

# iPlanner Pro



*For better planning and higher productivity. Do you and your team use Microsoft Planner, Microsoft Loop or The New Planner, in your daily work? Then you need the iPlanner Pro!*

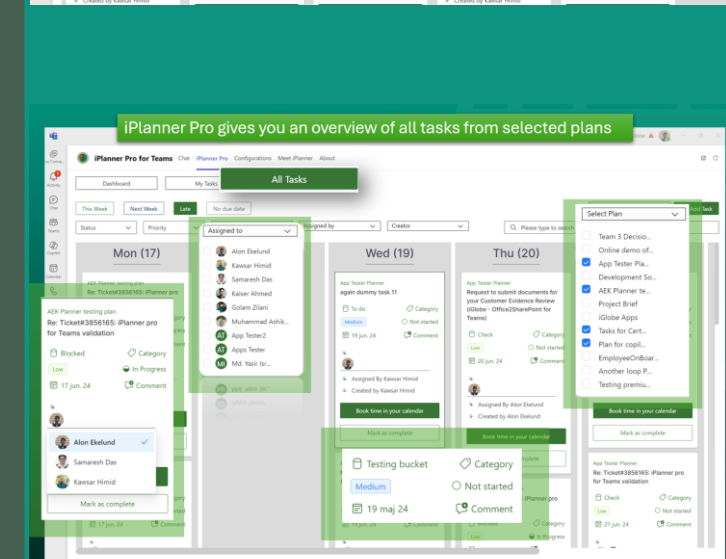
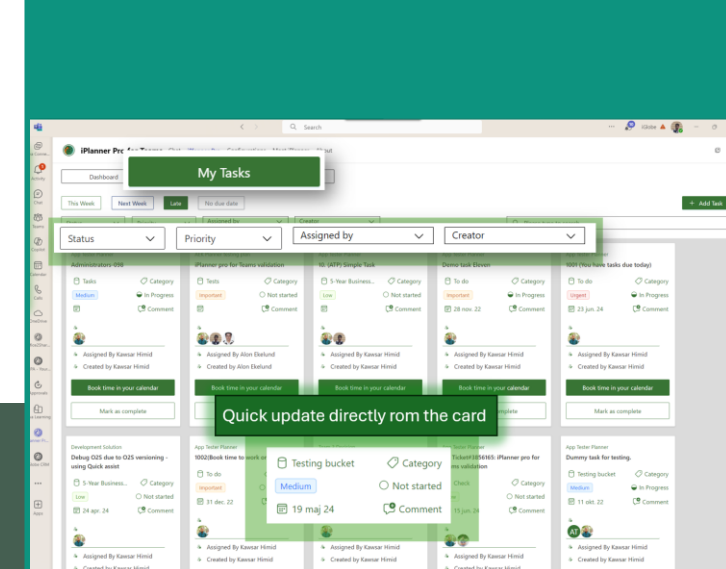
## iPlanner Pro



### Your Intuitive Tool For Microsoft Planner

Whether you're a small business or a large enterprise, iPlanner Pro's features are tailored to meet your needs.

From adding assignments and due dates to easy quick updates using the Grid view or better planning using the Scheduler view.



Enhance the efficiency and productivity of you and your team when utilizing Microsoft Planner in your everyday tasks.

