

DOE Technology Manager Teamwork Day in the life – DOE Employee

Melissa is an DOE technology manager with that works with internal and external personnel in MD, PA, and WV. She uses Microsoft Teams to help manage team relationships and balance multiple business efforts from wherever she is located.

7:45 AM

Melissa starts the day at home by checking her Activity Feed for notifications.

@Melissa

8:30 AM

While commuting to the office, she uses Microsoft Teams smartphone app to join the DOE-HQ bi-weekly meeting.

9:30 AM

Once in the office, she accesses the latest version of the Q4 Accomplishments report in the Files tab. Melissa spends the next hour working with team members, who sit in other offices to co-edit their Town Hall PowerPoint presentation.

10:30 AM

She checks the Planner tab to ensure assigned tasks and due dates are completed for key milestones for their tech transfer project.

11:00 AM

Melissa schedules a meeting to discuss the tech project, and creates a new channel within Teams. She posts a link to the proposed plan and invites key team members to provide feedback.

12:00 PM

With some down-time before lunch, Melissa browses the Learning & Development Yammer channel for insightful activities recommended by her colleagues.

1:00 PM

While grabbing lunch Melissa @mentions David and asks him to add slides to their new presentation.

1:45 PM

Melissa hops on a video call and shares her screen with the Business Development team to discuss their plan for an upcoming new project.

3:00 PM

She reviews her activity feed and sees she has been @ mentioned requesting approval on the most recent version of a funding opportunity announcement.

4:30 PM

Melissa leaves the office to pick up her son from basketball practice. While waiting, she uses the Microsoft Teams smartphone app to send Gary a chat to discuss next steps on finalizing their go-to-market plan.

5:00 PM

On her way home, she jumps on a quick call with Gary via Teams to walk through the go-to-market details together.

8:00 PM

After dinner, Melissa finalizes the go-to-market plan by searching Teams to locate all conversations and files related to the project and synthesizes the feedback.

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Why O365 Groups Matter	Office 365 – More than just Word
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