Project Management Tool Proposal

Summary: This document describes the necessity of project management and its benefit by choosing a right tool with the comparison on available tools across the market

**What is a Project Management Tool?**

A project management helps teams organize, track, and execute work within a project. Think of a project as a collection of tasks to accomplish a specific goal. Project management can help your team plan, manage, and execute your work in order to meet your project’s requirements on time. With a [project management tool](https://asana.com/uses/project-management), your team can organize all of the details of your work in one place, share feedback and progress, and, ultimately, collaborate more effectively.

Instead of shuffling between spreadsheets, email, and other tools to juggle all of your work, a project management tool helps your team:

* Coordinate cross-functional work
* Centralize project plans, details, [files](https://asana.com/apps/google-drive), and feedback
* Share status updates with all stakeholders
* Improve [team collaboration](https://asana.com/resources/team-collaboration-tips)

With a project management tool as flexible as Asana, there are endless use cases for how companies can use it to keep track of key initiatives, projects, and tasks.

## **What is Asana?**

Asana is one of the most well-known SaaS project management software. It is designed to help teams – of all sizes- better collaborate on projects and initiatives.

With both free and paid versions and nearly endless customization potential, it is easy to see why many teams gravitate towards it for keeping track of projects and tasks.

We reached out to more than 50 professionals who are using Asana in their businesses.

In fact, 61% of the people were marketers, followed by 25% who were founders, CEOs, or C-suite executives.

## **How Does Asana Compare to Alternatives?**

Trello :

Many people switched from Trello to Asana.

Jakub Rudnik of [Shortlister](https://www.myshortlister.com/) adds, “Asana is far more robust than Trello. Trello typically ends up as a better task management tool than a project management tool. For larger teams and projects, Asana’s features and structure allow for far better project management. The ability to see projects, how tasks are dependent on one another, member bandwidth, and more, make Asana a more robust tool, among other features.”

Jira:

Versus Jira, Asana has its pluses and minuses,” says William Chin of [ProLightingRental](http://prolightingrental.com/). “What I mean by that is Jira is a more comprehensive and agile tool and is more built for larger enterprise sprint teams/Agile. However, for small and medium task management, Asana is perfect.

Jira also can be quite confusing in the short-term to users who are not accustomed to Agile methodologies or product development. Whereas Asana is intuitive and easy to pick up!

Jira is also highly configurable with all of the Atlassian suite (which is a lot of products), so it’s almost like comparing apples and watermelons!

## **What are the Benefits of Using Asana?**

## Stay on top of all projects and tasks

Keeping track of tasks and finishing projects that otherwise would have been forgotten,” says Michael Hanson of [Growth Genie](http://www.growthgenie.co/).

Andrew Ruditser of [Maxburst](https://www.maxburst.com/) says, “Asana allows you to keep all your projects, tasks, assignments, etc. all in one place for all team members to follow, this way nothing gets misplaced, and everyone is on the same page.”

“Within Asana, you have the ability to create an assignment under any specific project, assign it to any team member with any due date you need it done by.”

“You also have the ability to communicate with team members within these tasks directly as well, in case anyone has any questions on what was assigned to them.”

“In each task, you have the ability to attach items that are needed including, images, word documents, dropbox folders, etc. This way everything is in the same place.”

“Once an assignment is completed, our project managers receive a notification informing them this task is done and ready for review. This helps us stay organized by following current tasks for each project, what each member is working on, in what specific timeframe, etc. This way we don’t lose track of any projects and are always on top of things

### Assign team members to different roles within a larger project

Aga Cejrowska of [Pulno](https://www.pulno.com/) agrees, “It is great for tasks that require collaboration. It is super easy to assign many people to one task, whoever makes any changes can be certain that the rest of the team will be notified about it. Comfy way of changing dates, creating repetitive tasks. Also, the very clean UI is helpful.

### Group conversations by project or task

Being able to keep conversations pertaining to a project or task in one place,” says Audrey Willis of [Circa Interactive](http://circaedu.com/). “This includes feedback, discussions, and more. We use many tools as a company, so being able to house all of this important data in one place is a true benefit.

### Create weekly sprints

We created a ‘weekly sprint’ project and then assigned any global tasks for the week to that 1 project to get an overview,” says Sam Hurley of [Novos](http://www.thisisnovoos.com/). “Therefore we essentially have 1 project that gives us an overview of 22 clients and 6 team members’ workload for the week.

* Reduce the number of meetings

Asana can cut down on extra meetings,” says Rochelle Burnside of [Best Company](https://bestcompany.com/). “You can deliver project updates that give team members the status of your work and avoid all the pop-in conversations on whether your assignment is done.

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### Time tracking

Completing tasks in a timely manner is an important function for our business to stay on track,” says Tom Mumford of [Undergrads Moving](https://undergrads.com/movers-columbia-sc/). “Integrating Asana with Everhour allows us to track how many hours have been put into a specific project or task.”

“Additionally, Asana integrated with Everhour has a variety of reporting features, allowing you to see which team members are working on specific projects, how they are dividing their time amongst projects, and more.”

“This is beneficial for our management teams, especially as more people are working remotely. Integrating these tools has helped us hone in on time management and spend our energy where it is needed most.

### Gauge employees’ workload and bandwidth

We can gauge our team’s capacity/bandwidth against project timelines from a daily, weekly, monthly – even quarterly level,” says Nick Peterson of [Leighton Interactive](https://www.leightoninteractive.com/).

“The workload feature allows us to forecast potential work overload weeks in advance and be proactive (rather than reactive) about flexing project timelines.

### Cut down on misunderstandings

We’ve all miscommunicated at some point during a collaborative project,” says Isaac Lauritsen of [Superior Honda](https://www.superiorhonda.net/). “Oftentimes misunderstandings seem to occur when one person has completed their part of a project and hasn’t notified the person who’s task depends on their completion. That’s why when I use Asana, I set up task dependencies.”

“By setting up relationships between tasks, each person involved in the task receives a notification when other related tasks have been completed so that they can start the next phase of the project. Asana allows us to keep projects on track and effectively communicate when tasks are completed