



# Cloud Solutions For Dispersed Teams

## TASKS

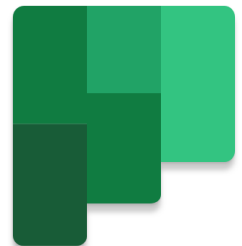
# Scenario



MANAGER

You are the Project Manager of the project for changing the procedures in the Logistics Department. Here is a set of Tasks for managing a project with Microsoft Teams

To manage the project, the participants should split in groups of 3-4 people.



# Task 1



MANAGER

## Set up a team:

1. Create a new team in Microsoft Teams
2. Invite all relevant team members to join.
3. Define channels for different aspects of the project, such as a general channel, a channel for specific tasks, and a channel for feedback.



# Task 2



MANAGER

## Create a project plan:

1. Create a project plan that outlines the key milestones, deliverables, and timelines.
2. Share the project plan with the team and get their feedback.

## Assign tasks:

1. Assign specific tasks to team members based on their skills and expertise.
2. Use the Planner app in Teams to create task lists and assign tasks to team members.



# Task 3



MANAGER

## **Monitor progress:**

Regularly check in with team members to monitor progress and address any issues.

Use the activity feed in Teams to keep track of updates and changes to the project.

## **Hold virtual meetings:**

Use the Teams' virtual meeting feature to hold regular project meetings.

Use the screen sharing feature to share progress reports, presentations, and other relevant information.

## **Collaborate on documents:**

Use the Teams' document collaboration feature to work on project documents and share updates in real-time. Use the OneDrive integration to store and share project documents.

# Task 4



MANAGER

## **Communicate with stakeholders:**

Use Teams to communicate with stakeholders such as clients, vendors, and contractors. Use the chat or video conferencing feature to discuss project updates and address any concerns.

## **Track project expenses:**

Use the Expenses app in Teams to track project expenses and stay within budget. Assign team members to manage expenses and track receipts.

## **Evaluate project success:**

At the end of the project, evaluate project success based on the defined goals and objectives. Use the feedback channel in Teams to collect feedback from team members and stakeholders.



**WELL DONE!**