

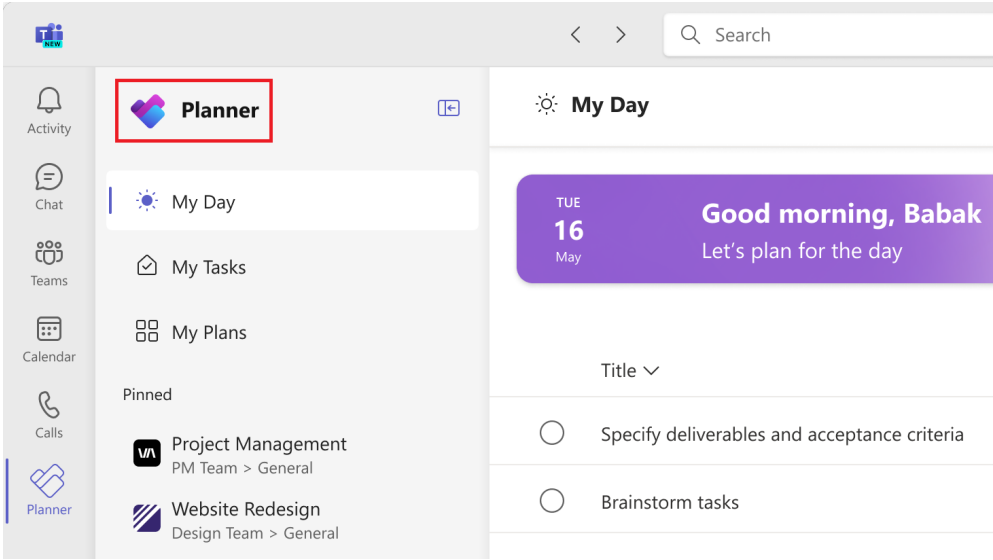


Microsoft Planner Frequently Asked Questions

This document addresses frequently asked questions related to the launch of the new Microsoft Planner, a unified work management solution. The new Planner in Teams is being rolled out to general availability. Copilot in Planner (preview) is being rolled out starting now.

Last updated: April 30th, 2024

New Microsoft Planner FAQs	
What is the new Microsoft Planner?	The new Microsoft Planner is a single, unified work management experience. It brings together the simplicity of Microsoft To Do, the collaboration of Planner, the power of Microsoft Project, and the intelligence of Microsoft Copilot into a single, simple solution, that spans from individual task management to enterprise and professional project management.
Why are you launching a new Microsoft Planner experience?	<p>We've been hearing from customers and analysts that tool proliferation across work management apps can cause rework, missed opportunities, and reduced productivity. From individual workers to team leaders to professional project managers, users are asking for a simple, consolidated work management solution that can flex and scale to meet their needs.</p> <p>The new Microsoft Planner brings together our expertise in task management, collaborative work management, and enterprise work management into a single experience. Powerful, collaborative, scalable, and assisted by next-generation AI, the new Planner is designed to meet the needs of today's workforce and scale with you into the future.</p>
When will the new Microsoft Planner be available?	<p>In March 2024, we released the new Planner app in Teams as part of Microsoft Teams Public preview.</p> <p>We are rolling out the new Planner in Teams to general availability and it is expected that everyone should have this update by the end of April/early May.</p> <p>With this initial rollout, there is no change to the other To Do, Planner, and Project for the Web endpoints outside of Microsoft Teams. They will keep working as always. As announced at Ignite, the next set of</p>

