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| **Steps** | **Actions** | **Remarks** |
| Step 1 | Go to [Asana Login Page](https://app.asana.com/-/login?redirected_already_authenticated=true). | Click the **Login** button and sign in using your Google account. |
| Step 2 | On the **Home** tab, look for the **Project Management** option on the right side. | Click **Get Started**. |
| Step 3 | Enter your **Project Name**. Under **Privacy**, select **Share with your team**. | Then click **Next**. |
| Step 4 | You will now see your **Project Overview**. |  |
| Step 5 | Click the **Board** section. Then click **Add Task**. | *Create 5 tasks. Example: Idea Generation, Requirement Gathering, etc.* |
| Step 6 | Set your project's **Start Date** and **End Date**. | *Click* ***Create Project****.* |
| Step 7 | Give each task a **Name**. Inside the task, you will see two icons: **Avatar** and **Calendar**. | Click the **Avatar** icon to add team members. - Click the **Calendar** icon to assign start and end dates for the task. |
| Step 8 | In the top-right corner, click the **Customize** button. Then select **Fields**. |  |
| Step 9 | Click the **Add Field** button. Give the field a name **Priority**. Add options such as **High**, **Medium**, **Low**. | Then click **Create Field**. |
| Step 10 | Click the **Add Field** button. Give the field a name **Effort**. Add options such as **1hr**, **5hrs**, **1.5days**. | Then click **Create Field**. |
| Step 11 | Click the **Add Field** button. Give the field a name **Status**. Add options such as **Not started, In progress, Blocked, Done**. | Then click **Create Field**. |
| Step 12 | **Click the three-dot menu** in the **top-right corner**. |  |
| Step 13 | Select **“Invite”** or **“Invite with email”**. |  |
| Step 14 | In the email field, **enter the 4 team members’ email addresses** (separated by commas or adding them one by one). |  |
| Step 15 | Set **access level to “Can Edit”**. |  |
| Step 16 | Click the **Invite** button to send the invitations. |  |
| Step 17 | Create a Subtask and Assign Details  1. Open **parent** task in the project. 2. Scroll to the Subtasks section. 3. Click + Add subtask. 4. Enter the subtask name (e.g., “Prepare report draft”). 5. Assign it to a team member:    * Click the Assignee field and select the person’s name. 6. Set a due date:    * Click the calendar icon next to the subtask and choose a date. 7. Press Enter to save. |  |
| Step 18 | Go to Dashboard and View Progress  1. click the Dashboard tab (top menu). 2. View different widgets:    * Completed, Incomplete Tasks – shows project progress.    * Tasks by Due Date – to see overdue and upcoming work. |  |
| Step 19 | View in Calendar View  1. Click Calendar in the top menu. 2. See all tasks and subtasks by their due dates. 3. Drag tasks to new dates if needed. |  |
| Step 20 | View in Gantt (Timeline) View  1. From your project, click Timeline in the top menu (this is Asana’s Gantt chart view). |  |
| Step 21 | Switching Between Views  * Board view – See tasks in columns. * List view – See tasks in rows. * Timeline view – See Gantt chart format. * Calendar view – See by month/week. * Dashboard view – See project stats and charts. |  |