

Team Project Report



asana Project Management Tool

Course name: CS521 - Software Project Management

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Table of Content

What is Asana?	3
1.1. Company	3
1.2. Origins of the Asana	3
1.3. Tie it all together	4
1.4. Price and versions	4
Why Is Asana Important?	5
2.1. Asana Login	5
In which phase of the life cycle is this tool used?	7
3.1. Development	7
3.2. Planning stage	7
3.3. Project execution	8
How does this tool help software development?	8
Pros & Cons	10
5.1. Benefits of Asana (Pros)	10
5.2. Drawbacks of Asana (Cons)	11
Comparison with other Competitors	11
Conclusion	12
References	12

ASANA

PROJECT MANAGEMENT TOOL



1. What is Asana?

Asana is a web and mobile management tool that helps teams stay in sync, complete on time, and achieve their goals. It helps teams manage projects and tasks in one tool. Teams can create a project in Asana and then invite teammates to join the project. Project managers can assign work to team members, assign deadlines, communicate and exchange tasks. It also includes reporting tools, file

attachments, calendars, and Asana can set and track company-wide goals. It can use clear views to manage your team's workload. Also, see how busy team members are on individual projects, make sure no one is overworked or underworked, and keep initiatives on track.

1.1. Company

The company of Asana has the same name as their product. In 2008, Moskovitz and Rosenstein left Facebook to start Asana. In November 2011, Asana was launched in a free beta version. Commercial launch in April 2012.

1.2. Origins of the Asana

Both Dustin Moskovitz and Justin Rosenstein worked at Facebook when they first started. As Facebook grew rapidly, they found that everyone was spending more than half of their day sitting in meetings, answering emails, and searching for information. People were spending more time learning about work than getting to work. So Dustin and JR built a tool that built a tool that made it easier for the team to coordinate their work. They found that by using this software

not only did the team members get a clearer picture of what they were doing and how they were going to do it, but a lot of new awesome ideas came up. Then they left Facebook and started Asana, hoping they could spend their time building solutions instead of wasting time communicating.

1.3. Tie it all together

Bring emails, files, tickets, and more into Asana with over 100 integrations to choose from, so you can see everything in one place.



1.4. Price and versions

The Free version, has, Unlimited tasks, Unlimited projects, Unlimited messages, Unlimited activity log, Unlimited file storage (100MB per file), Collaborate with up to 15 teammates, List view projects, Board view projects, Calendar view, Assignee, and due dates, Project Overview, Project Brief, iOS, and Android mobile apps, Time tracking with integrations.

The Premium version has, Timeline, Workflow BuilderNEW, Unlimited Dashboards, Reporting across unlimited projects, Advanced search, Custom fields, Unlimited free guests, Forms, Rules, Start dates and times, Task Templates, Milestones, Admin Console, Private teams & projects.

Basic	Premium	Business
For individuals or teams just getting started with project management.	For teams that need to create project plans with confidence.	For teams and companies that need to manage work across initiatives.
US\$0	US\$10.99	US\$24.99
Free forever	Per user, per month billed annually US\$ 13.49 billed monthly	Per user, per month billed annually US\$ 30.49 billed monthly
Get Started	Get Started or purchase now	Get Started or purchase now
Manage tasks and personal to-dos: <ul style="list-style-type: none"> ✓ Unlimited tasks ✓ Unlimited projects ✓ Unlimited messages ✓ Unlimited activity log ✓ Unlimited file storage (100MB per file) ✓ Collaborate with up to 15 teammates ✓ List view projects ✓ Board view projects ✓ Calendar view ✓ Assignee and due dates ✓ Project Overview ✓ Project Brief ✓ iOS and Android mobile apps ✓ Time tracking with integrations - See time tracking apps ✓ 100+ free integrations with your favorite apps - Learn more 	Track team projects with features and resources like: <ul style="list-style-type: none"> ✓ Timeline ✓ Workflow Builder NEW ✓ Unlimited Dashboards ✓ Reporting across unlimited projects ✓ Advanced search ✓ Custom fields ✓ Unlimited free guests ✓ Forms ✓ Rules ✓ Start dates and times ✓ Task Templates ✓ Milestones ✓ Admin Console ✓ Private teams & projects Learn more about Premium →	Everything in Premium, plus: <ul style="list-style-type: none"> ✓ Portfolios ✓ Goals ✓ Workload ✓ Custom rules builder ✓ Forms branching & customization ✓ Approvals ✓ Proofing ✓ Lock custom fields ✓ Advanced integrations with Salesforce, Adobe Creative Cloud, Tableau, Power BI Learn more about Business →

2. Why Is Asana Important?

Managing projects is hard work. Even harder if you don't use software or have work spread across too many tools. That's when things fall through the cracks. Use one tool to organize projects, make communication easy, and meet deadlines.

