

Microsoft Task / Project Management Tools



To Do

Outlook Tasks

Planner

Project for the Web

Azure Dev Ops

Project Operations

Project Online /
Microsoft Project

Aimed At

Individuals
(However lists can
be shared)

Individuals
(However tasks can
be shared)

Small Teams

Small / Medium
Teams

Developers

Professional Service
Organisations

Project Management
Organisations

Key Features

Simple Task
Management,
Creation of multiple
lists
Simple task
metadata App
reminders

Simple Task
Management,
Integrated with
outlook,
Can sync to
Microsoft To do

Kanban/Agile task
tracking,
Easy team
collaboration

Kanban/Agile task
tracking
Co- authoring,
Dependency
Management
RAID Management

Kanban/Agile task
tracking,
Software Lifecycle
Management,
Advanced testing
functionality,
Customer
requirements
collaboration

Co-authoring,
Dependency
Management,
RAID Management,
Advanced Financial
Management,
Resource utilization
Management

Advanced Task
tracking,
Complex
Dependency
Management,
RAID Management,
Resource utilization
Management,
Strategic Project
Prioritization

Level of
Customisation

None

Low

Low

High

Medium

High

High

Price
(Note: price may
vary with your
licence provider)

Free

Included in most
O365 Licencing

Included in Microsoft
E licencing

P1 (£7.50)
P3 (£22.60)
P5 (£41.50)

5 users for free (circa
4.30 per additional /
user)

£90 per user per
month

P1 (£7.50)
P3 (£22.60)
P5 (£41.50)

Power Bi
Reporting



Hosted in

Office 365

Office 365

Office 365

Power Platform

Azure

Power Platform
(Dynamics)

Sharepoint

Microsoft Guide
Link

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