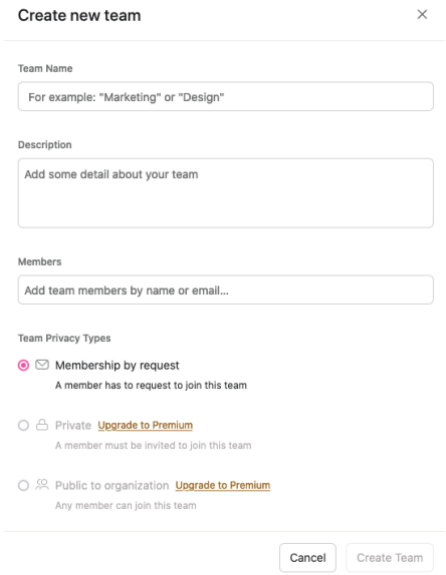
PM Assignment #3: Using Asana
Due: Thursday, 9.29.22, by 11:59 pm

Overview

You should start this assignment as soon as possible because two people with @wsu.edu email addresses must respond to an email invitation from Asana before you can do most of it (although you can certainly work around this for a while). Refer to the video shown in class as necessary. The link is provided in Canvas and is given here as well for your convenience. You'll be using Asana to create two projects, and this should give you sufficient practice to be able to do the group case study (GCS) project management plan.

Assignment Items

1. Sign up for an account at Asana using your wsu.edu email address.
2. Click on your initials in the upper right corner and then on My Settings. Feel free to upload a photo or avatar, but this isn't required. Add your full name, and fill in other fields if you wish to do so. Information included will be shown when a user mouses over an Assignee name. Save the change you made to your Profile.
3. Still in My Settings, click on the Display tab, and check the Show task row number box. You're free to choose any of the other Advanced Options as well as one of the Backgrounds shown. First day of the week should be Sunday.
4. Explore the other tabs in My Settings to see the options that are available. After you're finished, take a screenshot of your Profile and close the My Settings window.
5. Expand the Teams menu item in the sidebar window and click + Add Team. In the pop-up window create a team called Crimson_<your_initials>, replacing <your_initials> with your initials, all three if you have a middle name (Asana can't create teams with the same name when the email suffix is the same; if you end up with an error message, add a number to the name). Click Create Team to add the team.
6. Invite two people with wsu.edu email addresses to join your Crimson team. To do this, click on the + Invite teammates link. You can use email or send a link. You aren't restricted to the members of your team. You can invite a friend or sibling attending WSU.
7. After the two people you invited have agreed to be on the team, you'll receive email notification from Asana. Continue to the next item only after you've received notification for both.



8. Add another team called Gray_<your_initials> (+ Add Team). In the pop-up window (see screenshot above), start typing the name of one of the people who agreed to be on the Crimson team. Asana will provide a list of names from which to choose. Do the same for the name of the other person. Click Create Team to add the team. Please don't choose me! I'm already on too many teams!
9. Create a project for each team: PM3_Crimson and PM3_Gray. Choose the List view for entering tasks.
10. For each project, create three sections (+ Add section): To-Do:, In Progress:, and Complete:. Now switch to the Board view. If there's an unnamed column, click on the ellipsis, and delete this column. You should only have three named columns. Make sure they're all visible.
11. Click on the down arrow next to the project name in the upper left, and choose Edit project details. Click on No due date, and choose a due date of Sep. 29, 2022. Repeat this for the other project.
12. Using the List or Board view, whichever you prefer, add nine tasks to each project with some tasks in the To-Do: section or column, some in the In Progress: section or column, and some in the Complete: section or column. These tasks can be imaginary, real, professional, personal, coursework, or a combination of these. For the tasks in the Complete: section or column, be sure to click on the checkmark to indicate the task has been completed.
13. For each task in both projects, add an Assignee and a Due date. Choose dates in September but none no later than Sep. 29, 2022.
14. In the Crimson project, in List view, take a screenshot of the entire project including the PM3_Crimson title and the side panel.
15. In the Gray project, in Board view, take a screenshot of the entire project including the PM3_Gray title and the side panel.
16. Go to My Tasks in the side panel, and choose Calendar view. Make sure the calendar is for September 2022 and in Month view, and take a screenshot of the calendar including the My Tasks title at the top, but don't include the side panel. You might not be able to capture the entire month of September; if this is the case, choose the weeks with the most tasks.
17. Compile your four screenshots into a document using Word or a similar app ***in landscape mode***. **The screenshots should be sized so that they're large enough to be readable by your TAs.** If they aren't, you will lose points! Include your name, the date, and the assignment number in a title page and put each screenshot on a separate page.
18. Watch the 9:10-min video by Louise Henry, and choose the feature most useful for you personally, and then add a few sentences explaining your reason(s) for choosing it. Add your answer to the document you created for your screenshots on a separate page, and save the document as a PDF file.

Deliverable

A single PDF file ***six*** pages long in landscape mode with your name, the date, and the assignment number on a title page, four screenshots (each on a separate page), and your answer to item 18.

Grading

The grading rubric is the same as the one used for all regular homework assignments.