Work with your Tasks from

- Microsoft Teams
- Outlook
- Microsoft 365 Portal

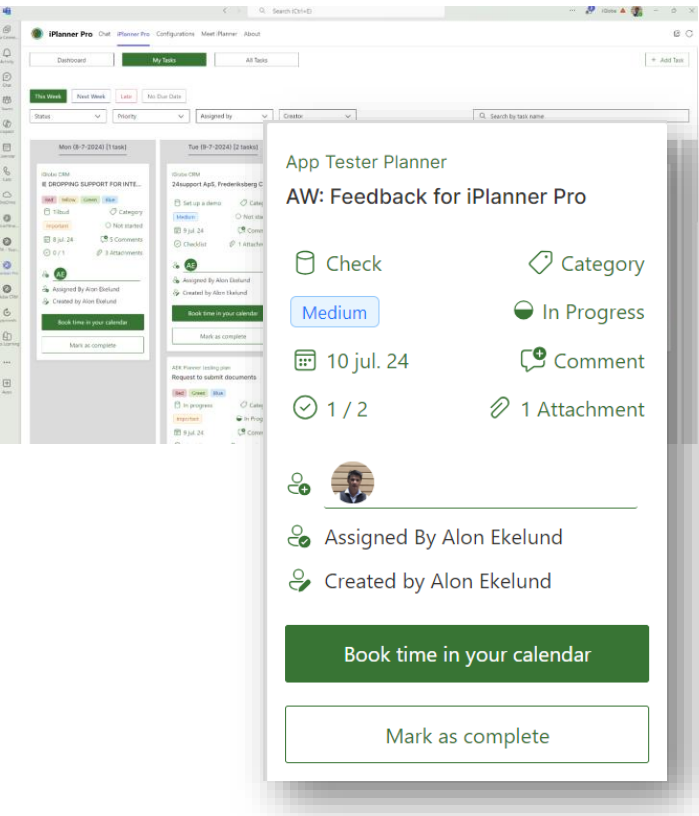
# For individual productivity



**Efficient Task Management:** Stay organized with **My Day Dashboard** to prioritize urgent tasks and manage daily work efficiently.

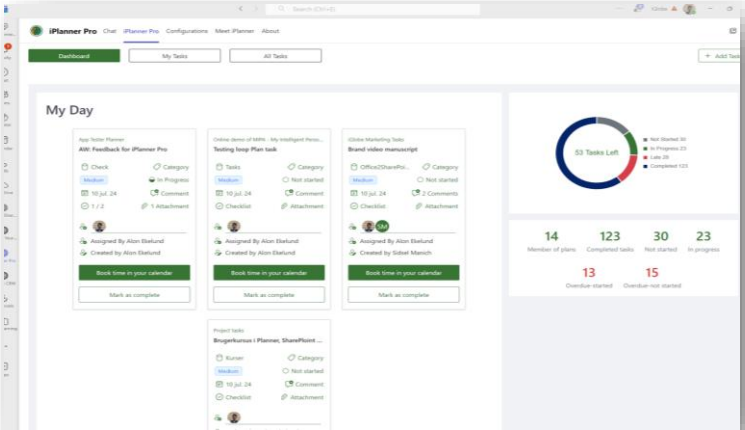
**Comprehensive Overview:** Utilize **My Tasks Dashboard** assisting users in prioritizing their workload with views like This Week, Next Week, Late and a Priority Matrix.

**Collaborative Workspace** iPlanner Pro enhances team collaboration by allowing users to share plans, assign tasks, and view progress. The Scheduler view provides visibility into each member's tasks and workload, fostering a balanced and transparent work environment.



# FOR BETTER PLANNING AND HIGHER PRODUCTIVITY.

iPlanner Pro transforms the way you manage task-based initiatives, offering a user-friendly Kanban board, A Grid view and Scheduler view where tasks come to life through interactive cards. Populate these cards with essential details like due dates, status, checklists, labels, and file attachments to keep everyone on the same page.



For the indivial and Team productivity Unlock the power of efficient planning with **iPlanner Pro** for **Microsoft Planner**, the collaborative task management tool designed to streamline yours and your team's productivity



## For Team leader and PM



**Efficient Management:** Implementing a visual planning approach with an All Task Dashboard, which integrates tasks from various plans and enables you to oversee tasks across different categories — including Plan, People, Priority, Status, Assigned by, Creator, and Assigned To. This dashboard also allows for the monitoring of tasks according to time periods, identifying overdue tasks, and assessing them through a priority matrix.

