft SharePoint as well.
- For **more complex projects with dependencies, costs, and more, Project is the best choice**. It's simple to get started with but has powerful functionality, such as automated workflows, to keep all the moving parts with big projects humming along.

TASK:

1. Create 2 channels for Logistics Team 1 and Team2

2. Watch the video at https://youtu.be/3K0x6UEajYA for more on Planner

3. Add Planner app to delegate tasks to your team members