



**PlanningPME**

Schedule easily

## Create teams

### I. Interest of this feature

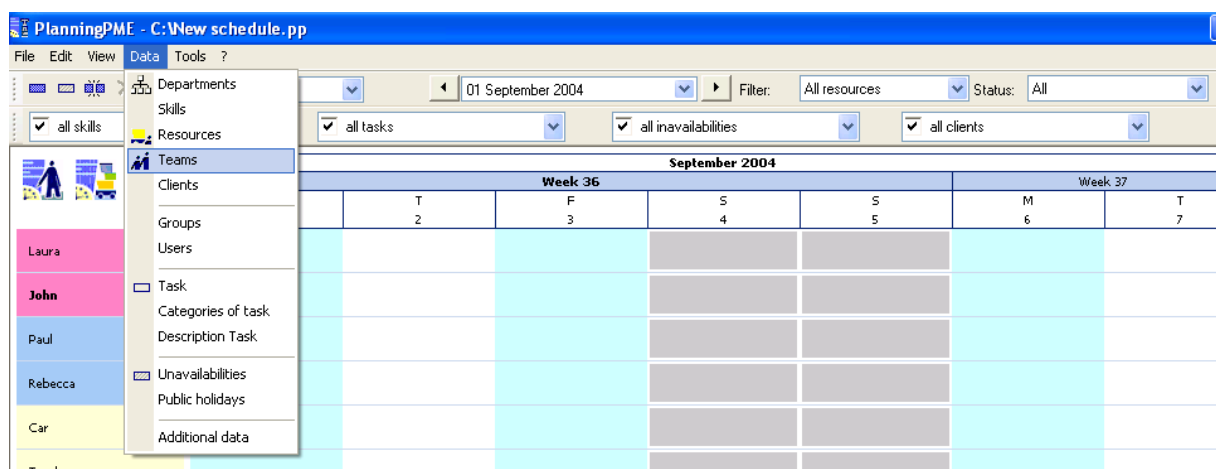
You have the possibility to group many persons into a team.

When you affect a task, or a mission to one of team members, in all team members schedules the task will appear automatically.

► You do not need to create this task for all team members.