<https://outlook.office365.com/owa/calendar/iGlobeOffice365@iglobe.dk/bookings/>

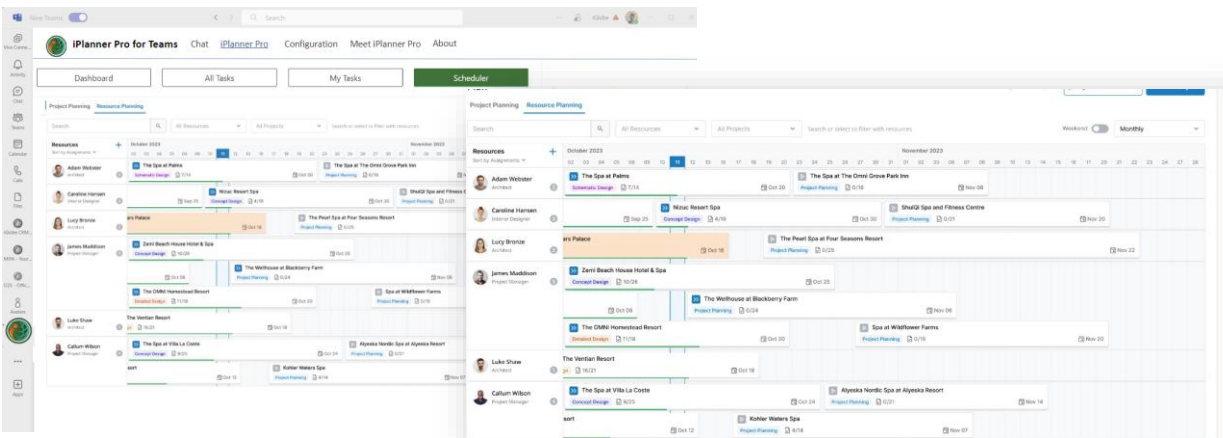
## FOR BETTER RESOURCE PLANNING

Use the **Scheduler view** to prioritize tasks and manage your team's workload, boosting productivity and streamlining project management. It's a flexible tool aimed at helping teams efficiently organize and handle projects. A timeline view to visualize project timelines and ensure smooth collaboration.



The screenshot shows the 'Scheduler' view of the iGlobe Office 365 application. It features a table with columns for Title, Plan, Assigned To, Due Date, Progress, Priority, and Budget. The table lists various tasks such as 'Creating from total up', 'No Task#1000100: Planner pro for Teams', and 'checking if that really'. Each task row includes a progress bar, a priority indicator (e.g., 'Not started', 'In Progress'), and a 'Quick Look' button. The interface also includes a search bar and filters for 'This Week', 'Next Week', 'All', 'Due Date', 'Priority', 'Assigned To', and 'Creator'.

The **Grid view** lets you see your team's tasks in an easy-to-manage list. It improves how you work with and grasp your resources' overall tasks across different plans, making it simple to add tasks, edit quickly, and view more information about each task without having to open the details for each one.



# iPlanner Pro Time Tracking

## From Action to Insight

### 1. Visibility into Effort, Not Just Output

- Tasks show what was done.
- Time tracking shows how long it took.
- This helps managers understand the true cost of work, not just completion status.

### 2. Improved Resource Planning

- By analyzing time spent on recurring or similar tasks, you can:
- Forecast workloads more accurately.
- Balance team capacity.
- Avoid burnout by identifying over-assigned individuals.

### 3. Data-Driven Decision Making

Time data enables:

- Better project estimates.
- More accurate budgeting.
- Informed hiring decisions (e.g., when to scale a team).

### 4. Accountability and Transparency

- Employees can reflect on how their time is spent.
- Managers gain insight without micromanagement.
- Encourages a culture of ownership and focus.

