

# TECH DAYS

## MS Teams for Project Management – Session One

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# Intro / Overview

- Ideas for managing projects and organizing work using MS Teams
- Project management is about tailoring to the needs of the project
- Goal of this presentation is to give ideas that may work for you managing your next project
- Topics covered relate to solving a problem or improving efficiency in managing projects
- Use only what makes sense for you, or what improves efficiency or makes you more effective

# Contents

- Intro / Overview
- Teams Structure and Initial Set Up
- File Structure
- Setting up Tabs
- Channels
- OneNote for Meeting Notes
- MS Planner – Basic
  
- Note: Session two follows directly at 10AM

# Team Structure & Initial Set Up

# File Structure

# Setting up Tabs

# Channels

- Teams are a collection of people, content, and tools surrounding different projects and outcomes within an organization.
  - Teams can be created to be private to only invited users.
  - Teams can also be created to be public and open and anyone within the organization can join (up to 10,000 members).
- Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines—whatever works for your team! Files that you share in a channel (on the Files tab) are stored in SharePoint. To learn more, read [How SharePoint Online and OneDrive for Business interact with Teams](#).
  - Channels are places where conversations happen and where the work actually gets done. Channels can be open to all team members or, if you need a more select audience, they can be private. Standard channels are for conversations that everyone in a team can participate in and private channels limit communication to a subset of people in a team.

# OneNote for Meeting Notes



# MS Planner - Basic

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**Thank You!**  
**Questions?**