Managing Your Project

Using Asana

The CPC organizes and tracks all projects online in Asana. Asana is a dynamic task management and communication system for project management. Each CPC project has been created in a “Workspace” within Asana. This workspace will be the home for your project and your team working on the project. The team members that will have access to this workspace on Asana will be: you, other faculty working with the same other individuals involved in this project at your organization, your assigned CPC Student Project Manager, CPC staff, and any student leaders from the course you would like to have access to Asana. Please note that each project workspace can only accommodate 15 participants.

To get started using Asana, please visit www.asana.com and create an account for yourself. While Asana does require Google Chrome, it is possible to use the program in Explorer or Firefox, just follow the simple instructions that pop up when you go to open Asana in another browser. If you’ve already been sent an invitation to your workspace/team from the CPC staff, please create a login using the same email address this was sent to. This will ensure all of the project information you need is linked to your account. If you are a Google user, you may also sign in with your Google account. If you choose to do this, please let the CPC staff know so we can update your contact information within the Asana workspace.

Once you have created an account, it will provide you with a list of projects and tasks that have been assigned to you. If you are working on more than one CPC project, you will have access to multiple workspaces within Asana and will be able to see the separate tasks list for each of these projects by simply clicking on them.

Each workspace and project contains a punch list of tasks for the course of the project. At any time team members with access to the project and workspace will be able to add or edit tasks on the list. Once a task is completed, you may mark it as completed on the tasks list. On the next page is a screenshot of what a task list looks like for a project.

If you click on a task within Asana, the right panel will bring up an area where you can add notes and leave messages for all of the participants within the team. There is an example of this on page 8.

If at any time you need assistance in setting up or using Asana, please don’t hesitate to ask the CPC. We’re happy to sit down at the computer and demonstrate the program to anyone in need of help.

By using Asana, the CPC staff hopes to keep all project participants on task, informed with up to the date information, and to provide an easy platform in which to ask questions and get answers in a timely fashio
The picture or initials next to the task indicates who is responsible for each task.

Projects in this workspace will be listed here. There will typically be one.

Tasks and who is assigned to each task

Project Files to Asana includes all of the materials we have to date for your project.
Check marks next to the task and assigned person to the task indicate that the item has been completed.

At any time, you can add a new item to the task list. Simply hit enter after the last letter on a line of text and a new, blank row will appear for you to enter the new task. You can use the mouse to move this item to a new location in the task list.

Upload a document using the paperclip. Set a due date for this item using the due date option. Mark this task as a favorite using the heart.

Write a message to your team here and hit the comment button. Your message will appear above.