### 5. Performance and Process Optimization

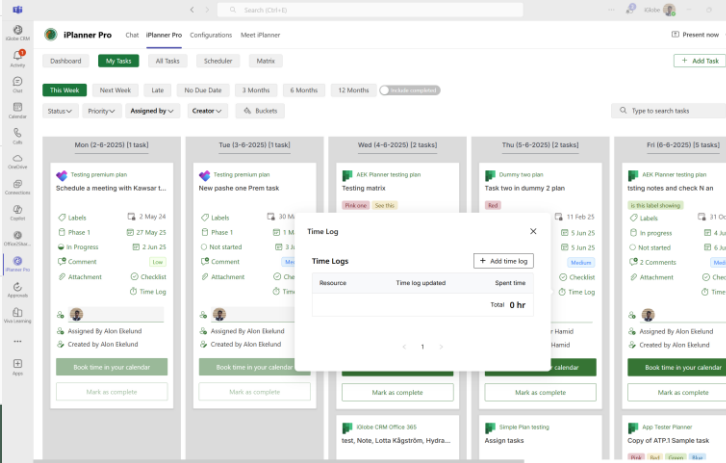
- Identify tasks or processes that consistently take longer than expected.
- Spot inefficiencies and streamline workflows.
- Use historical data to improve future planning.

# iPlanner Pro



Your Intuitive Tool For Microsoft Planner

Without Time Tracking	With Time Tracking
Tasks are completed, but effort is invisible	Tasks are completed <i>and</i> effort is measurable
Hard to justify time spent on internal work	Easy to report and analyze internal workload
No feedback loop for improving estimates	Continuous improvement through time analytics
Focus on output only	Focus on both output and efficiency

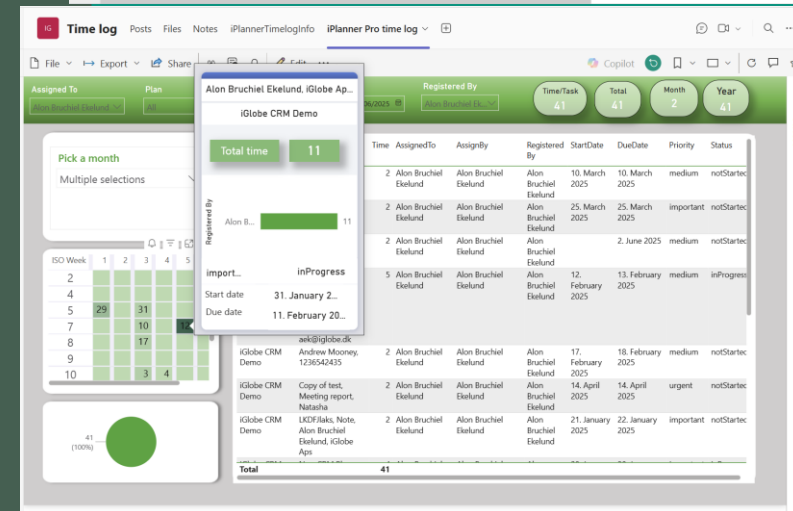


## Example Use Case

A marketing team tracks time spent on campaign planning tasks.

They discover that 40% of their time is spent on internal coordination.