Plan better projects, track what's important to your team, and get everyone on the same page—so you can produce better work, faster.

Asana helps businesses like Dropbox, Pinterest, Airbnb, Deloitte, and others stay on top of their game. Because of the many features for project management and collaboration, Asana is becoming a pick for many industry giants. It has about millions of people across 195 countries using it and is rapidly expanding overseas.

2.1. Asana Login

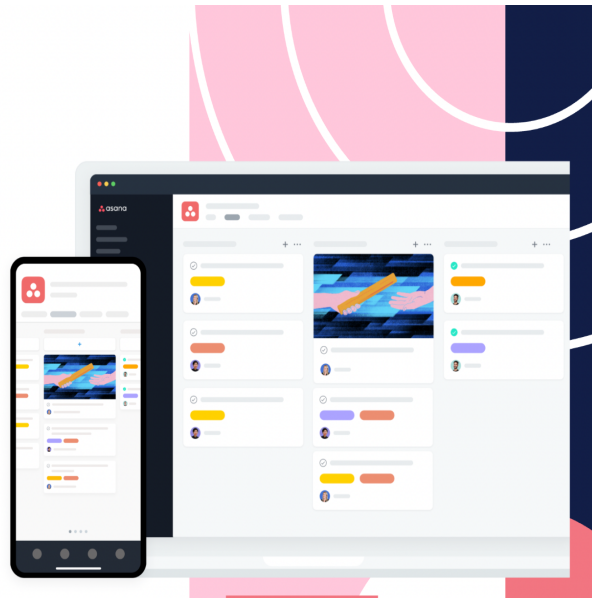
- When we initially sign up for Asana, we have the choice to either choose Asana for a project and process management or for our personal work.
- You can get Asana on all your devices and work from anywhere in the world.
- We created a few initial tasks like
 - CREATE PROJECT PLAN
 - DEFINE THE TIME, SCOPE, AND BUDGET CONSTRAINT
 - MAKING A LIST OF DELIVERABLES.
- Asana helps simplify processes, reduce busywork, and lay out clear goals and plans with Asana work management software—so you and your team can focus on the work you do best.
- A team does not have to shuffle between spreadsheets, email, and other tools to keep your projects on course. Track and manage everything—from day one to the deadline—with Asana.
- 65% of customers who have used asana have found it helpful and they have said they now spend much less time on meetings.
- With asana a project manager and their team can work faster and take on interesting goals.

asana ABOUT YOU > ABOUT YOUR WORK > SET UP YOUR ASANA

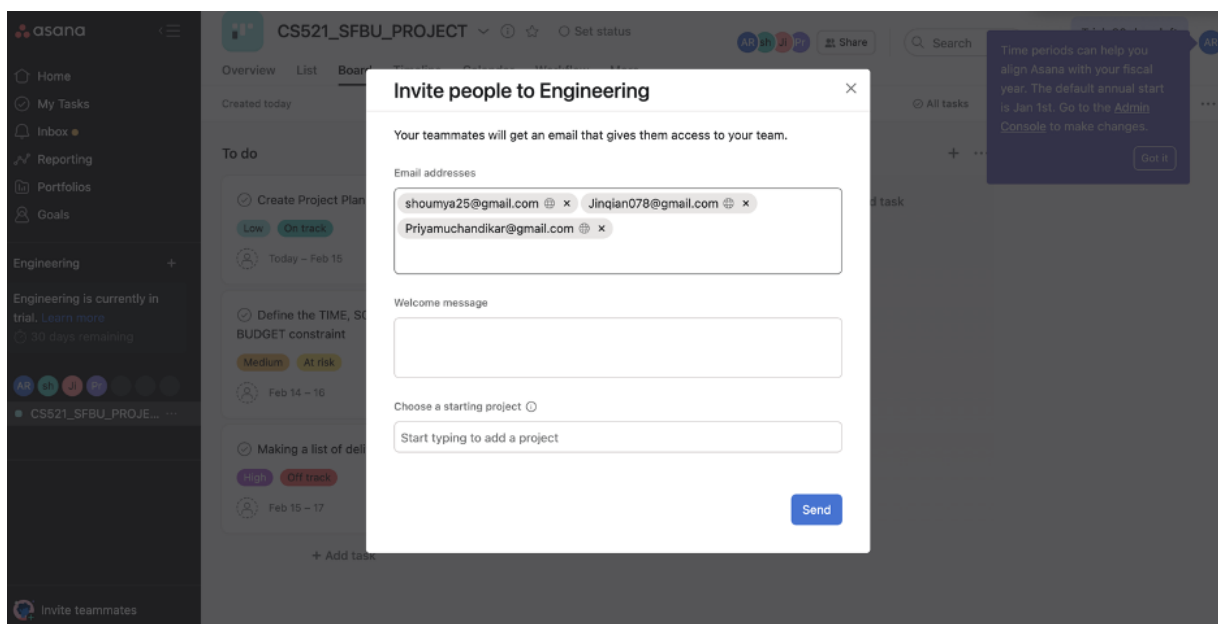
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Download Asana for iOS, Android, or desktop.
Work together from anywhere.

