



WHEN TO USE

**MICROSOFT
PLANNER**

**MICROSOFT
LISTS**

**MICROSOFT
PROJECT**

to track tasks and information for teams

PLANNER task management

LISTS information tracking

PROJECT work management

Organize your team's tasks into a visual Kanban board. Each task is presented as an information-rich card that contains preset but optional attributes, like labels and checklists.

Present your information as items in a simple but intelligent list. Each list can have hundreds of line items, and each line item can be customized to hold the files and information you need.

Get powerful work management using simple tools. Tasks can be managed in multiple views, while dynamic scheduling optimizes your plan when you change task attributes.

HOW DO I GET THEM?

PLANNER is available:

- in the Tasks app
- as a tab in Teams (Tasks app)
- on the web
- on mobile

LISTS is available:

- as a tab in Teams
- on the web
- on mobile

PROJECT is available:

- as a tab in Teams
- on the web

HOW SHOULD I USE IT?

For visually managing simple, task-based efforts, regardless of team size.

To track large, ongoing work efforts that comprise lots of information as individual items. Also, when there's a shared responsibility for the work.

For managing more complex work efforts that require dynamic scheduling, sub-tasks, and/or dependent tasks, regardless of team size.

WHAT'S IT BEST FOR?

- Organizing your team around a set of tasks
- Keeping all the information you need about a task, like working docs and team input, in the task card itself so it's easy to find
- Getting visual, automatic status updates about your tasks

- Compiling lists of actionable, data-rich information items
- Keeping everyone in sync, informed, and on track with notifications and built-in rules
- Organizing and customizing information to meet different work needs

- Managing work efforts that require nuanced planning through added duration, effort, customizations, and extensibility
- Working in a tool designed for project management
- Getting detailed insights on the status of your tasks and plans

WHERE CAN I LEARN MORE?

Websites

- aka.ms/PLANNER
- aka.ms/LISTSWEB
- aka.ms/MICROSOFTPROJECT

Support sites

- aka.ms/PLANNERHELP
- aka.ms/LISTSTRAINING
- support.microsoft.com/PROJECT

Demos

- aka.ms/PLANNERDEMO
- aka.ms/MICROSOFTLISTS

HOW'S IT DIFFERENT?

What distinguishes **PLANNER** from

...**LISTS** and **PROJECT**:

- Built-in visual charts that provide basic status information
- Limited customizations, making it easier to start using fast

...**LISTS**:

- Kanban board view for organizing your tasks
- Formal task assignments

...**PROJECT**:

- More optional task attributes, like labels and checklists
- Dedicated mobile app

What distinguishes **LISTS** from

...**PLANNER** and **PROJECT**:

- Lots of customization options, like templates, views, and colors
- Robust sorting and formatting to prioritize information
- Ready-made templates for real-life scenarios, like asset tracking and recruitment tracker
- Linked lists to auto-populate information

...**PLANNER**:

- Visible list items, even when they're completed

What distinguishes **PROJECT** from

...**PLANNER** and **LISTS**:

- Timeline (Gantt chart) view
- Dynamic scheduling engine that optimizes your work plan to reduce repetition, manual work
- Sub-tasks and dependent tasks to capture duration and effort
- Cross-project status in Roadmap
- Detailed, premade reports through Power BI
- Built on Power Platform, enabling extensibility with other platform apps and data

...**PLANNER**:

- Custom fields