



# Work Smarter, not Harder.

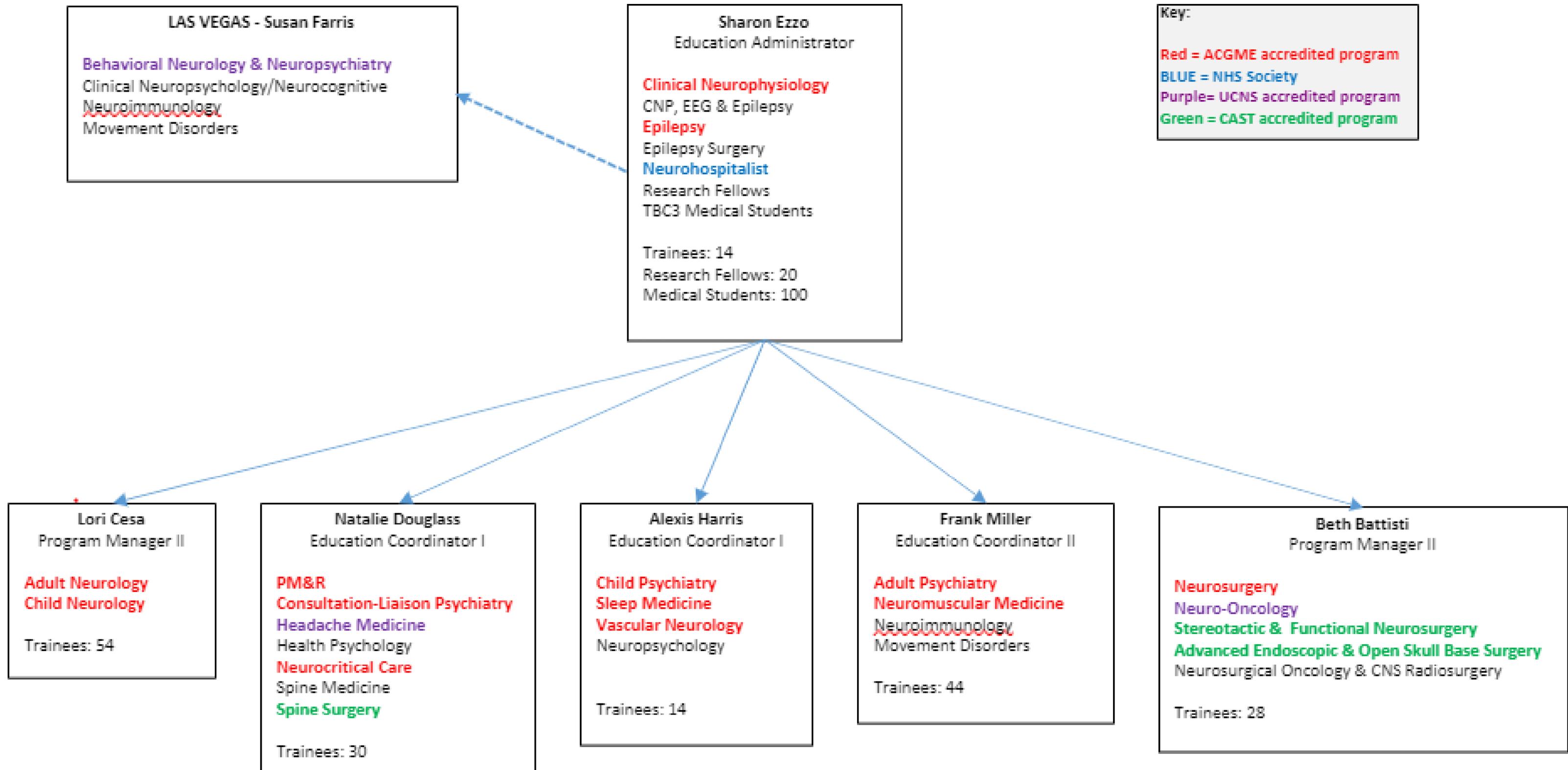
## Maximizing Microsoft Teams

Beth Battisti, MHA, C-TAGME

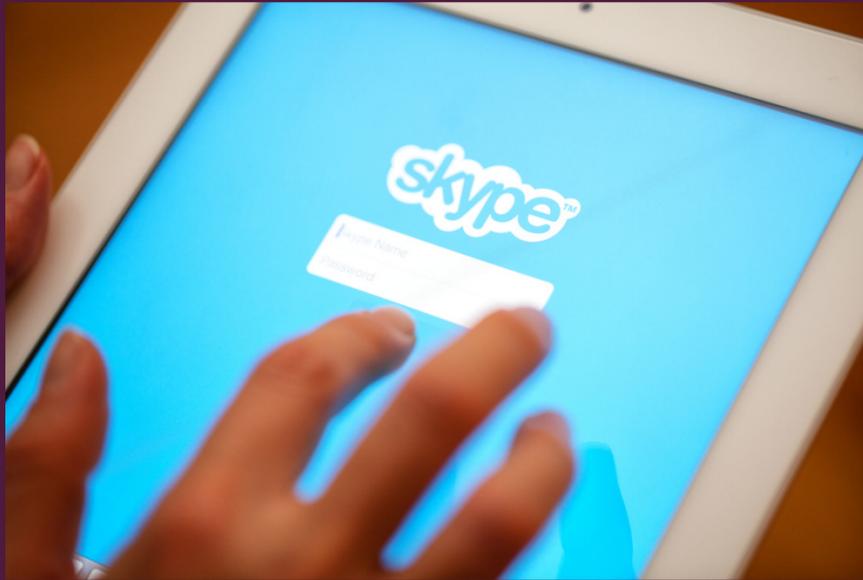
ARANS Member at Large

Program Manager, Cleveland Clinic

# NI Education Office Organizational Chart



# Tools/ Resources



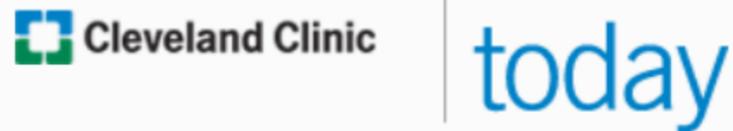
**Skype**



**Zoom**



**Network share  
folders**



### Article Categories

- ▶ CEO Updates
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## Please use Microsoft Teams as your online meeting collaboration tool

