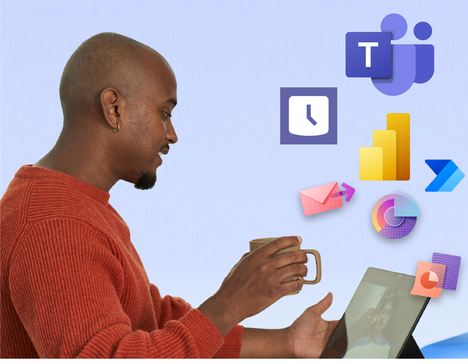


Microsoft Teams & 365 apps

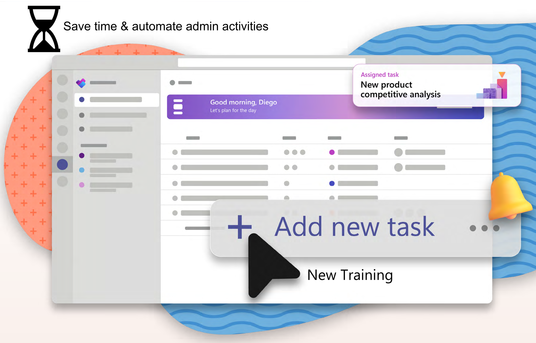
Day in the life
of a Digital Lean Manager

Meet Pawel, a Team Leader who uses Digital Lean Management in Microsoft Teams to actively manage his team and track his day-to-day work across Microsoft 365 apps. Meet Diego, who just joined Pawel's team. Pawel stays on top of his workload, so they can accomplish more every day.

8:00 AM

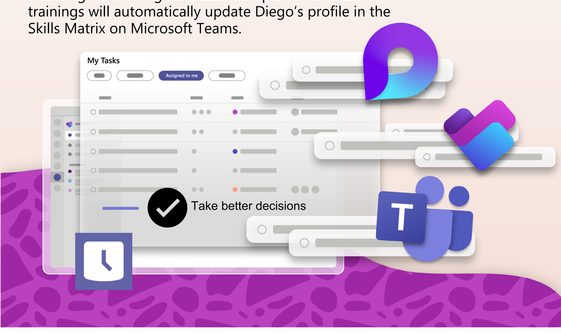
Pawel starts his day by reviewing notifications from Power Automate. Today, there's a new joiner, Diego, who has been automatically added to the team's digital tools such as the Capacity Management and Skills Matrix systems. This automation ensures that Diego is seamlessly integrated into the team's workflow from day one.

Save time & automate admin activities



8:30 AM

Pawel receives a prompt to select mandatory training for Diego. He chooses relevant sessions that will equip Diego with necessary skills and knowledge. Once selected, automated notifications are sent to Diego, outlining his training schedule. Completion of these trainings will automatically update Diego's profile in the Skills Matrix on Microsoft Teams.



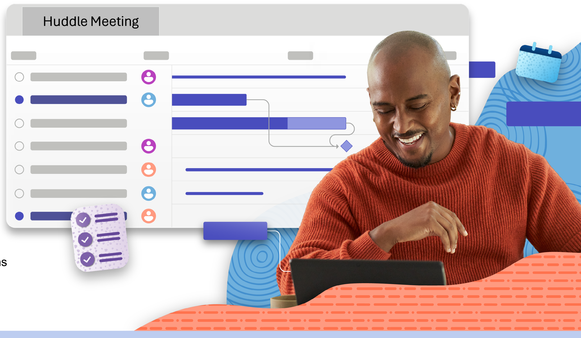
9:30 AM

Pawel updates MS Shift to assign initial tasks to Diego, ensuring that these align with his current training and development stage. This tool helps manage Diego's workload and integrates his responsibilities into the team's overall workflow.

Pawel reviews the day's plan for the entire team to ensure that workloads are realistic and that all team members, including Diego, have tasks that match their skills levels, promoting an efficient and balanced workflow.

10:30 AM

The team gathers for a huddle meeting where members, including Diego, have pre-updated their statuses in MS Loop. Discussion points include task progress, immediate support needs, and opportunities for team collaboration. This ensures everyone is aligned and supported.



Enable collaboration in remote and multi-locations teams



1:00 PM

Diego works on a new task with the support of a more experienced team member, Adele. To supplement the hands-on guidance, he accesses custom tutorial videos on Microsoft Stream prepared by the team, enhancing his learning and efficiency.

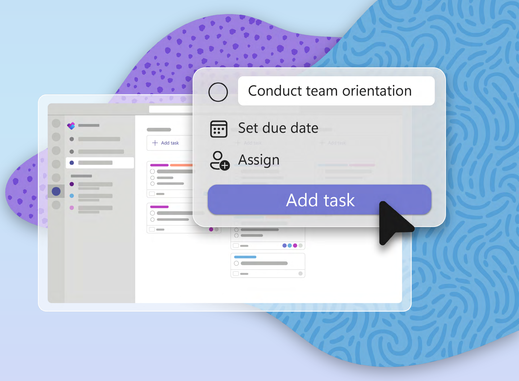
Quicker up-skilling and increase in productivity

1:45 PM

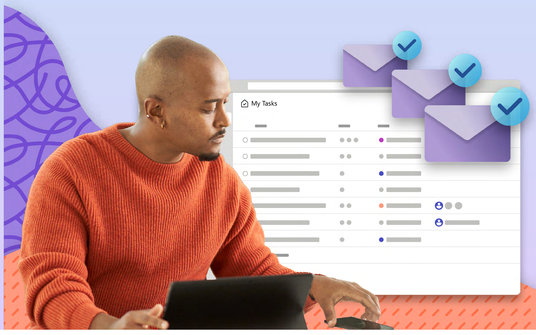
After chatting with Adele and reviewing the video tutorial, Diego follows-up with the Standard Operating Procedure in OneNote.

3:00 PM

Diego adds his tasks to the Teams platform, providing transparency and allowing other team members to see his contributions and progress. This fosters a collaborative environment and keeps the team aligned.



Modern work experience



4:30 PM

Before wrapping up his day, Diego checks off his completed tasks in Teams, ensuring all his assignments are accounted for. This helps him stay organized and allows Pawel to easily monitor his progress and integration into the team.

Before heading home, Diego clicks on the **My Tasks** view one last time to confirm he has accomplished everything he needed to. Diego signs off, feeling great about his progress today.

Keeps Team's accountable

Start using Microsoft 365 apps for Digital Lean Management

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