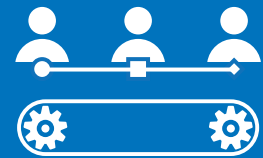
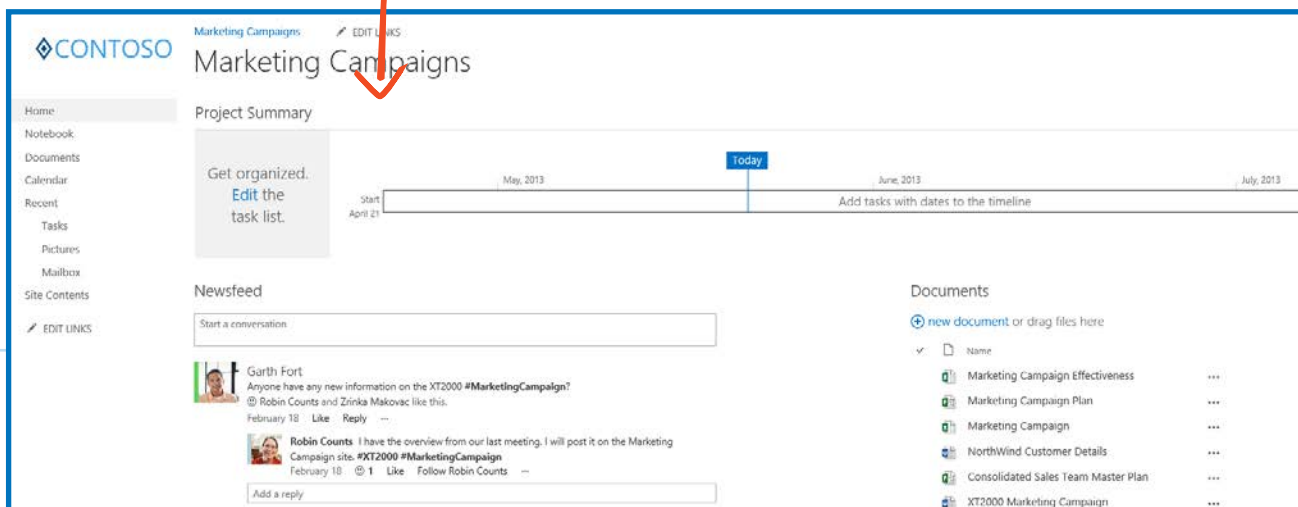
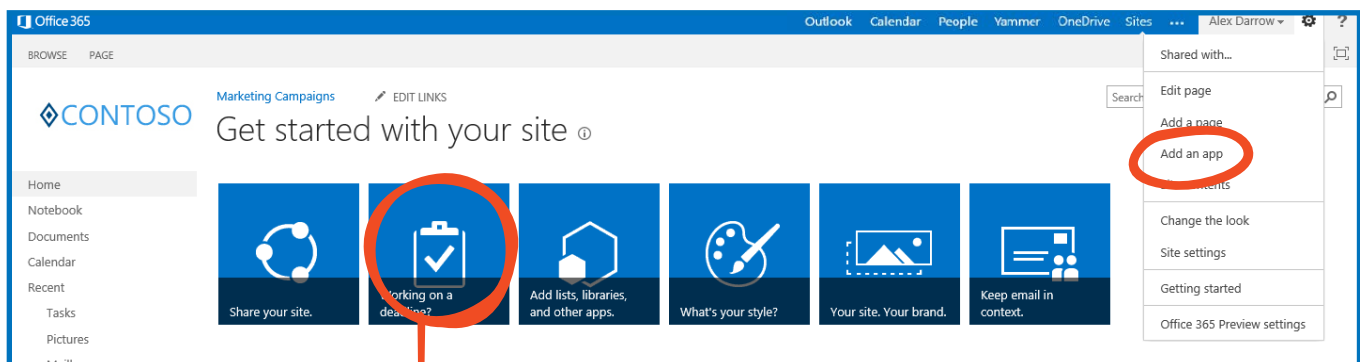


Stay on track and
deliver on time

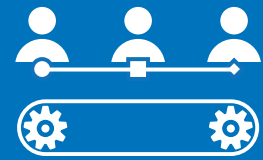
Add the timeline to your site



Add a timeline and tasks list to your site using the getting started tiles or the settings menu.



Organize and assign tasks



Break your project down into actionable steps and get things done by assigning the right tasks to the right people.

Office 365

BROWSE TASKS LIST

CONTOSO Marketing Campaigns EDIT LINKS

Tasks

Home
Notebook
Documents
Calendar
Recent
Tasks
Pictures
Mailbox
Site Contents
EDIT LINKS

Today

Start April 21 May, 2013 June, 2013 Add tasks with dates to the timeline

Stop editing this list

All Tasks Calendar Completed ... Find an item

| ✓ | ☑ | Task Name | Due Date | Assigned To | + |
|---|---|-----------|----------|-------------|---|
| | | | | | |

Shortcuts ⓘ

Get organized. Edit the task list.