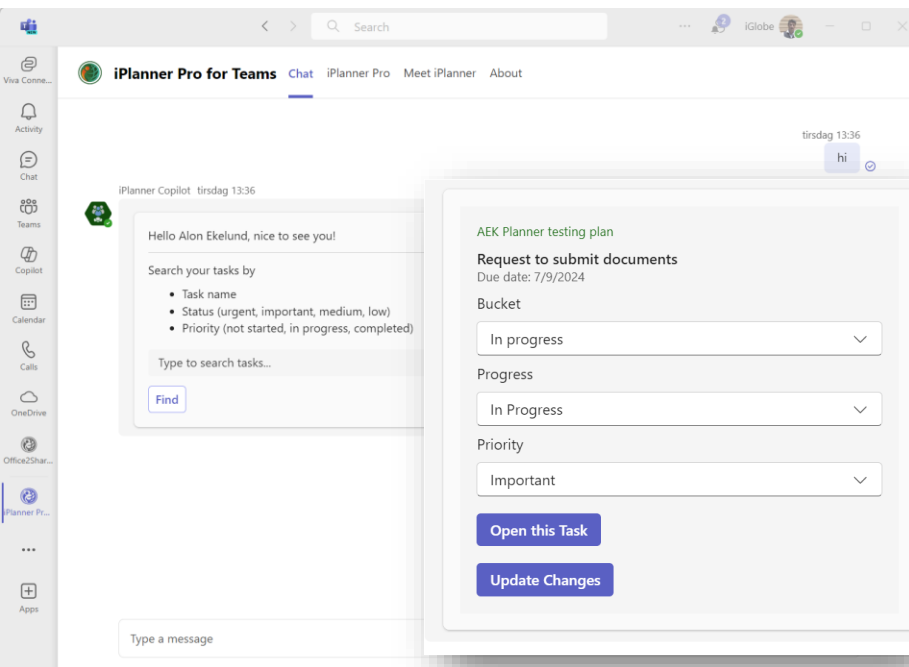
With this insight, they streamline meetings and automate reporting—saving 10 hours per week.



USING POWER BI FOR REPORTING

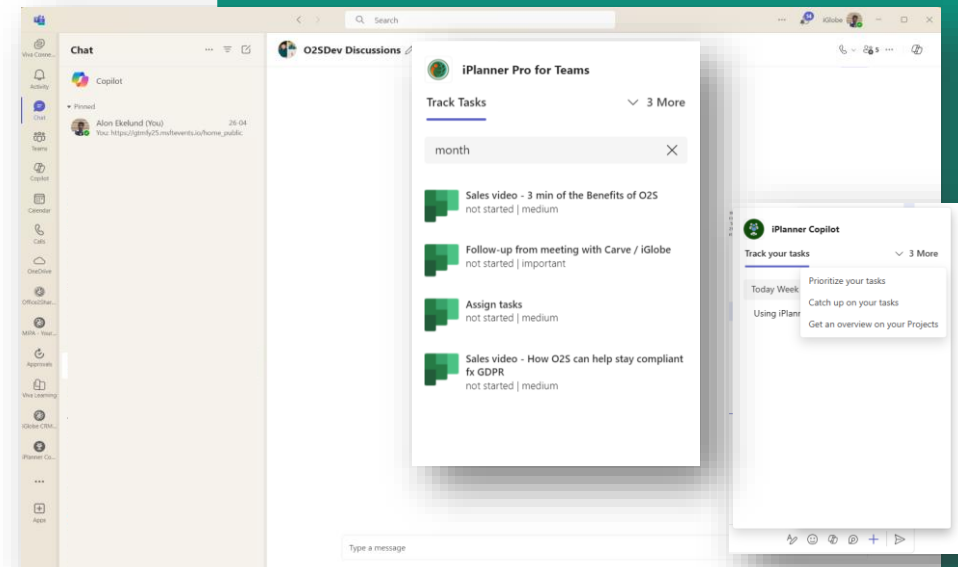


# iPlanner Pro, easy collaboration with your colleagues



Get it done with iPlanner Pro Microsoft Teams message extensions

A convenient way to share tasks with your colleagues or act on a task without leaving the chat conversation or a meeting.



## iPlanner Pro Chat Bot



*Share task in Microsoft Teams Chat*

Ask the Bot by typing:

- Task name
- Status (urgent, important, medium, low)
- priority (not started, in progress, completed)

Once you have given the bot a command, you will be present with a card allowing you to update the task.

*For Team productivity.*

Unlock the power of efficient planning and Tasks management with **iPlanner Pro for Microsoft Planner**, the collaborative task management tool designed to streamline your team's productivity.