### II. How to create teams?

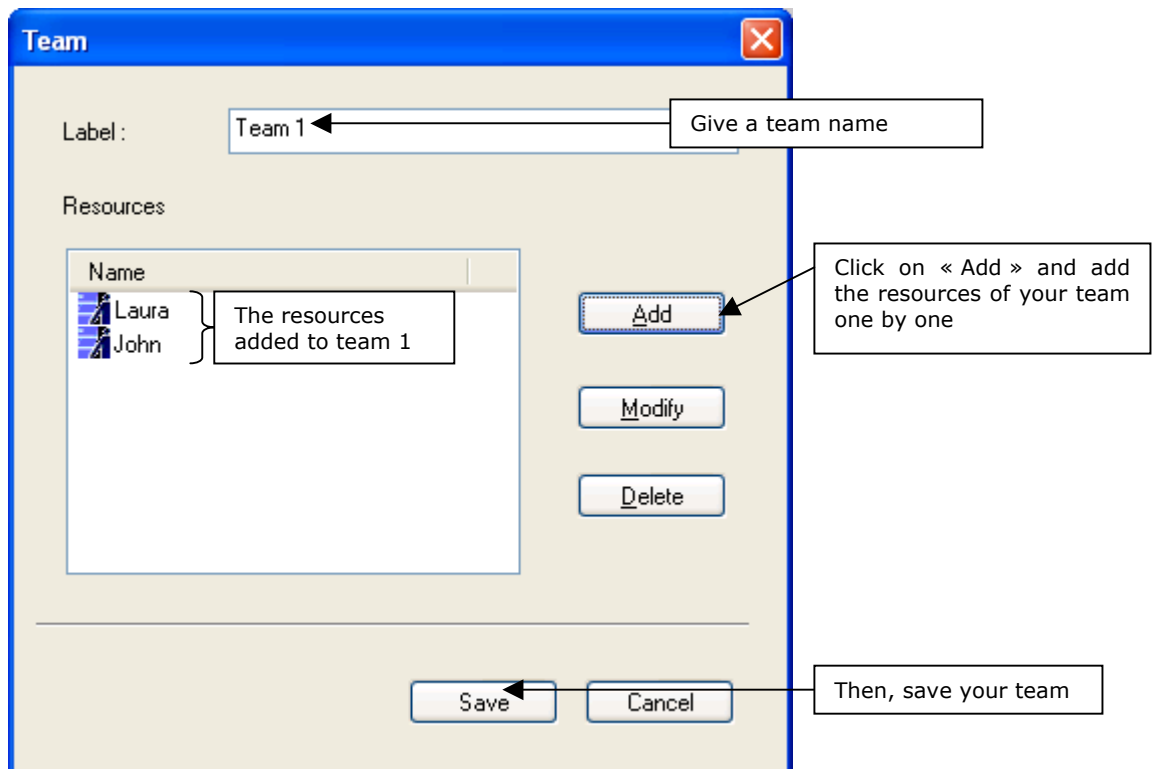
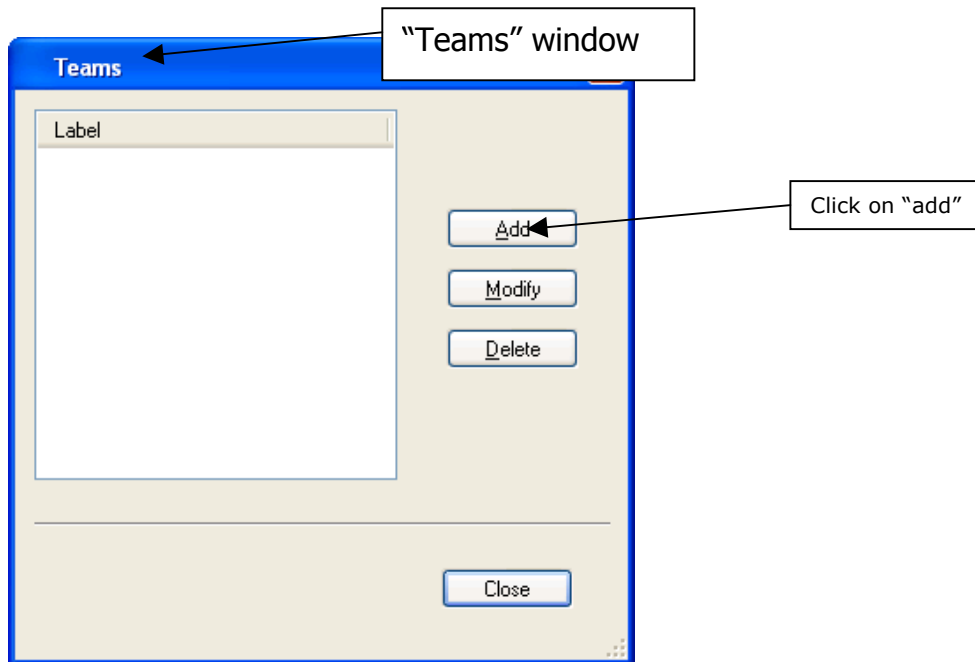
From PlanningPME, go to “Data” -> “Teams”