	<p>endpoints that will receive the upgrade to the new Planner later this year will be the Planner for the web and Project for the web.</p>
<p>How do we know if we've gotten the new Planner in Teams app GA?</p>	<p>Since we are rolling this out in waves, the way to know if you have the new Microsoft Planner in Teams is to check the name and icon in top-left corner of the app.</p> <p>This is what you will see if the new Microsoft Planner has been rolled out to you:</p>  <p>The screenshot shows the Microsoft Teams app interface. In the top-left corner, the 'Planner' icon is highlighted with a red box. Below it, the 'My Day' section is visible, featuring a purple header with the date 'TUE 16 May' and the text 'Good morning, Babak' and 'Let's plan for the day'. Below the header, there is a list of tasks: 'Specify deliverables and acceptance criteria' and 'Brainstorm tasks'.</p>
<p>How does the announcement of the new Microsoft Planner impact Project customers?</p>	<p>The new Planner app in Teams is becoming generally available and the current Tasks by Planner and To Do app in Teams will be renamed to Planner.</p> <p>We don't expect this change to impact any existing user scenarios or functionality.</p> <p>Existing Project for the web customers will get access to the premium capabilities in the new Planner app in Teams as part of their Project for the web subscriptions, with no additional licenses required, while continuing to use the web experience.</p> <p>Later in 2024, the new Planner capabilities will also be available as a web experience.</p>

	In addition, there will be no change in name or product experience for Project desktop, Project Server, or Project Online.
What resources are available to help admins understand product changes and prepare users for the new Microsoft Planner experience?	Stay up to date on the latest announcements from Planner on the Tech Community Blog .
I already moved to Project for the web. What will happen to my work?	<p>Your work and projects within Project for the web, as well as all the features you know and love, won't be impacted.</p> <p>Existing work will continue to be available to you in the web experience of Project for the web. You will also be able to view your work in the new Planner app in Teams.</p> <p>Later in 2024, the new Planner web experience will become generally available, where you will be able to access Project for the web capabilities and the additional capabilities of the new Planner.</p>
Is there any change in pricing with this announcement of the new Microsoft Planner?	<p>The new Planner will maintain current Project for the web pricing tiers for Project for the web capabilities.</p> <p>For current users of Project for the web, the capabilities they know and love today will continue to be available in Project for the web—as well as in the new Planner app in Teams—followed by a new Planner web experience later in 2024.</p> <p>Packaging for Copilot in Planner will be announced shortly.</p>
How can we experience premium capabilities in the new Planner?	<p>Users with a Microsoft 365 license will have access to a rich set of capabilities for individual and team work management. These include the ability to create and edit tasks and plans, see a full list of tasks assigned to you within My Tasks, various plan views (Grid, List, and Board), My Day, and more.</p> <p>When you are ready to experience premium features within the new Planner, simply select the diamond icon within the app where you can begin your free 30-day trial of these advanced capabilities or proceed with</p>

	<p>requesting a premium license. Some premium features include report creation, Timeline (Gantt) view, dependencies, sprints, custom fields, team workload, and managing goals!</p> <p>If you already have a Project license you're already equipped with access to the new Planner's premium capabilities corresponding to the license you have.</p>
<p>What features are coming soon to the new Planner including Copilot?</p>	<p>We will be updating the new Planner frequently as we are rolling out to general availability, so you can expect fixes and features to light up in the next few days and weeks. Some notable ones that will be coming:</p> <ul style="list-style-type: none"> • Copilot in Planner. Copilot in the new Planner is currently available to try only through Microsoft Teams Public preview. • Ability to upgrade a basic plan to a premium plan. • A faster and better My Day and My Tasks. • Ability to see Project for the web tasks in My Tasks (currently rolling out to GA in waves). • Ability to sort the task list. • General bug fixes. <p>As a premium feature, Copilot in Planner can help break down tasks into subtasks, identify work needed to meet project goals, and answer basic questions on the overall status of the project. To get the latest information on when Copilot will be available in Planner, sign up for our newsletter here.</p>
<p>What changes should current users of Project for the web, Planner, and the Tasks by Planner and To Do app in Teams expect to see in the coming days?</p>	<p>Tasks by Planner and To Do app in Teams users:</p> <ul style="list-style-type: none"> • With the GA rollout, Tasks by Planner and To Do will be renamed Planner. This app will receive the new Planner experience announced at Ignite 2023 bringing together your work across plans, projects, and to-do lists. <p>Planner web app users:</p> <ul style="list-style-type: none"> • Later in 2024, we will bring the new Planner capabilities and experiences announced at Ignite 2023 to the Planner web app, ensuring experiences are aligned across Planner web and the Planner app in Teams.

