

Task Category	Task	SharePoint	Teams	Planner	Approvals	OneDrive	Outlook	OneNote	Explanation
Document Creation & Individual Work	Create a new document	●	●	●	●	●	●	●	SharePoint/OneDrive: Best for version history and storage. Teams: OK for quick edits.
	Work on a draft document	●	●	●	●	●	●	●	As above, SharePoint/OneDrive offer better version control.
	Take notes on a document	●	●	●	●	●	●	●	OneNote is ideal for rich note-taking, linked to documents if needed.
	Save a document	●	●	●	●	●	●	●	SharePoint/OneDrive are primary storage locations.
	Access a document from anywhere	●	●	●	●	●	●	●	All except Planner/Approvals/Outlook offer access from various devices.
Internal Collaboration	Collaborate on a document with team members	●	●	●	●	●	●	●	SharePoint: Structured collaboration. Teams: Quick co-editing and chat.
	Share a document with team members	●	●	●	●	●	●	●	SharePoint/Teams: Best context and collaboration features.
	Brainstorm an idea with my team	●	●	●	●	●	●	●	Teams: Real-time brainstorming. OneNote: Capture and organise ideas.
	Share feedback with team members	●	●	●	●	●	●	●	SharePoint/Teams: Comments, @mentions. OneNote: Collaborative notebooks.
	Co-author a document in real-time	●	●	●	●	●	●	●	SharePoint/Teams: Simultaneous editing. OneDrive: Less ideal for teams.
External Collaboration	Collaborate on a document with someone outside my team	●	●	●	●	●	●	●	SharePoint/Teams: Internal/external collaboration with permissions.
	Collaborate on a document with someone outside my company	●	●	●	●	●	●	●	SharePoint/Teams: External sharing with guest access.
	Share a document externally	●	●	●	●	●	●	●	SharePoint/Teams: Granular permission control for external sharing.
	Brainstorm an idea with others outside my team	●	●	●	●	●	●	●	Teams/OneNote: Suitable with appropriate permissions.
	Update a project	●	●	●	●	●	●	●	Planner: Task management, updates. Teams: Project communication.
Project & Task Management	Manage tasks	●	●	●	●	●	●	●	Planner: Primary tool for task management. Teams: Task discussions.
	Track progress on a project	●	●	●	●	●	●	●	Planner: Visual progress tracking. Teams: For updates and discussions.
	Assign tasks to team members	●	●	●	●	●	●	●	Planner/Teams: Assign tasks with deadlines and track progress.
	Send an email	●	●	●	●	●	●	●	Outlook: Primary tool for emails.
	Schedule a meeting	●	●	●	●	●	●	●	Teams/Outlook: Scheduling, Teams integrates video conferencing.
Communication & Workflow	Request approval for a document/task	●	●	●	●	●	●	●	Approvals: Workflow management. Teams/Outlook: Can be used informally.
	Track approvals	●	●	●	●	●	●	●	Approvals: Designed for tracking approval workflows.