Author: **Caregiver Communications** / Monday, March 16, 2020 / Categories: **News, News, COVID-19 News, COVID-19 News (Featured)**

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To limit exposure and ensure safety during the COVID-19 situation, caregivers have been asked to replace in-person meetings with a virtual option.

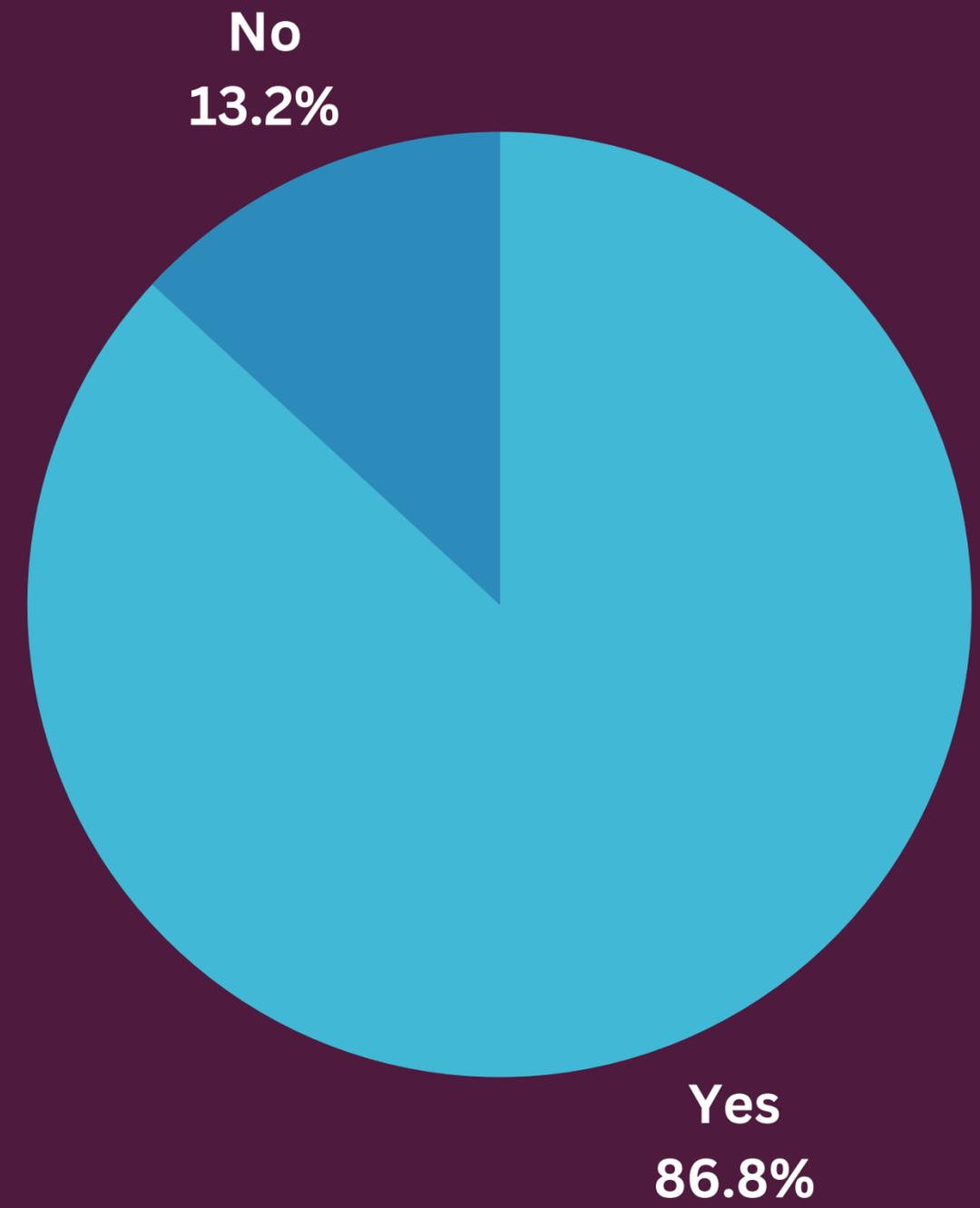
To ensure our internal network doesn't get overburdened by the increased use, and disrupt caregiver workflows, beginning on Monday, March 16, we are introducing Microsoft Teams as our temporary, online collaboration tool to use for scheduling all online meetings.