Office 365 Outlook Calendar

BROWSE TASKS LIST

CONTOSO Marketing Campaigns EDIT LINKS

Tasks

Home
Notebook
Documents
Calendar
Recent
Tasks
Pictures
Mailbox
Site Contents
EDIT LINKS

Today

Start April 21 May, 2013 June, 2013 Add tasks with dates to the timeline

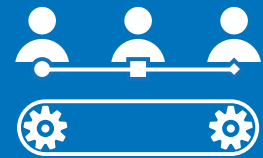
Stop editing this list

All Tasks Calendar Completed ... Find an item

| ✓ | ☑ | Task Name | Due Date | Assigned To | + |
|---|---|--|-----------------|-------------|---|
| | | Gather team for FY13 Campaigns ... | March 24 | Garth Fort | |
| | | Create campaign name ... | 4 days from now | Garth Fort | |
| | | Create Proposal document ... | April 14 | Alex Darrow | |
| | | Incorporate FY13 Product Strategy tenets ... | April 18 | Garth Fort | |
| | | Launch Campaign | | | |

Shortcuts ⓘ

Organize and assign tasks



Alternatively, you can copy over an entire tasks list from a spreadsheet onto your site.

| Task Name | Finish | Resource Names |
|---|-----------|----------------|
| Marketing Campaign Planning | 7/1/2013 | |
| Review Business Strategy Landscape | 5/15/2013 | |
| Identify service/product gaps and opportunities | 5/1/2013 | Robin Counts |
| Complete SWOT analysis | 5/8/2013 | Robin Counts |
| Review business model | 5/15/2013 | Katie Jordan |
| Develop Campaign Concepts | 6/15/2013 | |
| Create process for qualifying ideas | 5/22/2013 | Molly Dempsey |
| Establish process for idea sharing | 5/30/2013 | Robin Counts |
| Gather ideas | 6/7/2013 | Garth Fort |
| Final shaping and development of ideas | 6/15/2013 | Molly Dempsey |
| Create Localization Strategy | 6/23/2013 | Alex Darrow |
| Communicate and Train Internal Organization | 7/1/2013 | Sara Davis |

Office 365 | Outlook | Calendar | People

CONTOSO | Marketing Campaigns | EDIT LINKS

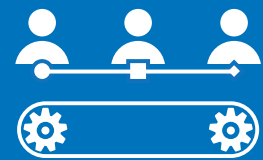
Tasks

Stop editing this list

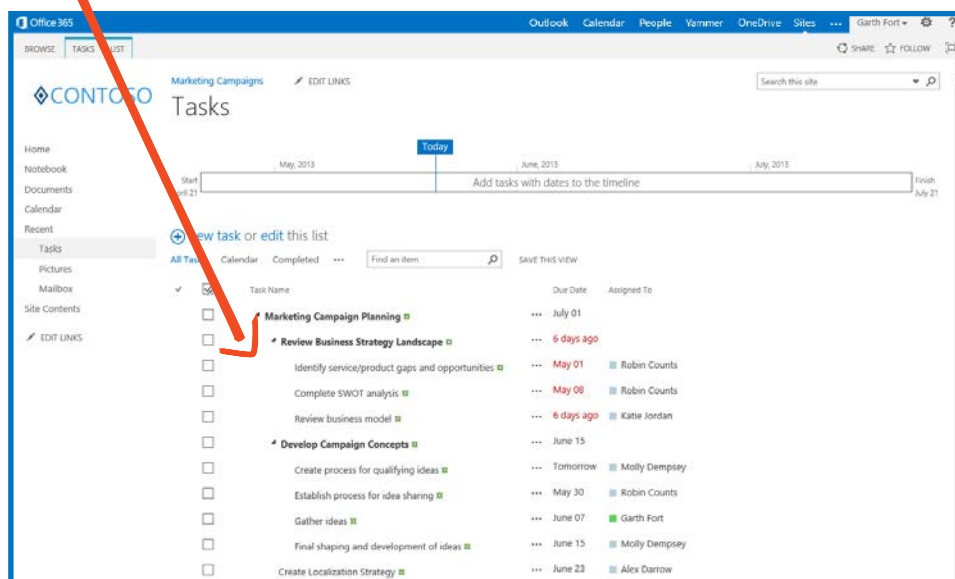
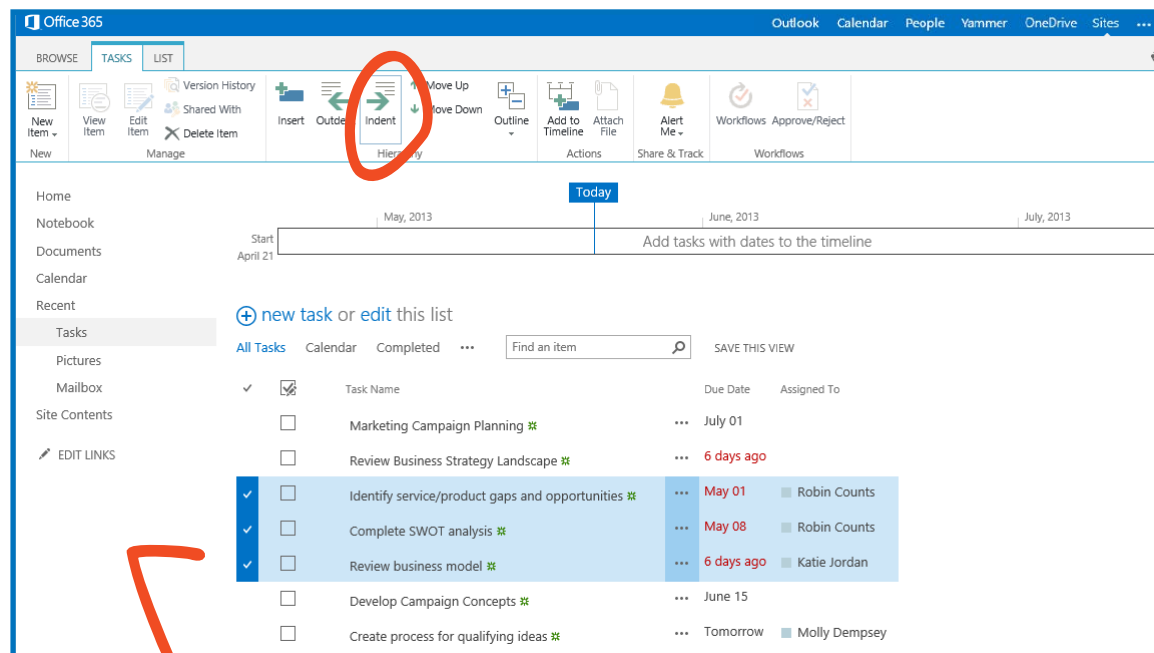
All Tasks | Calendar | Completed | Find an item

