**Asana Naming Conventions**

**Project Name**

(Work Order # - Customer Code – Detailed Project Name)

Example:

64010 – MIHO – 2017 Spring Appeal

Example:

24989 – ALFO – 2017 Fall Appeal (Minus Current Parents)

**Task Name**

(Customer Code – Project Name) : (Task)

Example:

MIHO- Spring Appeal: Drop Date

Example:

ALFO- Fall Appeal: Variable Proofs Approved