Here's how you can use it:

- *Track tasks based on a period, Today, Week, Month*
- *Find a task by [Priority]. Simply type "Low", "Medium", "Important" or "Urgent"*
- *Find tasks by name*
- *See the Plans you are member of*





# Copilot

For Microsoft 365

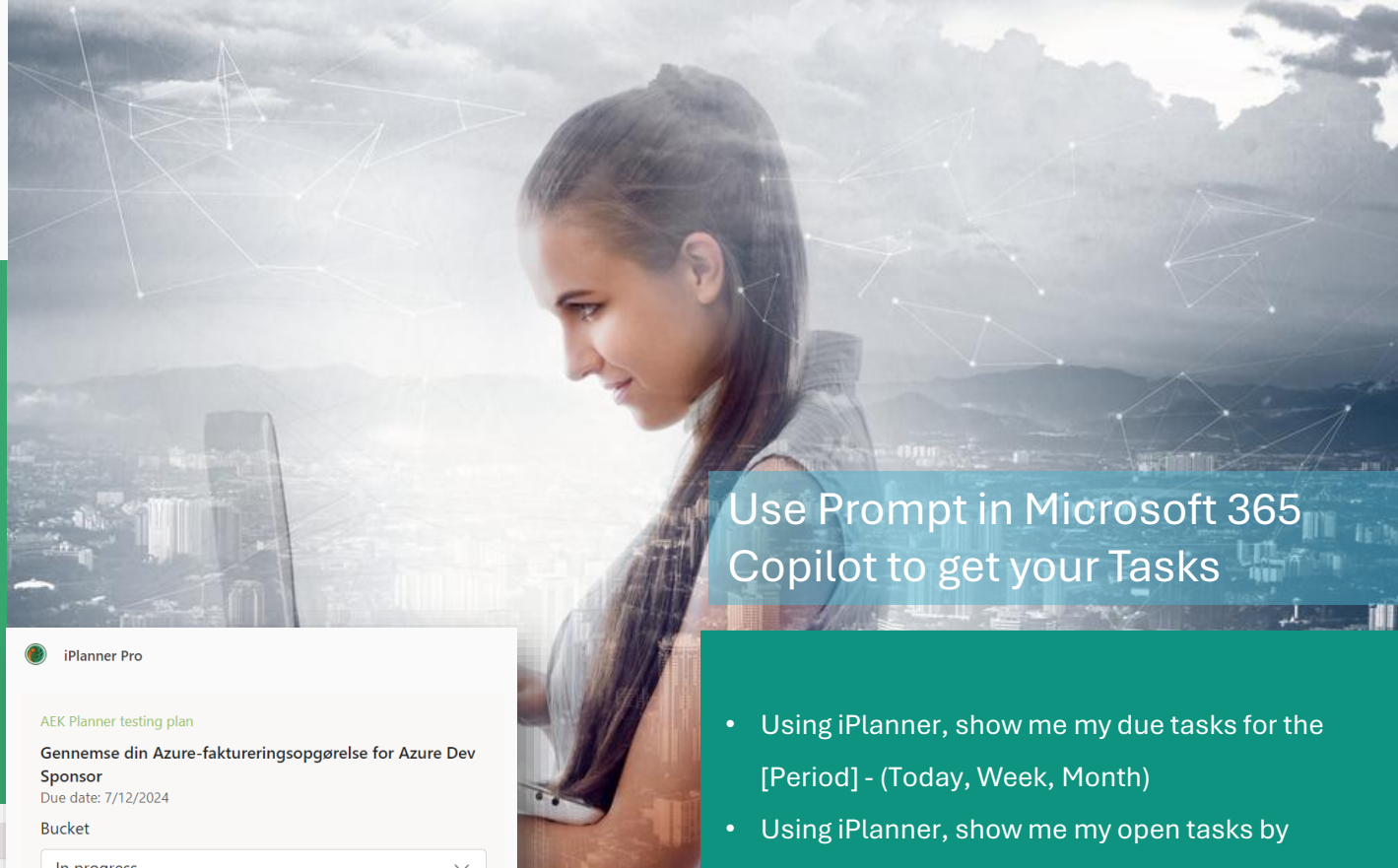
## iPlanner Pro Copilot plugin

Using iPlanner Pro Copilot plugin you will get your tasks from Microsoft Planner and make a few simple updates.