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- Asana is now available on all devices like ios, Android and a desktop version is available.
- You can coordinate team tasks, so everyone knows who's doing what.
- Share feedback, files, and status updates. Plus, get a complete view of work so teams tackle the right tasks at the right time.



3. In which phase of the life cycle is this tool used?

Asana is a project management tool that is used during the development, planning, and execution phase of the software development life cycle.

3.1. Development

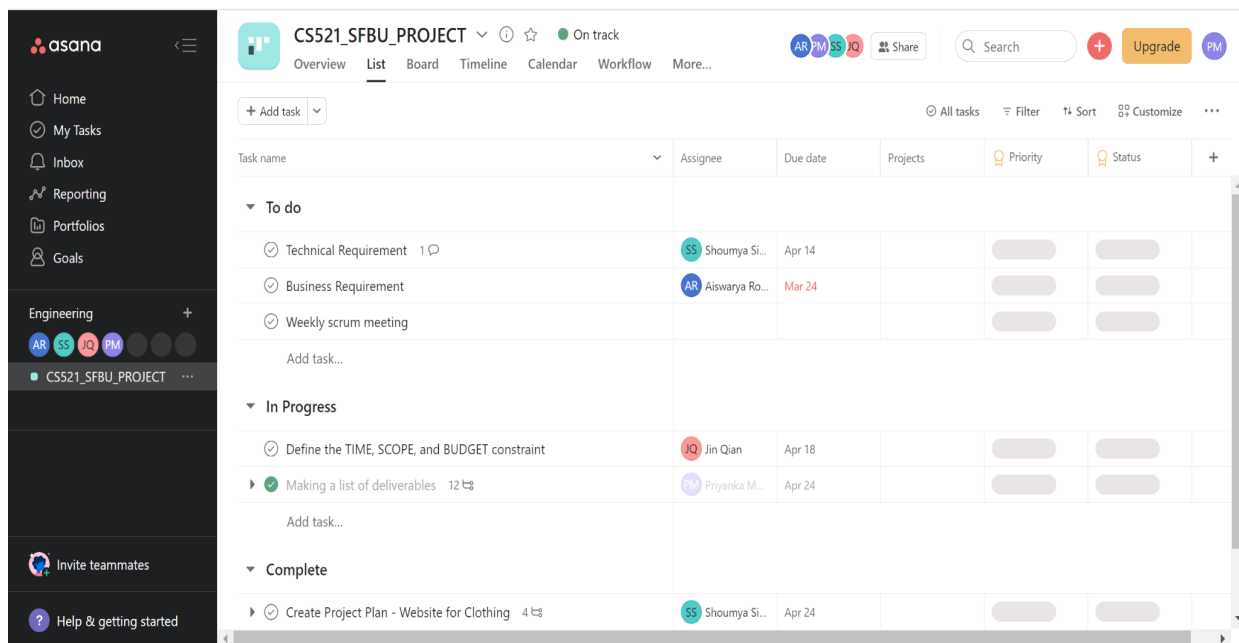
It helps developers to track and manage tasks, deadlines, and resources.