	<p>Project for the web users:</p> <ul style="list-style-type: none"> • Project for the web remains available with no change to the existing app functionality. • You can also view your Project for the web work in the new Planner app in Teams. • Later in 2024, after the new Planner app is available for the web, users will be able to use the new Planner web app to access Project for the web capabilities. <p>Project Power app users:</p> <ul style="list-style-type: none"> • Later in 2024, this app will be renamed Planner. Existing app functionality will not change.
<p>With the rebranding of Project for the web to Planner, will Project be retired?</p>	<p>No, Project is not being retired.</p> <ul style="list-style-type: none"> • Project for the web capabilities are becoming part of the new Planner. • Project desktop, Project Online, and Project Server will continue to be available and supported for both existing and new customers.
<p>I am a current Project Online customer. What does this mean for me?</p>	<p>Current customers can continue to use Project Online. There is currently no end of service date for Project Online.</p>
<p>I am a current Project Online customer, interested in moving to Project for the web (to be renamed Planner). How can I begin migration?</p>	<p>Microsoft is funding a pilot migration program that targets data migration between Project Online and Project for the web. This program, supported by a vendor, will assist in planning and migrating customer data.</p> <p>The pilot program is available for a limited number of customers. Contact ProjectPilotProgram@microsoft.com to learn more.</p>

<p>I am a current Project desktop and/or Microsoft Server customer. Where can I find more information?</p>	<p>Project desktop and Project Server will continue to be available and supported for both existing and new customers.</p> <p>Additional details on Project Server are available below.</p> <ul style="list-style-type: none"> • 2013: Project 2013 - Microsoft Lifecycle • 2016: Project Server 2016 - Microsoft Lifecycle • 2019: Project Server 2019 - Microsoft Lifecycle • 2021: Project 2021 - Microsoft Lifecycle • Subscription Edition: Project Server Subscription Edition - Microsoft Lifecycle
<p>Changes to the Tasks by Planner and To Do app in Teams</p>	
<p>What is changing in the Tasks by Planner and To Do app in Teams?</p>	<p>Tasks by Planner and To Do are being renamed to Microsoft Planner in the Teams app. This app will receive the new Planner experience: bringing together your work across plans, projects, and to-do lists.</p>
<p>What is the difference between the Tasks app by Planner and To Do and the new Planner app in Teams?</p>	<p>The new Planner app in Teams will include all the collaborative capabilities that the Tasks app by Planner and To Do users trust and love today, plus new simple, intelligent features to power plans and projects. The new Planner app will include a dedicated “My Tasks” and “My Day” view that aggregates tasks assigned to you across basic plans, from Teams meeting notes, tasks from Microsoft Loop components, etc.</p> <p>Additional premium capabilities of the new Planner app will include:</p> <ul style="list-style-type: none"> • Copilot in Planner (we will share more about pricing and details for Copilot in Planner shortly). • Views that allow you to drill down on priorities like timeline, people, goals, custom fields, and task dependencies. • Additional premium capabilities including sprints, baselines, portfolios, advanced Dependencies with Lead-Lag capability, People view, and goals