### What you need to know

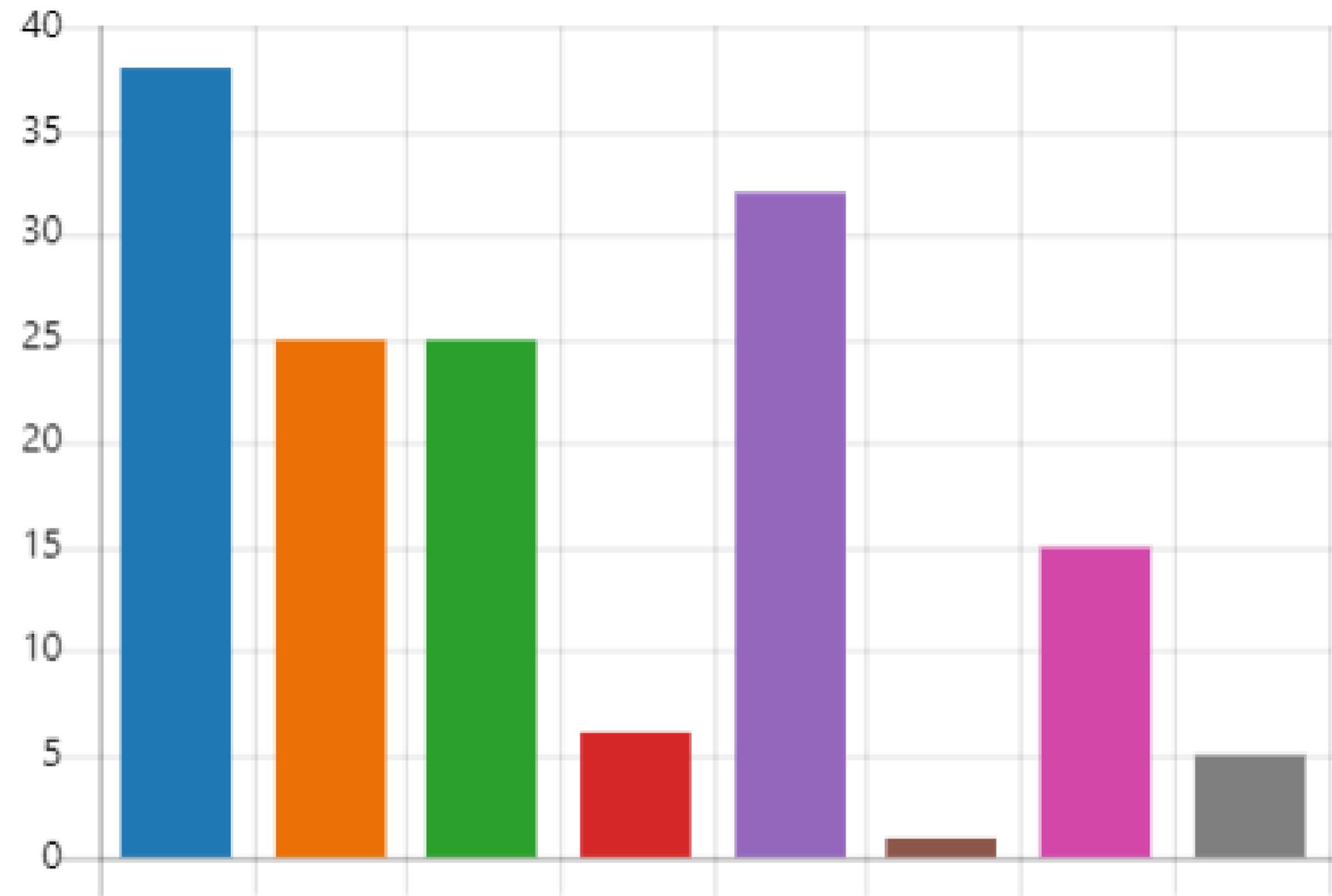
- A limited version of Microsoft Teams will be pushed to all caregiver desktops that currently use Skype on Monday, March 16.
- Microsoft Teams should now be used for all conferences and meetings for 250 people or less.
- Caregivers with Microsoft Office will schedule all new meetings using Microsoft Teams just as they did using

