

Lab 10: Project Management with ASANA

Assignment Date: November 22nd, 2024

Deadline:

Class: BCA 7th Semester, New Summit College

Subject: SPM

Objective:

1. To learn how to use Asana for task management, project scheduling, and team collaboration.
2. To understand how to create and manage tasks, assign responsibilities, and track project progress using Asana's features.

Tasks:

Task 1: Setting Up an Asana Account and Exploring the Interface

- Create an Asana account if you don't have one.
- Explore the user interface, identifying key components such as:
 - **Projects:** Containers for tasks related to a particular initiative.
 - **Tasks:** Individual work items that can be assigned to team members.
 - **Sections and Columns:** Organize tasks within projects.
- Take a screenshot of the Asana workspace, showing the project, task list, and layout.

Task 2: Creating a Project and Organizing Tasks

- Create a new project titled "**Product Launch Plan-{YourName}**" or another project of your choice.
- Organize the project into **Sections** or **Columns** (e.g., "To-Do," "In Progress," "Completed").
- Add at least five tasks to the "To-Do" section with task descriptions, due dates, and priorities.
- Add subtasks to one of the tasks to demonstrate task decomposition.

Task 3: Assigning Tasks and Setting Due Dates

- Assign at least two tasks to yourself and two tasks to another team member.
- Set due dates and priorities for each task.
- Add relevant tags or labels (e.g., “Urgent,” “High Priority”) to some tasks.
- Take a screenshot showing the task assignments, due dates, and priority labels.

Task 4: Collaborating and Communicating with Team Members

- Use the **comment** feature on a task to discuss details, provide updates, or ask questions.
- Attach relevant files (e.g., documents, images) to a task to showcase collaboration.
- Move a few tasks from “To-Do” to “In Progress” or “Completed” to track task progress.
- Invite at least one other person to collaborate on the project and assign them a task.

Task 5: Tracking Progress with Asana’s Views

- Use **Timeline View** to visualize the project’s schedule and deadlines.
- Explore **List View** and **Board View** for managing tasks.
- Take a screenshot of the **Timeline View** with tasks showing their progress.
- Discuss the benefits of visualizing the project’s timeline and task flow.

Report Format & Structure (Topics to include for submission):

- INDEX
- Theory
 - a. Project Management
 - b. Asana
 - c. Key Elements of Trello Interface
 - i. Projects
 - ii. Tasks
 - iii. Sections and Columns
 - iv. Priority
- Implementation:
 - a. Describe each task performed, including any screenshots (project board, task list, timeline view, etc.).

- b. For each task, explain the steps taken and how the Asana features were utilized to manage the project.
- Conclusion

LAB File Evaluation Criteria:

- Completion of all tasks with clear screenshots and explanations.
- Accuracy and clarity in the report, showing an understanding of Asana's features.
- Reflection on how Asana aids in project management, task assignment, and team collaboration.

Note:

The reference provided is for guiding purposes only. The final document/report required may be different from the reference. So prepare the Report according to the Report Format provided above.