| Task Name | Due Date | Assigned To |
|---|------------|---------------|
| Marketing Campaign Planning | July 01 | |
| Review Business Strategy Landscape | 6 days ago | |
| Identify service/product gaps and opportunities | May 01 | Robin Counts |
| Complete SWOT analysis | May 08 | Robin Counts |
| Review business model | 6 days ago | Katie Jordan |
| Develop Campaign Concepts | June 15 | |
| Create process for qualifying ideas | Tomorrow | Molly Dempsey |
| Establish process for idea sharing | 5/30/2013 | Robin Counts |
| Gather ideas | 6/7/2013 | Garth Fort |
| Final shaping and development of ideas | 6/15/2013 | Molly Dempsey |

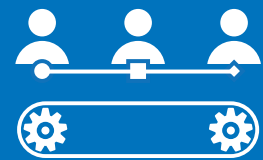
Get organized in a few clicks



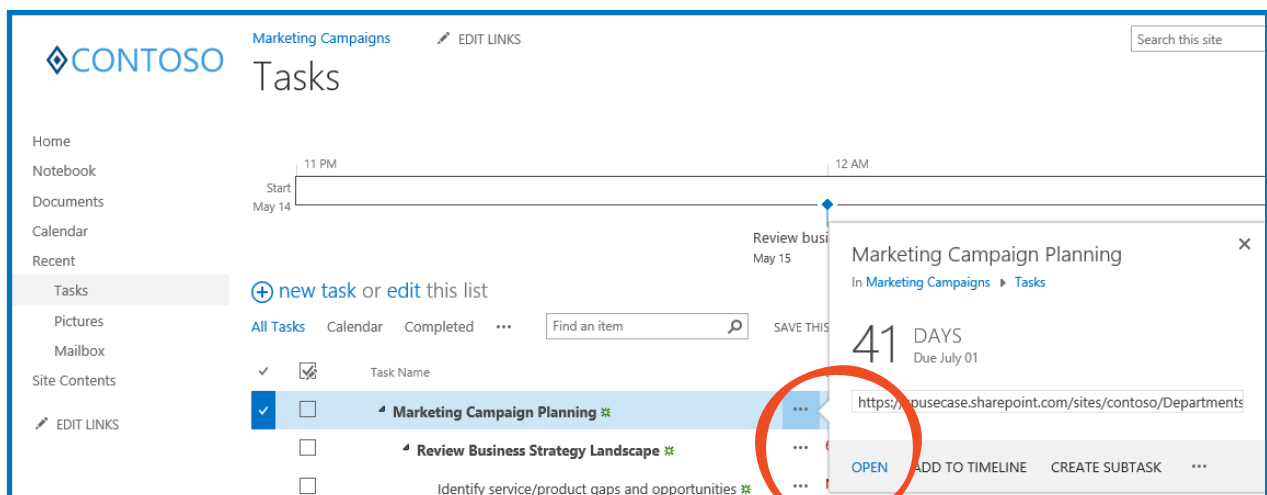
Organize your tasks by categories in a couple of clicks.



Follow progress to stay on track



Keep tweaking your tasks with the Hover Panel to fill in details, like the start date or percent completion of a task.



Office 365 Outlook Calendar People

BROWSE EDIT

Save Cancel Paste Cut Copy Delete Item Attach File Spelling

Commit Clipboard Actions Spelling

Home

Task Name * Marketing Campaign Planning

Start Date 5/1/2013

Due Date 7/1/2013

Assigned To Garth Fort

% Complete 0 %

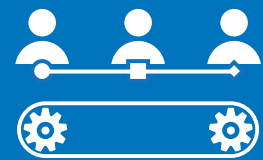
SHOW MORE

Created at 5/21/2013 2:48 PM by Garth Fort

Last modified at 5/21/2013 2:53 PM by Garth Fort

Save Cancel

Add important milestones to the timeline



Customize your project summary and stay on top of what needs to get done by adding tasks to your timeline.