**Have you been able to utilize MS Teams to improve your workflow?**

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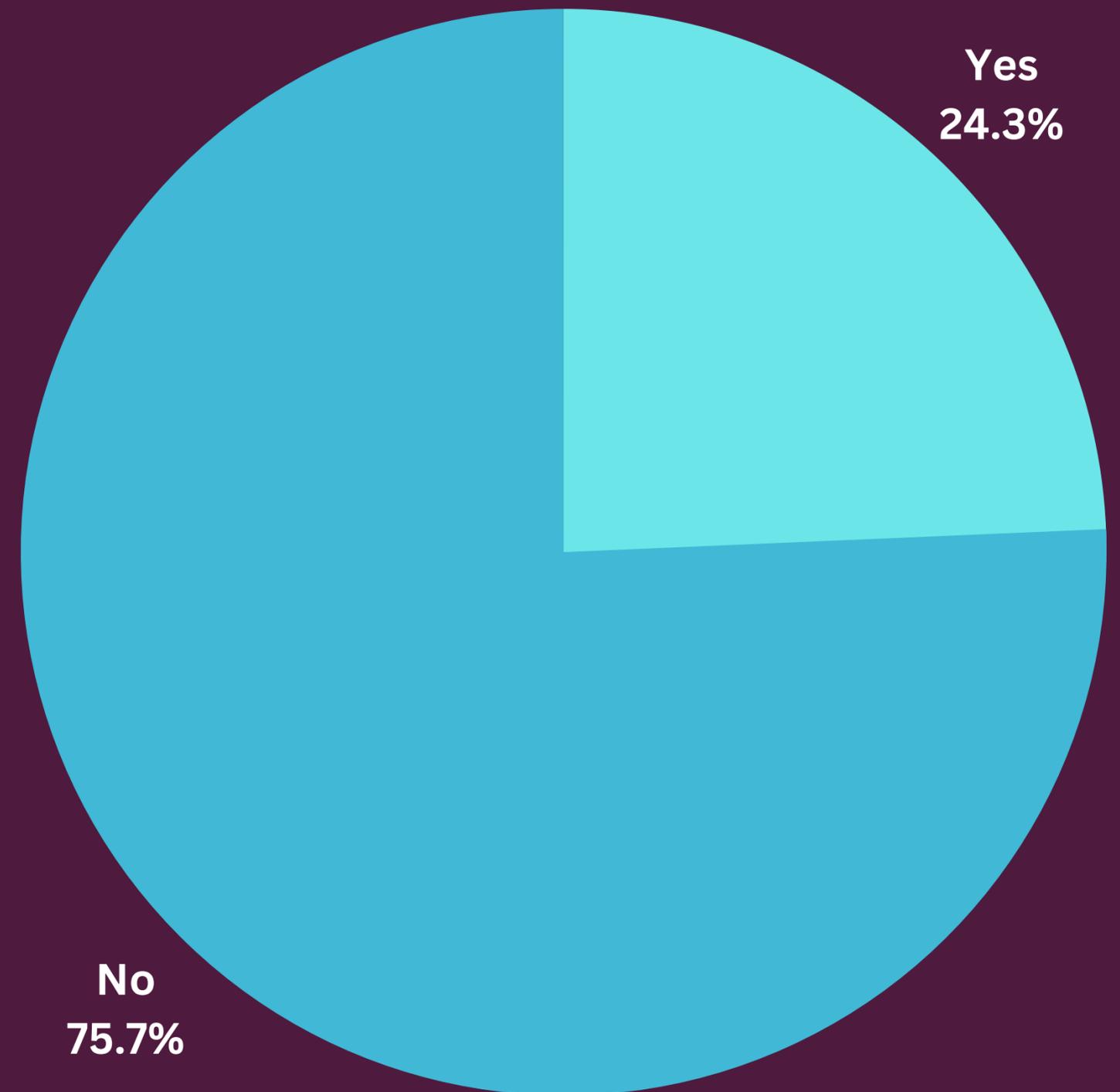
Virtual Meetings	38
Collaborating with your team	25
File Sharing	25
Project Management	6
Communication via Chat	32
Approvals	1
Forms	15
Tasks/ To Do Lists	5
Other	2