3.2. Planning stage

- In the planning phase, this tool gives us a Timeline. We can plan out the project after you've analyzed the data and decided what to build. The product managers and development leads normally work together to complete the second SDLC phase. They must work together to find the following factors:
 - Who will be in charge of the project?
 - The results or deliveries that are expected
 - The required number of developers
 - The estimated number of hours the project will take
 - The budget needed to make it happen
 - Any other concerns unique to the project

Asana as a project planner

- Multiple project views, including List, Calendar, Kanban, and Timeline



3.3. Project execution

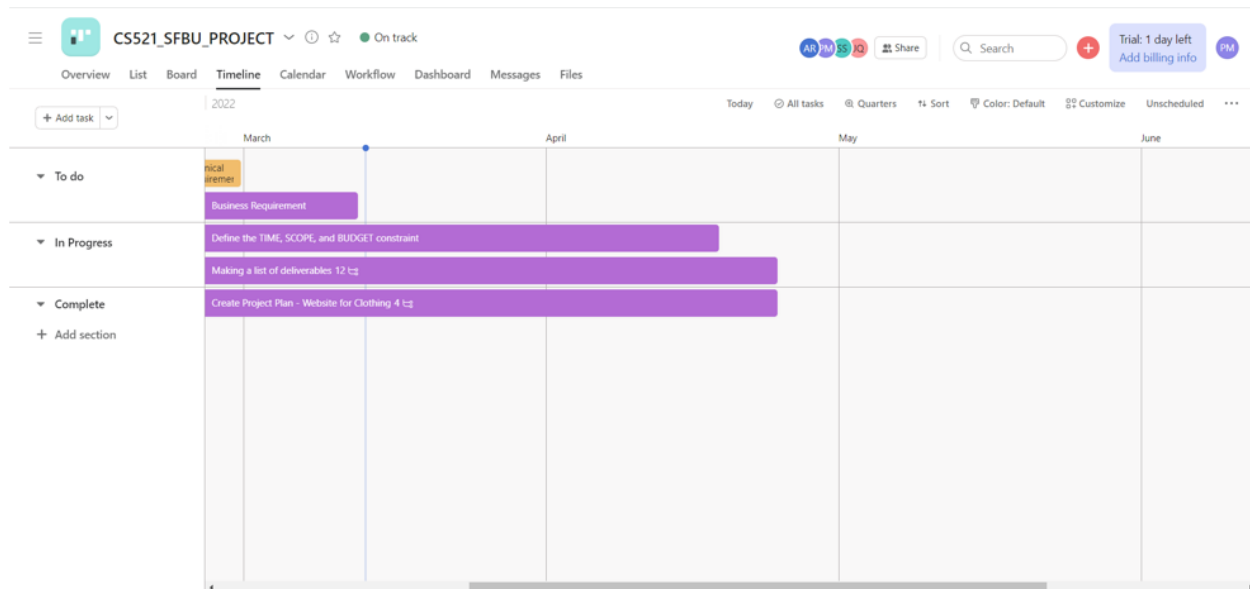
As you start to execute the project, it is important to assign tasks to team members and to have

a clear understanding of how success will be measured. You should also update the project schedule as needed and check in with team members regularly to make sure the project is on track. It is also important to stay within the scope of the project so that you do not run into scope creep.

4. How does this tool help software development?

Asana is a flexible and adaptable project management software that is used to help plan, manage, and track tasks for all manner of projects. As developers, we use these project management tools to help keep the software development cycle on track and ensure the software development team is able to deliver a product on time, on budget, and with no errors. When looking for project management software for development teams, the following is a list of features we consider “must-haves”

- Task Management
- File Sharing
- Schedule Management
- Invoicing and Bookkeeping
- Reporting and Analytics
- Bug, Error, and Issue Tracking.



Asana is a versatile and collaborative application that lets you plan, organize, and manage Agile projects and Scrum sprints. Asana has the capabilities your team needs to work fast and release often, from Boards to Timelines, custom fields to dependencies.