Office 365 | Outlook | Calendar | People | Yammer | OneDrive | Sites | ... | Garth Fort | Settings

BROWSE | TASKS | LIST

CONTOSO | Marketing Campaigns | EDIT LINKS

Search this site

Home | Notebook | Documents | Calendar | Recent | Tasks | Pictures | Mailbox | Site Contents | EDIT LINKS

Start: April 21 | Today | May 2013 | June 2013 | July 2013 | Finish: July 21

Add tasks with dates to the timeline

+ new task or edit this list

All Tasks | Calendar | Completed | ... | Find an item

Task Name

- Marketing Campaign Planning
- Review Business Strategy Landscape
 - Identify service/product gaps and opportunities
 - Complete SWOT analysis
- Review business model
- Develop Campaign Concepts
 - Create process for qualifying ideas

Review business model

In Marketing Campaigns > Tasks

Assigned To: Katie Jordan

6 DAYS AGO Due 6 days ago

https://spusecase.sharepoint.com/sites/contoso/Departments

OPEN | ADD TO TIMELINE | CREATE SUBTASK | ...

Office 365 | Outlook | Calendar | People | Yammer | OneDrive | Sites | ... | Garth Fort | Settings

BROWSE | TASKS | LIST

CONTOSO | Marketing Campaigns | EDIT LINKS

Search this site

Home | Notebook | Documents | Calendar | Recent | Tasks | Pictures | Mailbox | Site Contents

Start: May 01 | Today | May 08 | May 16 | May 24 | June 01 | June 09 | June 15 | June 17 | June 25 | Finish: July 01

Marketing Campaign Planning May 01 - July 01

Review Business... May 15 - May 21

Develop Campaign Concepts June 01 - June 15

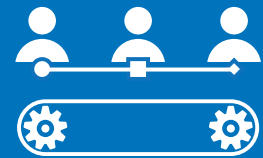
Final shaping and development of ideas June 15

Communicate and Train Internal Organization July 01

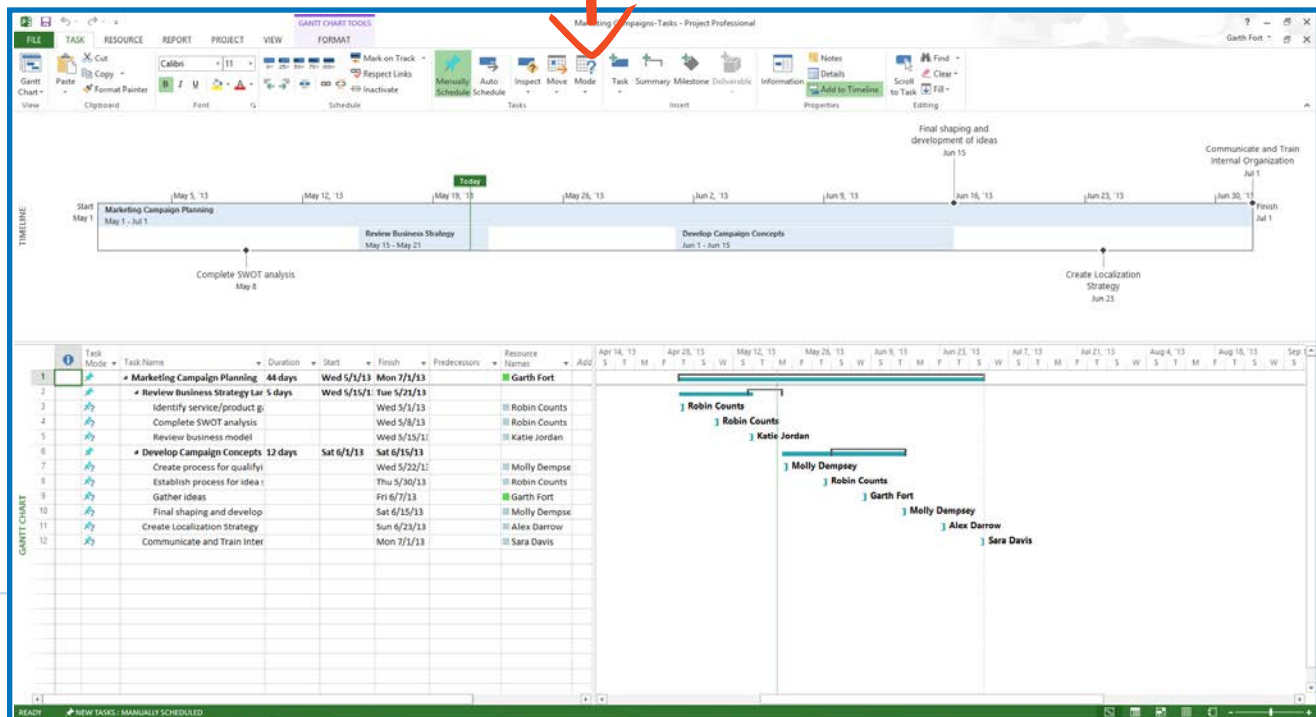
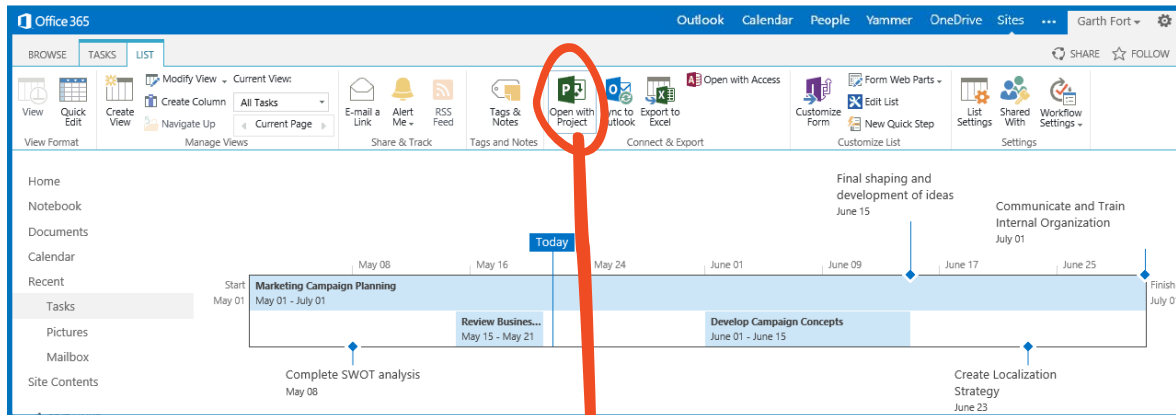
Complete SWOT analysis May 08