<p>My frontline workforce is using Tasks by Planner and To Do in Teams. What does the new Planner announcement mean for them?</p>	<p>The new Planner app will continue to support frontline workers with both task publishing and APIs for frontline task automation. You will continue to get all the recent frontline features we've released, including:</p> <ul style="list-style-type: none"> • Rich text for task notes. • Ability to require users to complete a checklist before completing a task. • Ability to allow task publishers to choose recipients to notify when publishing/unpublishing task lists. <p>Coming Spring 2024, new frontline task features will ship as part the new Planner.</p>
<p>Will the new Planner capabilities in Microsoft Teams be available for desktop, web, and mobile?</p>	<p>We are taking a scenario-based approach to prioritize capabilities on different surfaces and endpoints.</p> <p>At launch, most of the new Planner capabilities will be first available for desktop and web, with select mobile-first capabilities such as My Tasks, My Day, and Frontline features also available in Teams mobile. Give us feedback on the capabilities from the new Planner you would like to experience in mobile.</p> <p>Stay up to date via the Microsoft 365 Public Roadmap for updates on future capabilities including mobile experiences.</p>
<p>Today, I can search for and install Project inside of Teams Channels. What will happen to that feature with the new Microsoft Planner?</p>	<p>You will continue to have the option to add Project as a tab in a Teams channel. In early 2024, the Project tab will be renamed to Planner.</p>
<p>Microsoft To Do</p>	
<p>How does this announcement impact Microsoft To Do?</p>	<p>This announcement does not impact any existing user scenarios or functionality of To Do apps.</p> <p>Many To Do capabilities that you use and love today, such as My Day, My Tasks, Flagged Emails, and more, will be available to you in the new Planner app in Teams.</p>

Enterprise Work Management

<p>For current Project for the web users, are there any added benefits of using the new Microsoft Planner?</p>	<p>Current Project for the web users will still be able to access product features they know and love in the new Planner.</p> <p>Additional capabilities of the new Planner include:</p> <ul style="list-style-type: none"> • Copilot in Planner (we will share more about pricing and details for Copilot in Planner in the coming months). • New enterprise work management capabilities. <p>Current Project for the web users can now enjoy a clean, intuitive design of the new Planner that brings the simplicity of To Do, the collaboration of Planner, and the power of Project for the web in a simple, familiar experience.</p>						
<p>Is a license required to use the new Planner?</p>	<p>Planner is part of Microsoft 365, which means customers with an eligible Microsoft 365 subscription can use it with no additional license required. Accessing premium capabilities will require a paid license. Customers will have access to start a 30-day trial of premium capabilities directly from within Planner, as long as the administrator of their Microsoft 365 license has enabled trials within their organization.</p>						
<p>Who can install the new Planner?</p>	<p>Microsoft 365 administrators can install and enable Planner and assign users and security groups.</p>						
<p>How can I ask a question or send feedback about Planner?</p>	<p>If you have feedback on the new Planner, or would like to request a feature, please reach out! Submit your request or feedback.</p>						
<p>Where can I find more resources about Planner?</p>	<table border="0"> <tr> <td>Announcement blog</td> <td>Planner feature releases/roadmap</td> </tr> <tr> <td>Demo videos</td> <td>Sign up for Planner notifications</td> </tr> <tr> <td>Documentation pages</td> <td>Try free for one month</td> </tr> </table>	Announcement blog	Planner feature releases/roadmap	Demo videos	Sign up for Planner notifications	Documentation pages	Try free for one month
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	Tech Community The new Planner in Teams GA	Public Preview Blog Plans and Pricing
Will colleagues with a Microsoft 365 license (not a Project Plan license) still be able to view task details and check off tasks for a Project/ Plan created by a licensed user?	Planner is part of Microsoft 365, which means customers with an eligible Microsoft 365 subscription can use it with no additional license required. Accessing premium capabilities will require a paid license .	
Licensing		
Are there any changes to license names?	Today, we are also rolling out a name change to the Project Plan 1 license to align with our rebrand of the new Planner app. This license is now renamed as Planner Plan 1 and will continue to be the first of three primary licenses that provide users with premium features. The current Project Plan 3 and Project Plan 5 licenses will not be renamed at this time.	
Will I be able to work across people licensed on Planner premium capabilities and included in Microsoft 365, or does everyone need to be assigned a paid Planner license?	Yes, you will be able to share plans across Planner premium and Microsoft 365 Planner.	
Is the new Planner only going to show tasks from projects in a (default) environment? Or will it show tasks from any named environment project?	Planner in Teams will show projects in default environment on the GA date in April 2024. We are planning to support named orgs as part of the new Planner in Web work which is targeted later in 2024 (this may include adding support for named orgs in Planner Teams as well).	