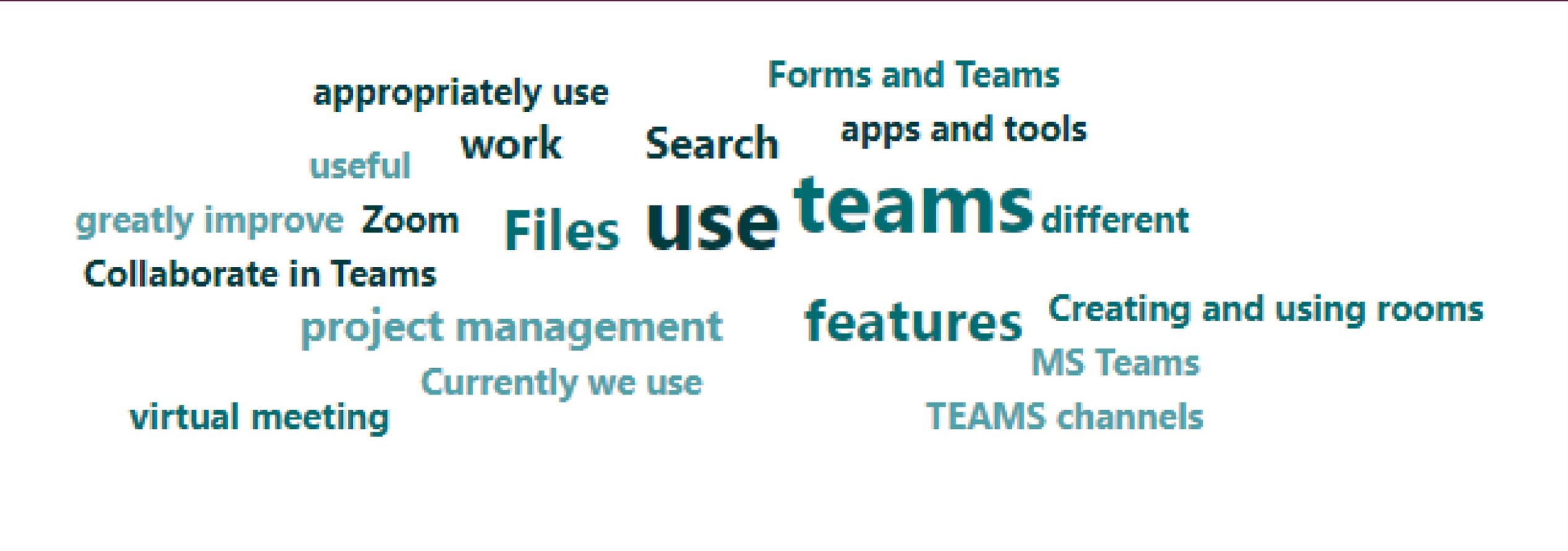
# How are you using Teams?

# Knowledge of training/ resources

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# What do my colleagues want to learn?