Create Localization Strategy

Dig deeper into your timeline



Connect your tasks list with Project Professional to take your project to the next level.



Project

View Reports

Export

Timeline

Start Nov 12

Phase 1 - Planning
Nov 12 - Nov 20

Phase 2 - Initiation
Nov 19 - Nov 29

Phase 3 - Execution
Nov 28 - Dec 12

Create sales presentations
Nov 30 - Dec 4

Communicate
Dec 5 - Dec 7

Create support
Dec 8 - Dec 10

Phase 4 - Release To Manufacture
Dec 12 - Dec 31

RESOURCE OVERVIEW

Resource Stats

Work status for all work resources.

| Resource | Actual Work (hrs) | Remaining Work (hrs) | Baseline Work (hrs) |
|-----------------|-------------------|----------------------|---------------------|
| Engineering | 90 | 10 | 100 |
| Manufacturing | 85 | 15 | 100 |
| Marketing | 110 | 5 | 115 |
| Sales | 80 | 10 | 90 |
| Product Support | 30 | 10 | 40 |
| Field Service | 35 | 5 | 40 |
| Product Manager | 70 | 15 | 85 |

Work Status

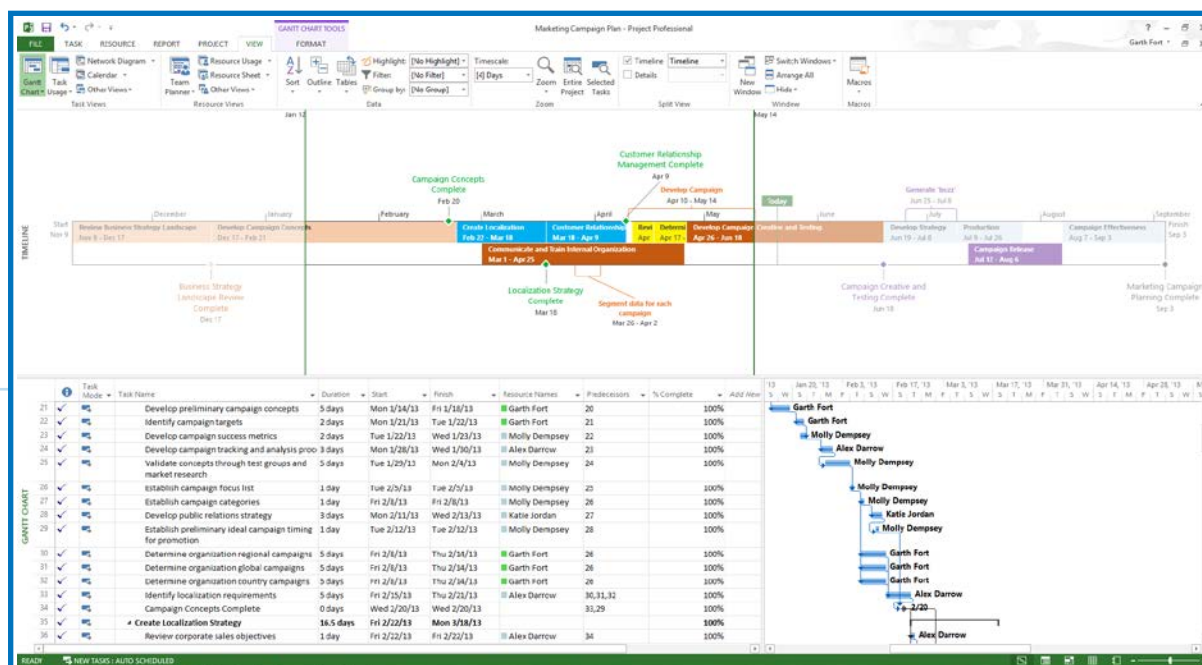
% work done by all the work resources.

| Resource | % Work Complete |
|-----------------|-----------------|
| Engineering | 96% |
| Manufacturing | 88% |
| Marketing | 97% |
| Sales | 93% |
| Product Support | 88% |
| Field Service | 90% |
| Product Manager | 89% |

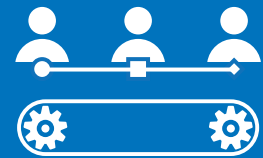
Resource Status

Remaining work for all work resources.