You will be able to update the Task Priority, Status and Open the Task in the online Planner.

## Use Prompt in Microsoft 365 Copilot to get your Tasks

- Using iPlanner, show me my due tasks for the [Period] - (Today, Week, Month)
- Using iPlanner, show me my open tasks by [Priority], categorized by Task status
- Using iPlanner Pro, show me my open tasks with low priority, categorized by Task status
- Using iPlanner Pro, show me my open tasks with low priority, categorized by Task status Not Started
- Using iPlanner, show me my overdue tasks by [Priority]
- Using iPlanner Pro, show me my overdue tasks by priority low
- Using iPlanner Pro, show me my due tasks between 25 May and 25 June



**iPlanner Pro**

AEK Planner testing plan

**Gennemse din Azure-faktureringsopgørelse for Azure Dev Sponsor**  
Due date: 7/12/2024

Bucket

In progress

Progress

Not Started

Priority

Low

**Open this Task**

**Update Changes**

**Plugins**

Plugins allow Copilot to reference apps on your behalf. Copilot may share some of your Microsoft 365 enterprise data with plugins you've turned on. ⓘ

Web content

iPlanner Pro for Teams

More plugins



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## Security matters

iGlobe remains committed to the security of your data and the accessibility of our services. With iPlanner Pro, you can rest assured that your planning process is not only efficient but also secure and accessible.

**iPlanner Pro is a Microsoft 365 Certified App -**  
[Microsoft 365 App Security and Compliance](#)

Microsoft 365 App Certification offers assurance and confidence to organizations that data and privacy are adequately secured and protected. Certification confirms that an app solution is compatible with Microsoft technologies, compliant with cloud app security best practices, and supported by Microsoft, a trusted partner.

App certification is achieved through the acceptance and approval of comprehensive documentation centering the app's security and compliance protocols, procedures, processes and a PEN test. Applications that pass validation will be designated Microsoft 365 App Certified.

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## iPlanner Pro

*Easy deployment. No installation required.*

*Deploy iPlanner Pro in Microsoft 365 and Microsoft Teams and have it available in Outlook, Microsoft Teams and Microsoft 365 Copilot. On Windows, MAC, Web and Mobile. The deployment takes the same amount of time for 1 or 100 users. No device installation required.*







# iPlanner Pro



## EXTENDING MICROSOFT 365 PLANNER INTO OUTLOOK AND MICROSOFT TEAMS.

iPlanner Pro is an App family allowing you to easily manage, yours and colleagues Planner Tasks, in Outlook and Microsoft Teams.

In Microsoft Teams with a Personal Microsoft Teams App in Microsoft Teams and extended to Outlook and Microsoft 365, a Bot, Microsoft Teams Messaging extension and Copilot plugin. Copilot for iPlanner Pro will require a Copilot for Microsoft 365 license.



## GET IPLANNER PRO

Purchase the App from Microsoft Store.

Should you have any questions please feel free to [contact us](#). We can also offer you a demo or assist you in the implementation. As it is a simple product, we believe it will not take more than just 30 min. [Book us now](#)

*Start using iPlanner Pro today to enhance your productivity and streamline your project management. try iPlanner Pro for free with a one-month trial to explore the App capabilities.*



# IPLANNER PRO



EMBRACE THE FUTURE OF TASK MANAGEMENT WITH IPLANNER PRO FOR MICROSOFT PLANNER – YOUR PARTNER IN PRODUCTIVITY.