

Microsoft Teams for US Government

Day in the life – Program Management (PMO) Senior Program Manager



Meet Justin, a Program Manager within the US Air Force IT PMO. Justin is a GS-13 civil service employee who is the Service Owner of both Microsoft Teams and SharePoint Online. Justin is responsible for making sure that both Teams and SharePoint are integrated smoothly into the Air Force's existing operations and uses Teams to help him achieve success.

7:00 AM

While eating breakfast, Justin does a quick check of both the **Teams and Outlook mobile apps** on his government issued iPad. He makes sure to note his upcoming schedule for the day.



8:00 AM

Arriving at the office, he checks his Teams **Activity Feed** on his desktop computer. He reviews his **@mentions** and sees he has been asked to put together a presentation about the status of the Teams deployment project for leadership.

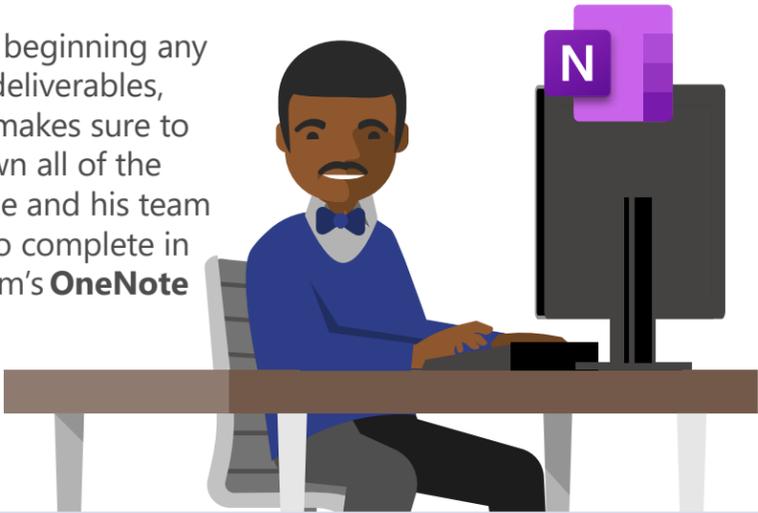


Tom 7:42 AM

Justin, please create a presentation about the status of the teams deployment project for leadership.

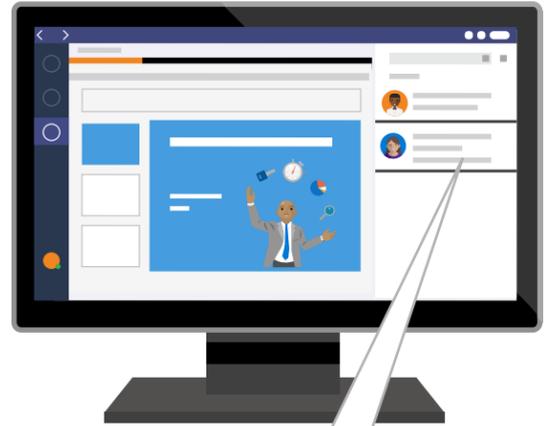
9:30 AM

Before beginning any of his deliverables, Justin makes sure to jot down all of the tasks he and his team need to complete in the team's **OneNote tab**.



10:00 AM

Justin starts working on his PowerPoint presentation and **uploads the first draft to Teams** so he can have colleagues help gather the right content. He **@mentions** Liz and asks her to add a slide on the Champions Program.



Justin 10:00 AM

Liz, can you add a slide on the Champions Program?

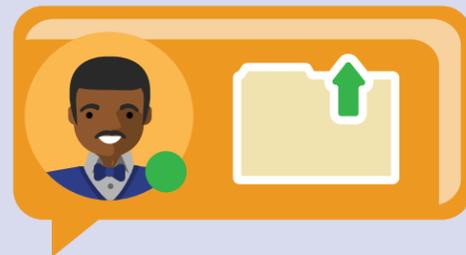
12:00 PM

While on his way to the cafeteria, an Airman tells him about how their **collaboration** experience has drastically improved with Teams. Curious to learn more, Justin uses his mobile device to set up a meeting on Teams.



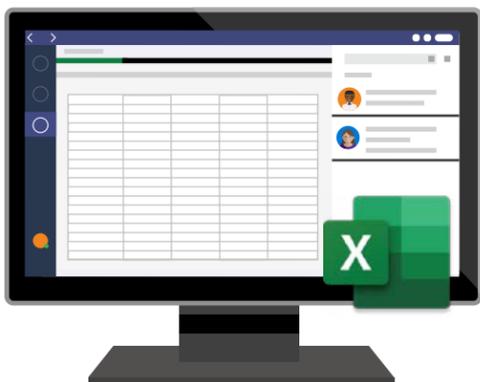
2:00 PM

Back at his desk, Justin finalizes his presentation and sends it directly to the CIO at the Pentagon via **1:1 chat** for final review.



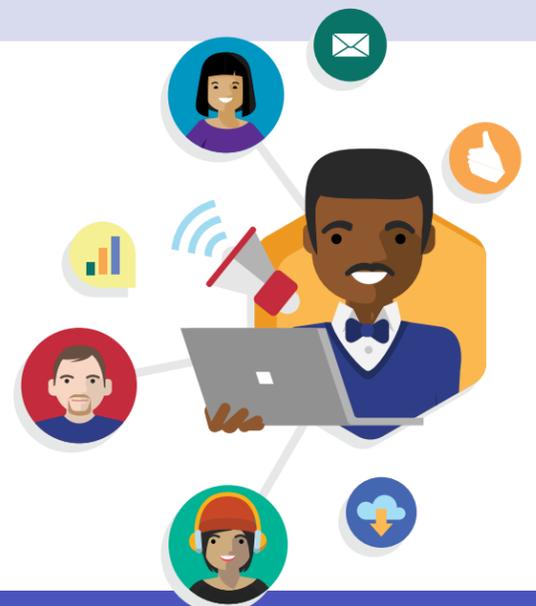
3:30 PM

Justin makes some final updates to the upcoming Government Fiscal Year budgets for his program. Justin **edits the Excel document** that is pinned as a **tab** in the GFY20 Budgets Team.



4:30 PM

Justin receives the go-ahead from the CIO on his presentation and the OK to deploy Teams to all of USAF. He is ecstatic and shares the news to his team in an **announcements post** in Teams.



To find out more about Teams for US Government, please visit <https://aka.ms/TeamsInGov>