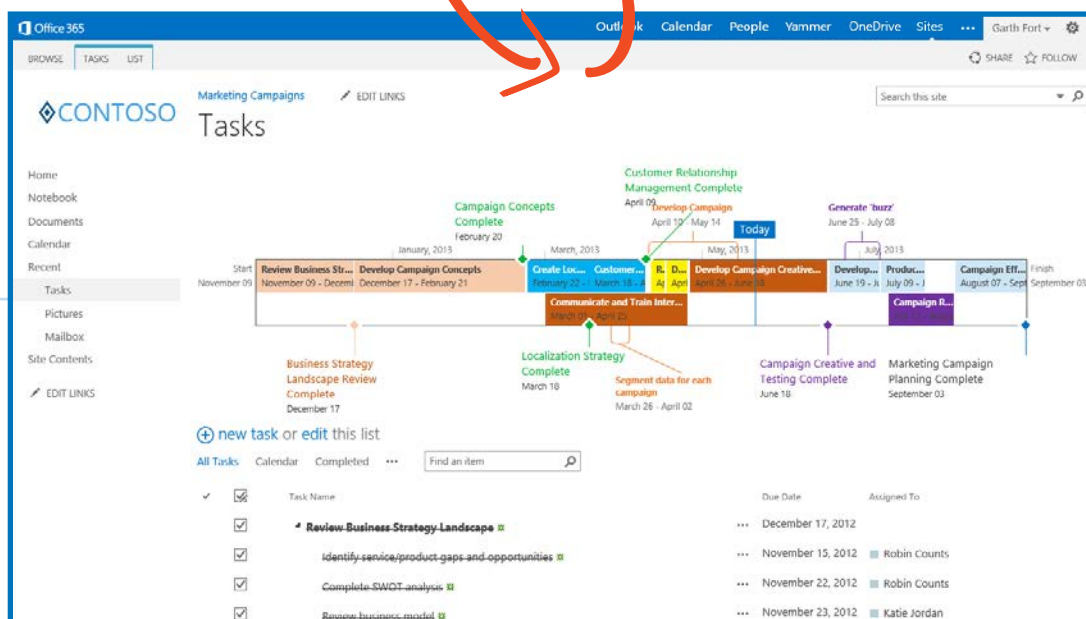
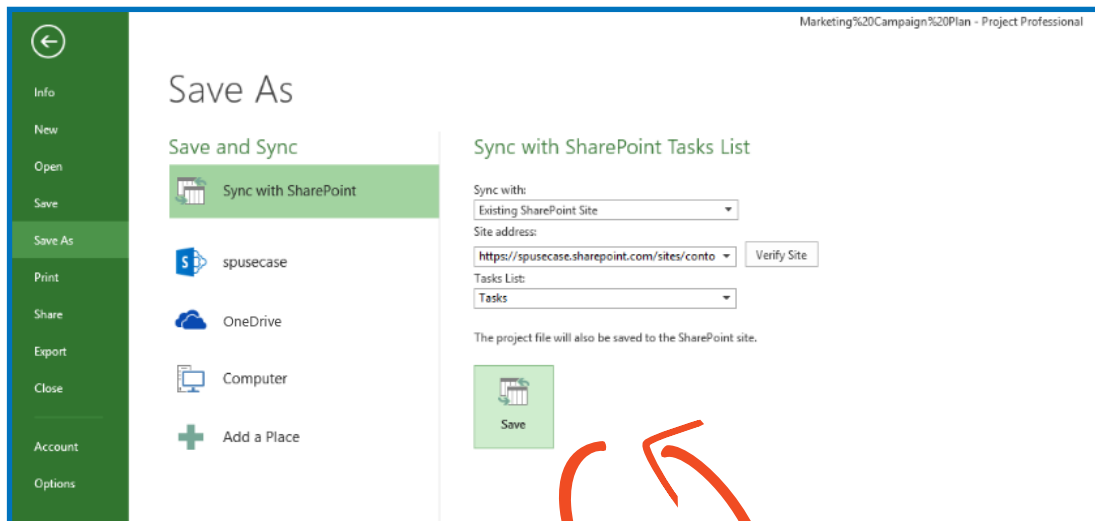
| Name | Start | Finish | Remaining Work |
|-----------------|------------|------------|----------------|
| Engineering | Mon Nov 12 | Fri Dec 14 | 4 hrs |
| Manufacturing | Mon Nov 12 | Fri Dec 14 | 12 hrs |
| Marketing | Mon Nov 12 | Fri Dec 14 | 4 hrs |
| Sales | Mon Nov 12 | Fri Dec 14 | 6 hrs |
| Product Support | Mon Nov 12 | Fri Dec 14 | 4 hrs |
| Field Service | Mon Nov 12 | Fri Dec 14 | 4 hrs |
| Product Manager | Mon Nov 12 | Fri Dec 14 | 17.53 hrs |