# Objective

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Improve Communication

# Key Results

## Improving Communication

**1**

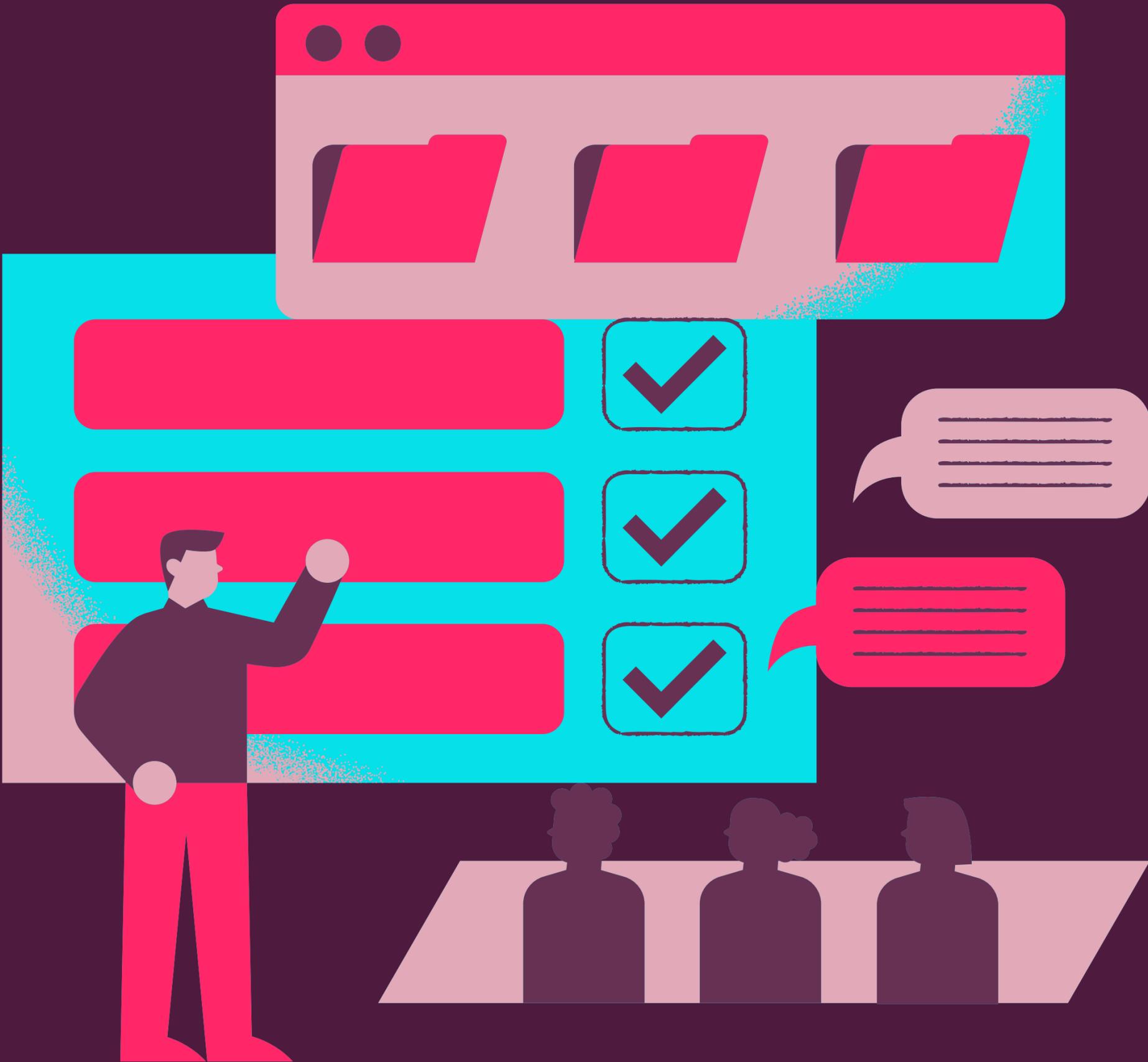
Utilize MS Teams chat vs.  
sending emails