5. Pros & Cons

Asana makes managing our work, team, and process a breeze. Users can work from anywhere and collaborate with their team using any device with this cloud-based software. Managers can create tasks, assign them to team members, and establish deadlines for them. Asana is great for on-site and remote teams and long-term and short-term projects. Asana is a task or project management app that helps us organize our daily chores, interact with our team, and get more done. As with any other product, even Asana has its pros and cons based on user reviews. The following are some of the benefits and drawbacks of Asana:

5.1. Benefits of Asana (Pros)

- **Free Plan** - There is an entirely free plan. As a project management tool, Asana is focused on assisting small and medium-sized enterprises. It is not restricted to that, however. Thanks to its free plan, small teams on a budget can still use project management software.
- **Easy to Use** - The user interface of Asana ultimately results in a significantly better user experience. It's been thoughtfully created, and as a result, it is quite user-friendly.
- **Expansive Integration** - There are several integrations. This functionality more than compensates for Asana's limitations. Asana can be integrated with various third-party programs and technologies, including Salesforce, Slack, Google Calendar, and many others.
- **Collaboration Focused** - People can invite coworkers, partners, and guests to a shared workspace using Asana. Users can view tasks allocated to teammates in the Teammate view to understanding their workload better. Project participants can see anything shared with them or with their organization that is publicly accessible.
- **Task Management** - Asana's task management is well-organized and efficient. It provides consumers with a comprehensive overview of all tasks. It allows users to prioritize tasks easily.
- **Dashboard Customization** - Team leaders can track each task separately using Asana dashboards, which are configurable. Users can also customize the dashboard to keep track of job candidates or customer inquiries and build a workspace for group discussions.

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- **Security** - Internal teams and guests can be managed using Asana's built-in admin controls. It offers permission and privacy controls and the ability for project managers to lock down projects with comments-only authorization to prevent unauthorized changes. Data security and team management features are further enhanced for enterprise users.
 - **Prioritization** - One of Asana's most robust features is its ability to assist businesses and organizations in being more productive. Even the most uncomplicated project assignment has a title and a deadline, making it simple to keep track of.

5.2. Drawbacks of Asana (Cons)

- **Overwhelming for New Users** - Asana is handy and beneficial to experienced project managers. On the other hand, new users may be overwhelmed by the number of functions accessible. New users will need onboarding training, which takes time and money to get the most out of Asana. This is more common with non-technical candidates.
- **No time Tracking** - Asana is a robust project management application that tracks projects, tasks, and assignees. The disadvantage is that it cannot track the time spent by participants on their assigned responsibilities. If teams need to bill separate clients and divide their work into billable and non-billable time, they will need to employ different time-tracking tools.
- **Single Assignee for Tasks** - To eliminate confusion about who is accountable, Asana allocates each task to only one person. If the assigned individual is unavailable, further workarounds will be required to keep the project moving forward.
- **Too Many Features** - Asana is not appropriate for small teams or single projects. The offered options and capabilities may be a mismatch or excess to a relatively basic project.
- **Limited Exporting Functionality** - Project managers frequently need to take their files outside the app. Asana does have this capability, but it is only available in JSON and CSV forms, not PDF or Excel.

6. Comparison with other Competitors

These are a few major feature comparisons with current market competitors with help of user reviews. Businesses continue to utilize Asana due to the numerous benefits to teams and businesses. It is a solid and dependable piece of software that supports project management and increases the likelihood of successful delivery. Asana's advantages and disadvantages are not unique; no single piece of software can answer all a company's

questions. What matters most is that the software we select meets our project management and business needs perfectly.

Features	Asana	Jira	Trello	ClickUp
Price	Free Plan (30 days Trial) \$10.99/month	Free Plan(7 days Trial) \$7/month	Free Plan(14 days Trial) \$5/month	Free Plan \$5/month
Kanban Board	Yes	Yes	Yes	Yes
List	Yes	No	No	Yes
Timeline	Yes	No	Yes	Yes
Multiple Project Management	Yes	Yes	No	Yes
Built-in Integrations	Yes	No	Yes	Yes
Dependency Management	Yes	No	No	Yes
Time - Tracking	Yes	No	No	Yes
Long Term Planning	Yes	No	No	Yes
Workload Planning	Yes	No	No	Yes

7. Conclusion

Businesses continue to utilize Asana due to the numerous benefits to teams and businesses. It is a solid and dependable piece of software that supports project management and increases the likelihood of successful delivery. Asana's advantages and disadvantages are not unique; no single piece of software can answer all a company's questions. **What matters most is that the software we select meets our project management and business needs perfectly.**

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