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 fashi

asana:

Q Search

Workspace Name

★ EAST PROVIDENCE ARTS & ENT...

My Tasks

Inbox

Team Members

EJ JS

PROJECTS +

EP Arts & Entertainment District

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

Stephany Hessler
Feedback | Help | About

★ EP Arts & Entertainment District

Share

Independent Study - June Speakman
Eric Jacobs -

Tasks and who is assigned to each task

The picture or initials next to the task indicates who is responsible for each task.

Sort | Filter

1 — Letter to Partner

2 — File Created

3 — Letter to Faculty

Project Files to Asana

Project Files to Asana includes all of the materials we have to date for your project

5 — Project listed on website

6 — Partner liked on Facebook

7 — Project highlighted on Facebook

8 — JS Scope of Work Drafted - June's Independent Study

9 — EJ Scope of Work Drafted - Eric's Course

10 — JS Scope of Work Finalized with Partner & Faculty - June

11 — EJ Scope of Work finalized with partner & faculty - Eric

12 — MOA drafted and sent to Chris Neronha

13 — Professor given participant manual

14 — Partner given participant manual

15 — Students given participant manual

16 — MOA Signed by Deans

17 — MOA mailed to partner

18 — MOA returned and filed

19 — Signatures from students/professor for digital repository

20 — JS Site visits scheduled - June

21 — EJ Site visits scheduled - Eric

22 — JS Mid-semester critique scheduled with partner

23 — EJ Mid-semester critique scheduled with partner

24 — JS Final presentation scheduled

Tab+Q Quick Add Tab+BKSP Delete Task Ctrl+↓ Move Down Ctrl+↓ Mark Complete more...

Share Asana

Select a task to view its details.

asana:

Q Search

EAST PROVIDENCE ARTS & ENT...

My Tasks

Inbox

PROJECTS +

EP Arts & Entertainment District

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.

☆ EP Arts & Entertainment District

Share

Independent Study - June Speakman
Eric Jacobs -

Sort ∨   Filter ∨   New ∨   Archive ∨

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2 ✓ File Created

3 ✓ Letter to Faculty

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21 EJ Site visits scheduled - Eric

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.

Eric J   Due Date

EP Arts & Entertainment District

Scope of Work finalized with partner & faculty - Eric

Description

Stephany Hessler created task. Monday
Stephany Hessler added to EP Arts & Entertainment District. Monday
Stephany Hessler assigned to Eric Jacobs. Monday

Stephany Hessler Hi June & Eric. Please let me know if you're having any issues with getting the Scope of Work finalized with David from EP.
Thanks!
Steph
Today at 2:30pm

Write a comment...

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

Followers   EJ   +