<p>Will Microsoft 365 users that don't have additional subscriptions for Planner be able to view the premium features (e.g. Gantt charts) that users with Planner paid subscriptions create?</p>	<p>Microsoft 365 users have the ability to modify tasks in premium plans the same way they could in a basic plan. This means that they have edit access to capabilities like assigning a task, changing a task's start or finish dates, or adding an attachment to a task. A Project license is still required to view and edit premium capabilities like Gantt charts or goals. You can see the list of capabilities by license here.</p>
<p>If I have the desktop version of Project and a Project Online license, will I have access to the premium capabilities in Planner?</p>	<p>You will have access to Planner premium.</p>
<p>What are the changes to licensing for the new Planner that will be rolling out in April 2024?</p>	<p>Licensing will be announced very shortly.</p>
<p>How can I purchase the new Planner with premium capabilities?</p>	<p>You can purchase either through your Admin or individually. Customers will have access to start a 30-day trial of premium capabilities directly from within Planner, as long as the administrator of their Microsoft 365 license has enabled trials within their organization.</p>
<p>Are there feature differences between using premium plan features (i.e., Project for the web features) in commercial cloud vs. GCC?</p>	<p>In general, we try and keep consistency between GCC+ and commercial features. The expectation is to bring parity within 90 days of GA release. In certain cases, a feature may not roll-out in GCC+ because it may be irrelevant, experimental, or blocked there. Task history is one such feature difference.</p>
<p>Migration</p>	

<p>What happens to existing Planner and Project for the web projects? Are these existing project plans "migrated" behind the scenes when the new Planner app is enabled in our environment?</p>	<p>Non-premium plans will continue to be stored in Azure (like Planner today). Premium plans will be in Dataverse. When you convert non-premium to premium plans, we will take care of the migration.</p>
<p>Will Power BI and Power Apps reports continue to work?</p>	<p>The Power Apps and Power BI reports built for Project for the web will continue to work.</p>
<p>Features</p>	
<p>Do the Tasks in Loop go into Project of the web? How does this work?</p>	<p>Tasks in a Loop component sync to Planner.</p>
<p>Will customers be able to disable Copilot in Planner in Teams?</p>	<p>By mid-May 2024, there will be a control in the admin portal to disable Copilot for Microsoft 365 in Planner. We will update this Message center post with additional details when the control is available.</p> <p>Copilot for Microsoft 365 in Planner will begin rolling out before this control is available. If you would like to disable Copilot for Microsoft 365 in Planner before the admin control is available, open a support request with Planner support and we can disable it on your behalf temporarily until the self-service option is available. Our recommendation is to wait for the self-service option if possible.</p>
<p>Is Exchange Online required to use the new Planner experience?</p>	<p>For more information on Exchange Online dependencies with the new Planner, see Microsoft Planner for admins.</p>