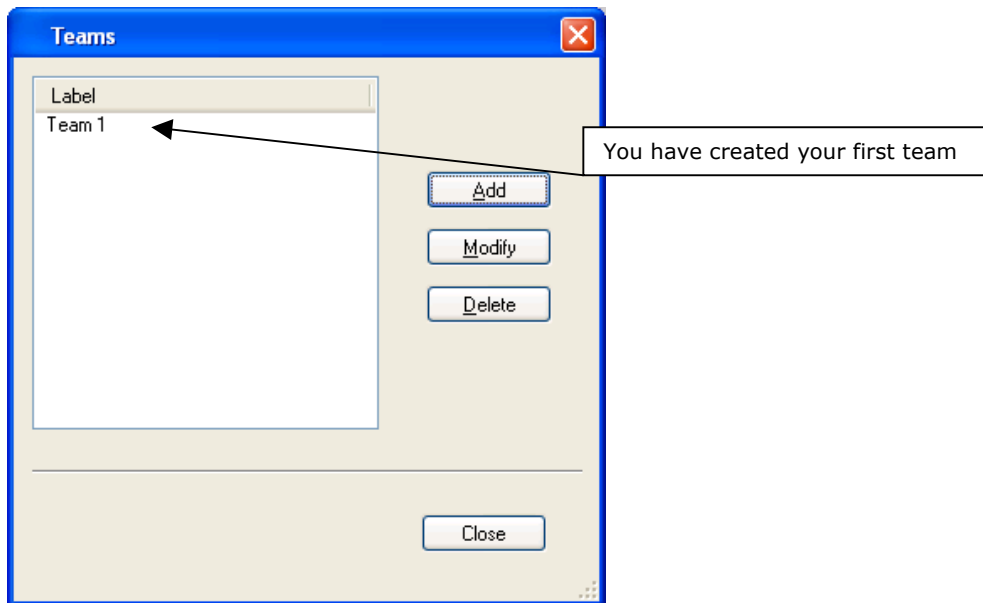




### 1. Create teams

The following window appears. Follow the procedure to create your teams.