**2**

Automation and  
notifications

**3**

Approvals



# Objective

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Project Management

# Key Results

## Project Management

**1**

Organization

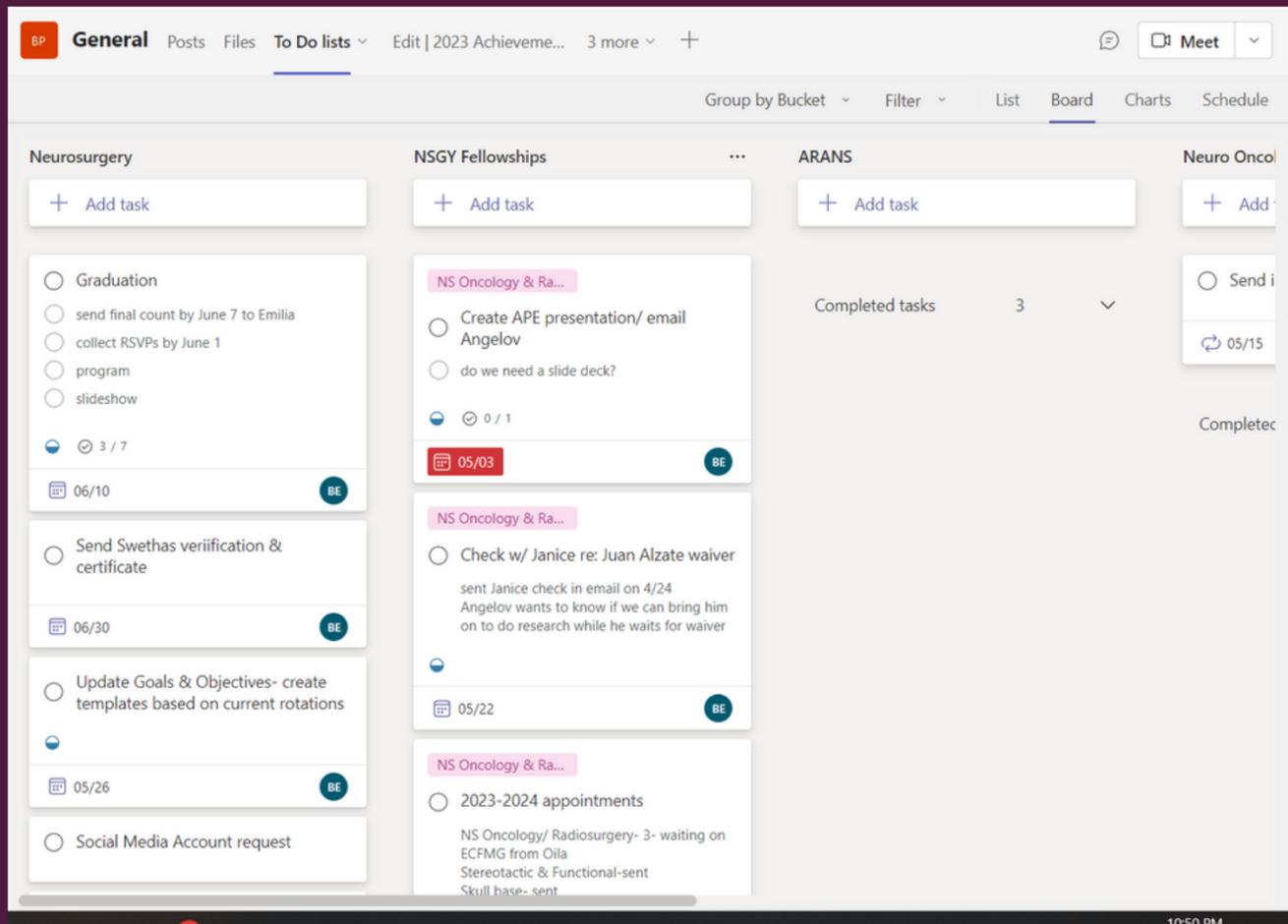
**2**

Collaboration

**3**

Tracking tools

# Task by Planner



Bucket View

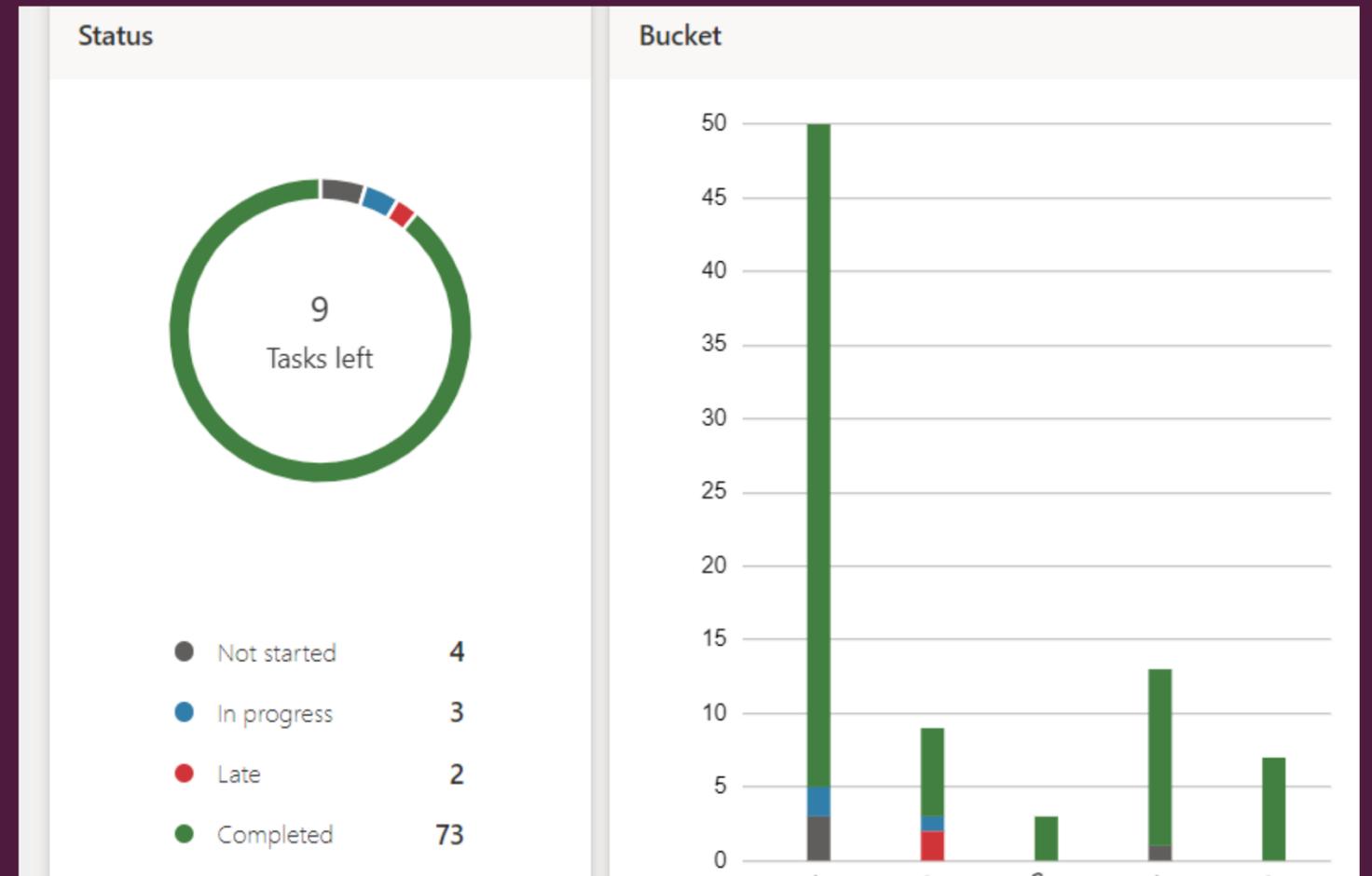


Chart View

# Lists

The screenshot displays a Microsoft Lists interface with a table of work items. The table has columns for Description, Notes, Progress, Priority, Start date, and Assigned to. The first item, 'GMEC application', is highlighted with a blue border and contains a detailed description of meeting dates and a note about submission. The second item, 'GME Governance Form', is in the 'Not started' state. The third item, 'Submission to RC', is also in the 'Not started' state. The interface includes a top navigation bar with options like '+ New', 'Exit grid view', and 'Integrate', and a bottom bar with '+ Add new item'.