<p>Is it possible to delay updating users to the new Planner, and then enabling the new Planner when they are ready?</p>	<p>No, it is not possible to delay updating users to the new Planner.</p>
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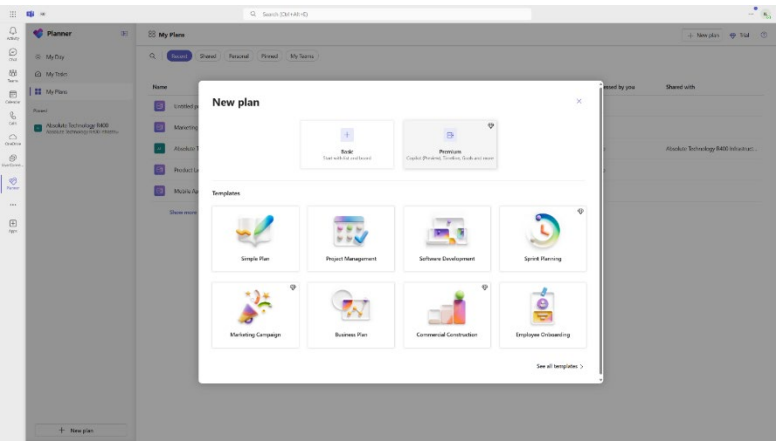
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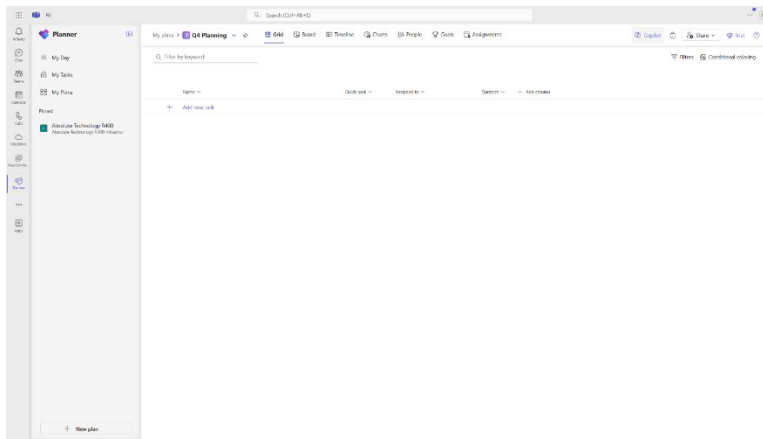
<p>My customer has a customized version of Project Online. Will Microsoft help migrate these solutions to the new Planner, or is this a partner-led effort?</p>	<p>Native migration tools are available to simplify the movement of project data from a customer's existing Project Online environment to Planner. However, if an environment has more complex elements like custom code and integrations, the customer may enlist a Project partner.</p>
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<p>Does Microsoft have resources to help with more complex Planner efforts and questions?</p>	<p>Yes, please contact wwplanproj@microsoft.com for any help needed.</p>
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Copilot in Planner (preview)

<p>When will Copilot in Planner (preview) be generally available?</p>	<p>Copilot in Planner (preview) is rolling out to general availability to a subset of users of the new Microsoft Planner. With the power of generative AI, Copilot in Planner streamlines the planning, management, and execution of your work, keeping you informed as you achieve your goals. Copilot in Planner helps teams transform the way they work and collaborate on projects together.</p>
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<p>How can we experience Copilot in Planner capabilities?</p>	<p>If you already have a Project Plan 3 or Project Plan 5 license, you will be able to access Copilot in Planner capabilities once it is rolled out to your organization. If you do not have a premium Project license, you can simply select the diamond icon within the app where you can begin your free 30-day trial of advanced capabilities—including Copilot—in Planner or proceed with requesting a premium license.</p> <p>Note: We will be rolling out availability of Copilot in Planner (preview) progressively over the next few weeks so even if you meet the requirements above you may still not see it until it is fully rolled out. After we have fully rolled out, if you do not have a premium Project license, you can simply click on the diamond icon within the app where you can begin your free 30-day trial of advanced capabilities – including Copilot - in Planner or proceed with requesting a premium license.</p>
<p>How will I know if Copilot in Planner is available to us?</p>	<p>Look for the Copilot icon in the top right of your screen and select it to see whether you have an existing Project Plan 3, Project Plan 5, or a premium trial license; first, launch the new Planner app in Teams. Create a new premium plan or open an existing premium plan:</p>  <p>If you have access to Copilot, you'll see the Copilot preview button in the top right. If you haven't seen the Copilot preview button yet, stay tuned, we'll be rolling it out progressively over the next few weeks.</p>



For admins of organizations for which the new Planner and Copilot in Planner has yet to be rolled out to and you'd rather not wait, you can opt-in to [Teams Public preview](#) to see the new Planner and experience Copilot in the new Planner earlier.

