

Project and Work Management Tools

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YUL Service Domain [Productivity & Collaborative Services](#) [1]

Alias project management, planner

Short Description: Project and work management tools provide YUL with the ability to coordinate and collaborate on projects of any size and duration.

Description

Project and work management tools are software packages provided by Library IT to facilitate management of YUL projects and activities. The current software suite includes:

- Planner

This tools offer various levels of time and resource management, collaboration, and team communication support. Please note that these tools are **available only to Yale University Library staff**.

Visibility No visibility restrictions

Who is eligible to use this service offering? Yale Library Staff Only

Affiliations that can use this service offering Staff

How do I get it?

You must be a Yale Library staff member to request project management tools. Access to project management tools can be requested via the [Library IT service request form](#) [2].

How do I access it?

The access point for Planner is <https://tasks.office.com/> [3]

Does your service offering require a user to have specific system configurations?

Planner is available as a part of the Microsofy 365 and is installed on all library staff computers.

Is there a specific area that your user can go to for help?

Help is available within the Planner interface. Library IT does not currently offer local documentation for Planner.

Do you have specific Documentation and Support outside of the Knowledge Base?

Library IT does not currently offer local documentation for project management tools.

Are there any specific policies and procedures outlined for your service offering?

No.

Are there Rates & Charges Associated to this Service Offering? No

Categories Access

Inquiry

Outage

Something Broken

Tier 1 Support YUL Support Group (listed above)

Sub-category needed? No

Generic Request? No

Can users request access to your service offering? Yes

Support Group [Client Services & IT Operations](#) [4]

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Published on Yale University Library (<https://web.library.yale.edu>)

Links

[1] <https://web.library.yale.edu/service-domains/productivity-collaborative-services> [2]
<https://web.library.yale.edu/form/service-request> [3] <https://tasks.office.com/> [4] <https://web.library.yale.edu/service-support-groups/client-services-it-operations>