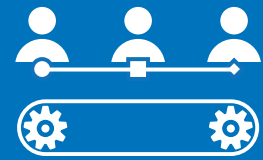
Take your project to the next level



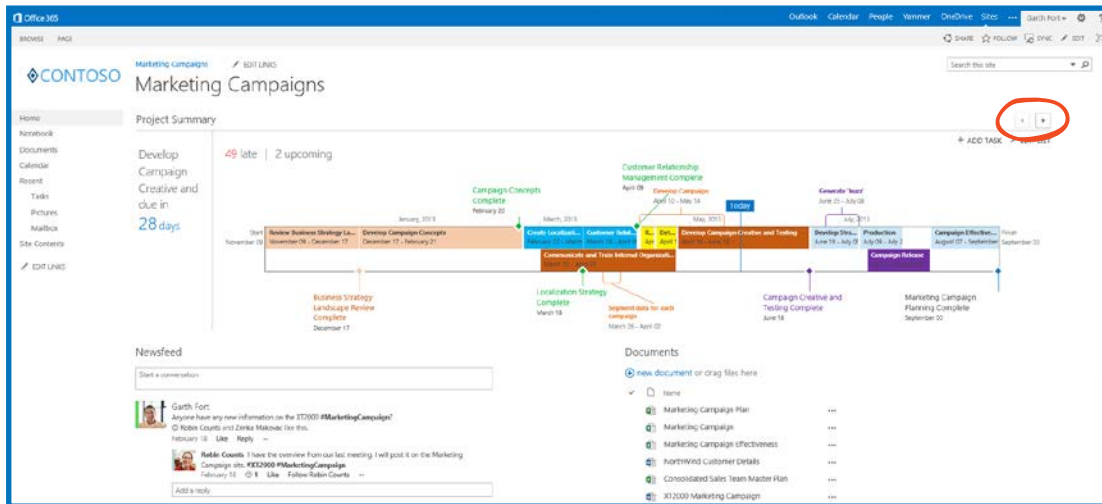
Once you're finished, save your changes back in SharePoint to update your timeline and tasks list.



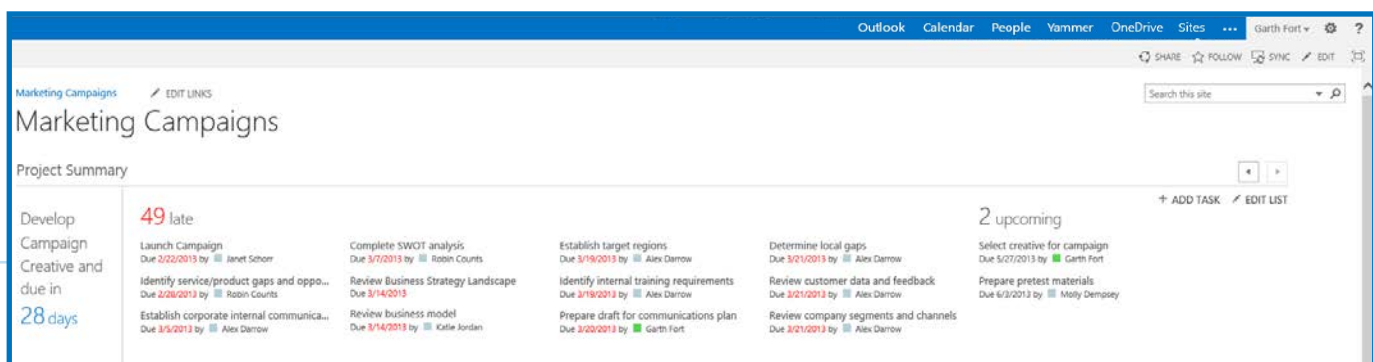
Keep an eye on important details



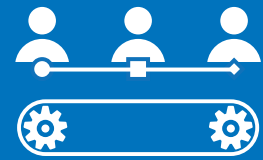
Now your personalized timeline and all the resources that you need to complete your project on time are conveniently available from one place.



Keep an eye on important details with the project summary—it warns about delays and keeps next steps and milestones on your radar.



Get organized



Your personal tasks from Outlook, and your assignments from various projects managed in SharePoint or Project Professional, are all conveniently available in one single to-do list so that you don't miss a thing.

Office 365

Outlook Calendar People Yammer OneDrive Sites

BROWSE PAGE TASKS

My Tasks

Important and Upcoming Active Completed Find a task

Garth Fort

Newsfeed About me Blog Apps **Tasks** EDIT LINKS

Personal

- ☐ Recruit Project Manager February 23
- ☐ Set personal goals for next quarter February 23
- ☐ Buy secretary appreciation gift February 23
- ☐ Schedule SWOT analysis meeting in new Central American market with team February 23
- ☐ Prepare new key selling document templates February 23
- ☐ Research new customers in northeast region February 23
- ☐ Setup sales call with new partner February 23
- ☐ Prepare new blog post on overseas opportunities February 23
- ☐ Step Through Pricing Waterfall February 22
- ☐ Q3 Marketing Analysis March 05
- ☐ Set Pricing Guidelines February 24
- ☐ Draft Ad Template February 20
- ☐ Review Draft XT2000 Pitchbook

Investor Relations Handbooks: Tasks

- ☐ Write section on HCI.