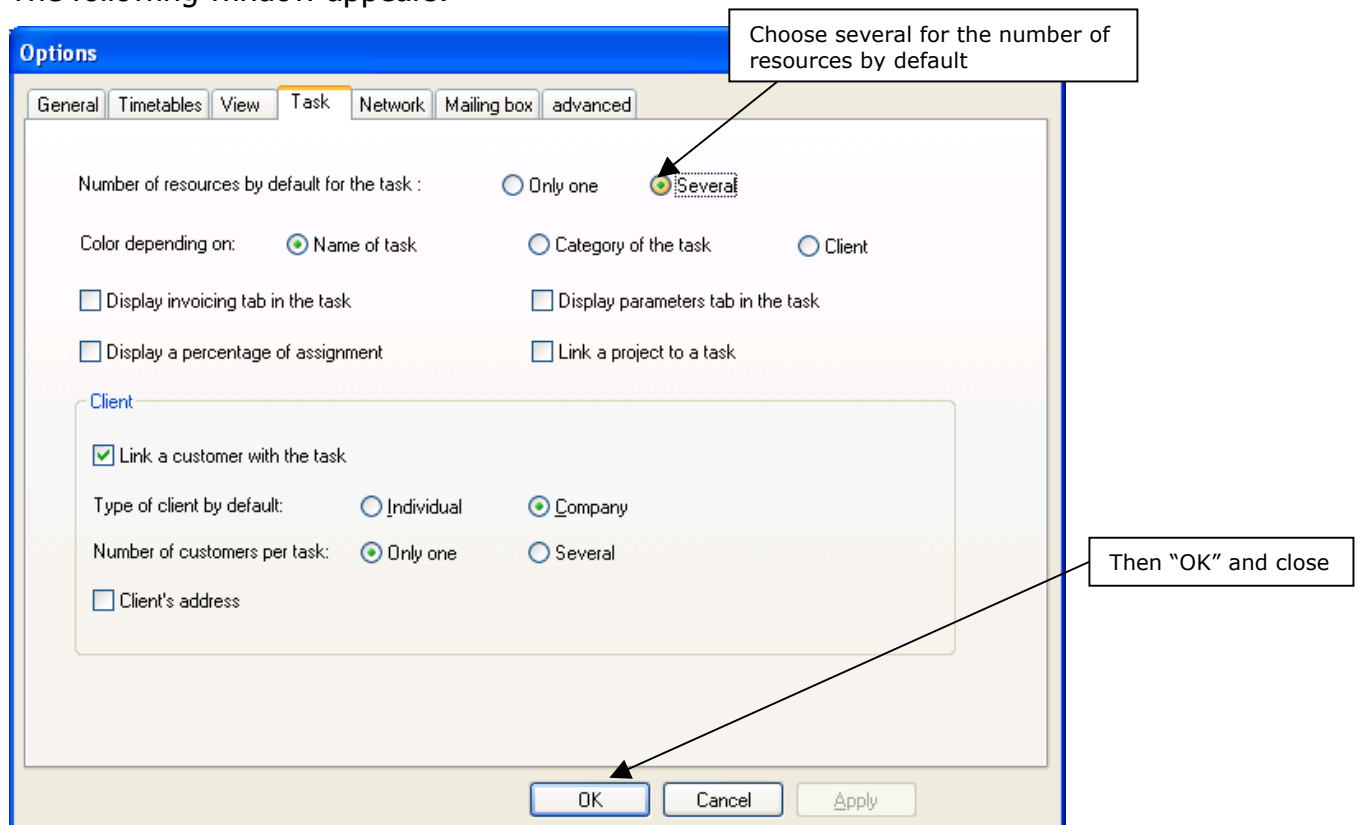


You can add as many teams as you want following the same procedure.  
Then, close this window and go back to the screen display.

## 2. Affect tasks to your team

From PlanningPME, go to "tools" -> "options" and select the tab "Tasks"

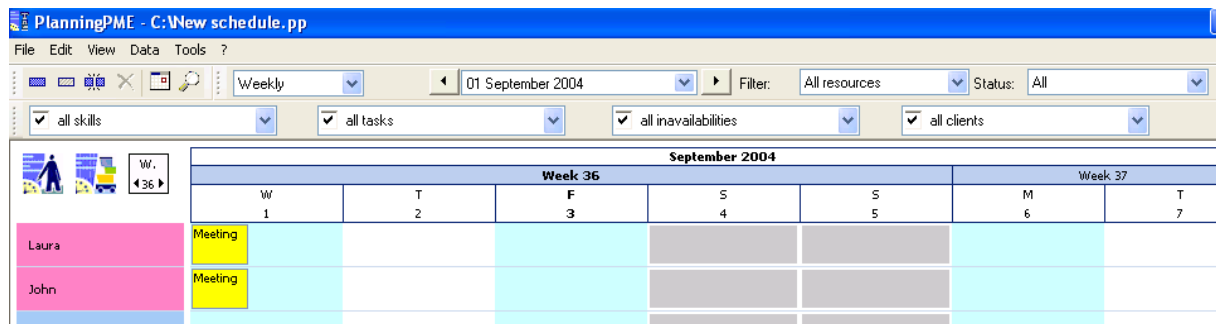
The following window appears:





On your schedule create a task to one team member. Automatically all of them get this task.

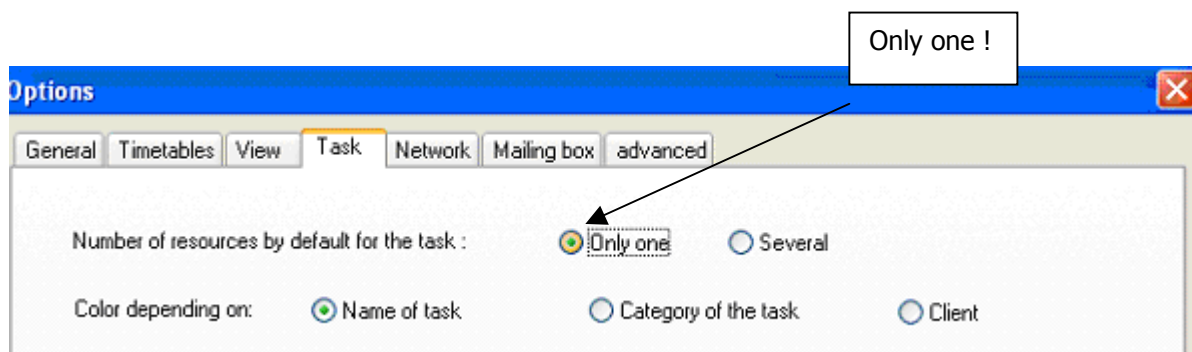
On the example below, the task "meeting" created to the resource "Laura" is automatically assigned to John as they are part of the same team 1.



So, when you affect a task, or a mission to one of team members, in all team members schedules the task will appear automatically.

### 3. Affect tasks to only one resource

Then if you do not want all resources of a same team to be assigned their team task automatically, go back to "tools" -> "options" and select the tab "Tasks". Then, put the number of resources by default at "only one".



And so on...

You will save precious time creating teams.



### III. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

#### PlanningPME

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<http://www.planningpme.net>

TARGET SKILLS

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