Will users who have a Microsoft 365 Copilot license have access to Copilot in Planner? Or do they still need a Project Plan 3 license?

While final pricing for Copilot in Planner has not been announced, if you already have a Project Plan 3 or Project Plan 5 license, you will be able to preview Copilot in Planner capabilities once it is rolled out to your organization. It is a separate license from the Microsoft 365 Copilot license.

Will Copilot in Planner be available to Project Plan 3 users regardless of whether they have a Copilot for Microsoft 365 license?

Copilot in Planner, which is beginning GA rollout, will indeed be accessible to Project Plan 3 users regardless of their Copilot for Microsoft 365 license status. This integration aims to enhance work and project management by providing support for generating new plans, setting goals, tracking status, and adapting to changes as projects evolve. With Copilot in Planner's assistance, managing work and projects will become faster and more efficient, empowering users to achieve their business outcomes effectively.

What is Copilot in Planner and how does it work?

Copilot in Planner is designed to act as an assistant to help with planning, managing, and tracking projects. With Copilot in Planner, teams can generate and add tasks, goals, and buckets based on user prompts, and even create a full plan including these elements. You can ask Copilot to plan for your next project and it will start generating the work breakdown. When it's time to triage an issue, expand scope, or make other changes

	<p>to the plan, Copilot can help track a new goal, identify what tasks are behind, or which team members have the highest workload.</p> <p>Copilot in Planner works by leveraging all the shared infrastructure that all other Microsoft Office Copilots are using (e.g., Copilot in Word, Excel, PowerPoint, Outlook, etc.).</p>
<p>What are the features and capabilities of Copilot in Planner?</p>	<p>Copilot in Planner can generate and add tasks, goals, and buckets based on user prompts, and even create a full plan including these elements.</p> <p>The specific skills Copilot in Planner provides are:</p> <ul style="list-style-type: none"> • Generate a full plan, including tasks, sub-tasks, buckets, and goals (tasks are titled only for MVP) • Generate/add tasks (title only), buckets, and goals to an existing plan • Ask basic questions about the plan (i.e., "What tasks are due this week?")
<p>Does Copilot in Planner require a Microsoft Copilot license?</p>	<p>No, it doesn't. A Project Plan 3 or Project Plan 5 license is required to use Copilot in Planner.</p>
<p>How does Copilot in Planner work with Microsoft 365 Copilot and what are the differences between them?</p>	<p>Copilot in Planner skills are only available when you are using Copilot in Planner in the Planner experience. This applies even if you have a Project Plan 3 license.</p> <p>If you have a Microsoft 365 Copilot license you can ask questions about your individual tasks. This includes:</p> <ul style="list-style-type: none"> • Private tasks • Tasks assigned to you in Planner basic plans • Tasks assigned to you in Planner premium plans
<p>What languages does Copilot in Planner support?</p>	<p>In general, Copilot supports the following languages for prompts: Chinese (Simplified), English, French, German, Italian, Japanese, Portuguese (Brazil), Spanish. We plan on adding more languages to Copilot and will update as additional languages are supported.</p>
<p>How do I report a bug or request a feature?</p>	<p>There are several ways to file feedback. For a bug or feedback regarding a specific Copilot interaction, please use the thumbs up/thumbs down buttons included with Copilot's response. This will allow you to send us</p>

anonymous log data that will help us investigate or contextualize any issue you are dealing with. You can also file feedback through the new Planner app in Teams directly—try selecting the menu in the top right of a plan (next to "Share") and select "Feedback." You can also leverage the [Planner Feedback Portal](#).