Asana Training

Initial Asana training for
org-wide rollout of Asana

What we're talking about

1. Project Management at   : What do staff want to see? (5 mins)
2. Let's learn Asana terminology (10 mins)
3.   Asana Best Practices (5 mins)
4. Getting Started In Asana (15 mins)
5. Let's take a tour of Asana (15 mins)
6. Q&A Session: Don't Hold Back! (13 mins)
7. So, what's next? (2 mins)

Project Management at   : What do staff want to see?

Project Management at ____ : What do staff want to see?

Let's look at a summary of the ____ Project Management Software Survey:

- Completed by ~half of ____ staff
- Representation from all departments, relatively distributed
- Of the respondents, only two reported **not** wanting or needing project management in some way
- Half of staff had no opinion on which tool to use. Of the other half, Asana was the most popular tool mentioned
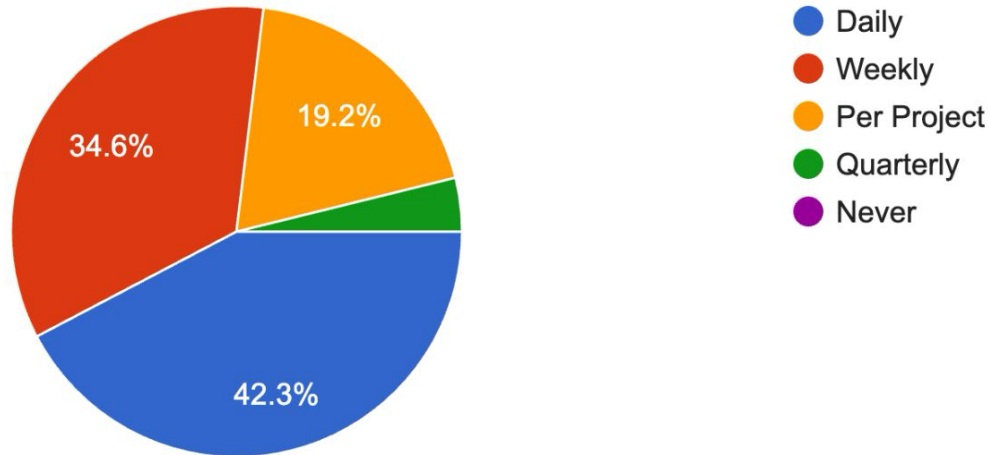
When asked how project management could help their jobs, said:

bureaucracy
transparency goals collaboration
reminders decisions
organization updates
deadlines strategic
metrics
tracking alignment
simplicity
accountability assignments

When asked how often they would need to use project management:

How often would you need to use project management software to complete your job?

26 responses

- Daily
- Weekly
- Per Project
- Quarterly
- Never

42.3%

34.6%

19.2%

When asked ways to use PM that you cannot currently:

training

simplicity

strategic

status-updates   reporting

planning

consolidation

user-friendly

task-management

When asked where staff would like to see improvement:

simplicity

consistency

user-friendly

notifications

buy-in

updates

# Concepts that came up in response to almost every question:

- Project management should integrate with campaign plans
- Should be simple and user friendly
- There needs to be buy in and commitment
- Should be doing all of our work in one place, not in multiple tools

We will be intentional about sticking to these key factors in our implementation of Asana throughout the organization.

How will   be using project management?

- Campaign plan <u>status updates</u>
- Facilitating cross departmental meetings
- Everyday task management
- Cross departmental collaboration and requests

We will be employing a train the trainer approach:

Asana Working Group

State Directors   Operations Team   Communications Team

State Teams
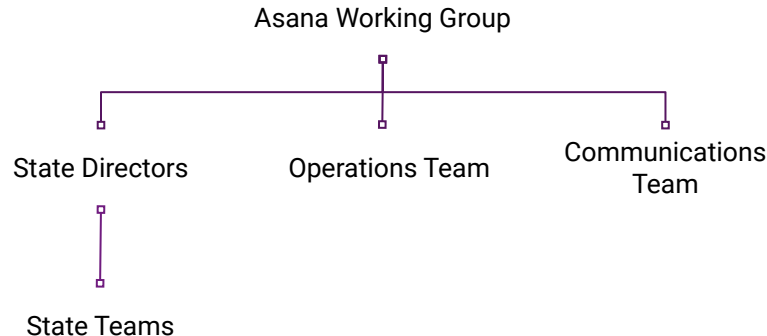
Start adding your updates into Asana regularly

This will seem like double work for a while - this is not the end goal

- Emails to set up Asana accounts will be sent out next week
- **Update your notification settings!**
- Review your added teams and the campaign tracking boards
- Use the campaign plan tracking to become familiar with Asana and how to use it
  - The goal is that these boards can hopefully replace existing work captured in other places
- Toy around with your own boards/individual task tracking, at your own comfort level
- **One week to explore Asana - after that, campaign updates expected in Asana**
- Your manager(s) will check in on how you're adjusting to Asana during 1:1 meetings
- Kanisha will hold office hours on Wednesdays - invite coming soon