Work item	Description	Notes	Progress	Priority	Start date	Assigned to
GMEC application	GMEC application - GMEC meeting dates May 12, May 26, June 12	Realistic date for submission? June 9 meeting?	In progress	↑ High	April 21	Battisti, Elizabeth
GME Governance Form	Data and background for funding needed	Need new building information rationale for using operational funds	Not started		Yesterday	
Submission to RC	Deadline for for agenda items meeting date 2/9-2/10		Not started	↑ High		

+ Add new item

# Objective

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Professional Development

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# Key Results

## Professional Development

**1**

Learning opportunity

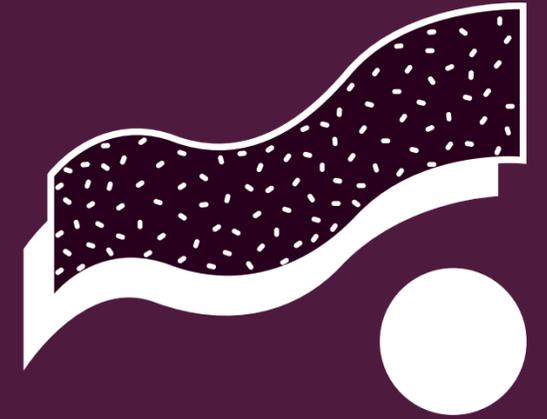
**2**

Connecting &  
Collaborating

**3**

Teaching opportunity

# What Next?



Share my learning  
experience with  
program leadership

Present to GME  
program  
administrator council

Develop training for  
program  
administrators at  
Cleveland Clinic



Questions?