Marketing Campaigns: Tasks

- ☐ Develop competitive advantage

Quickly switch between different views and see the most important and active tasks.

My Tasks

Important and Upcoming Active Completed Find a task

Today

May 16 May 20 May 24 May 28 June 01

Select creative for campaign 5/14 - 5/27

Important

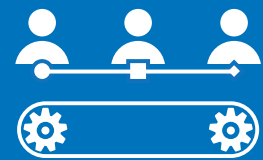
- ☐ Recruit Project Manager February 23
- ☐ Set personal goals for next quarter February 23
- ☐ Buy secretary appreciation gift February 23

Upcoming

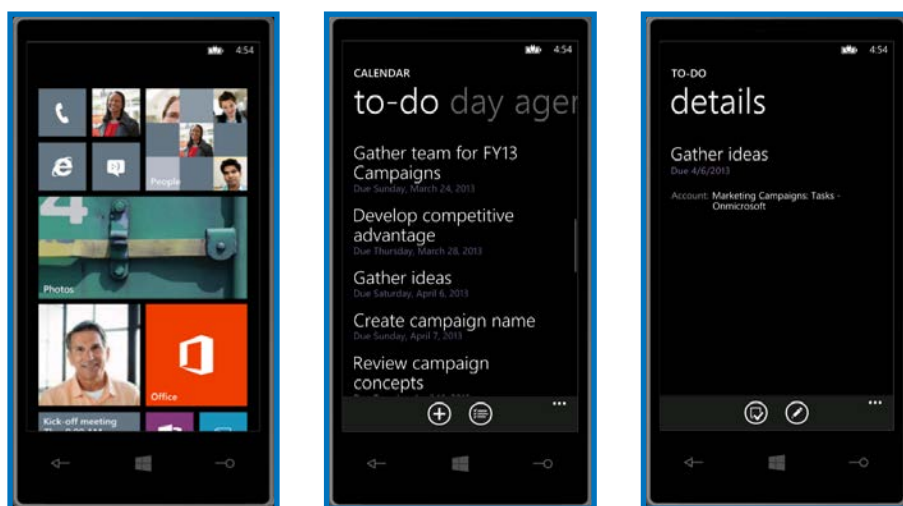
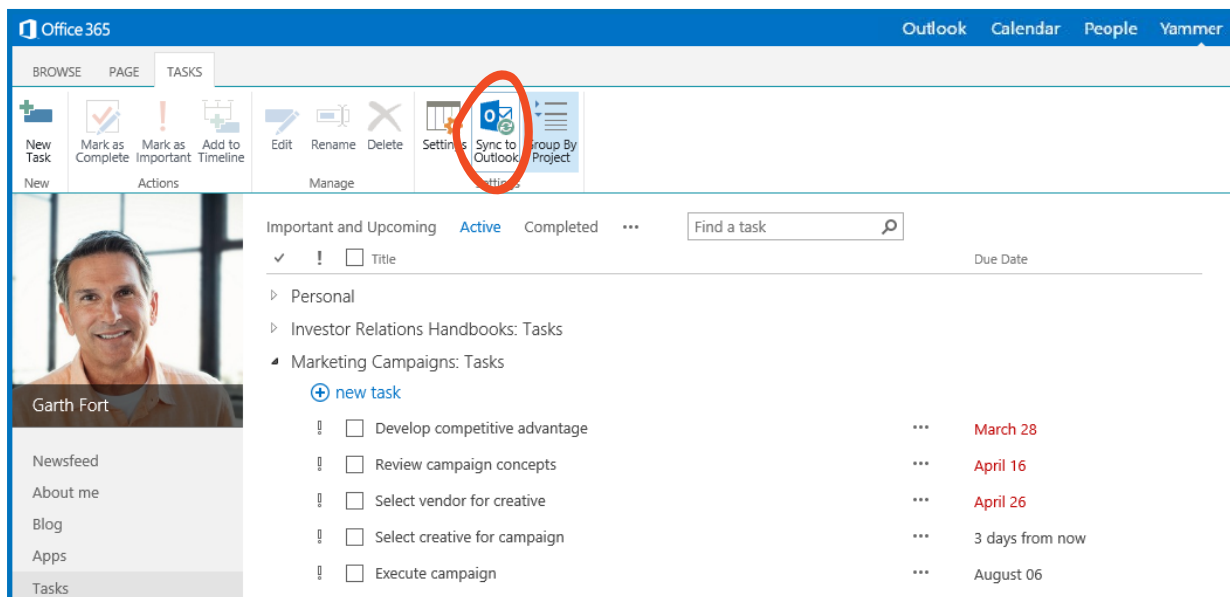
- ☐ Select creative for campaign 6 days from now

Last updated at 5/21/2013 3:12 PM

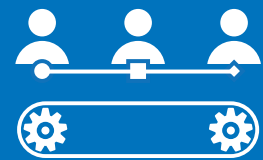
Take your notes with you



Sync your to-do list in Outlook so you can get organized both from your desktop and mobile devices—changes are automatically updated in SharePoint.



Learn more



Office 365 for Business Learning Center
<http://aka.ms/o365learning>