ASANA JOB OPENING PROCESS

I. Creating a Project

      I. A smaller website using a premade theme?

              • Go to the "Small Website Process" project. create a copy of project (go

                 to next step on how to name project

      2. A larger scale, custom Wordpress theme site?

              • Go to Projects + sign and create new project

2. Naming Project and Moving It

      Refer to WMJ and entitle project as: Client Name & Job Number

3. Organize it Properly

    Drag the Project Name up to an Alphabetical Order on the Project List

4. Check off any steps that may have already been completed on the list

5. How to assign a task

      I. Press "Add Task" button

      2. Give task a strong title that describes exactly what to do.

         EX: "Pick a Wordpress Template"

      3. Write more details of the task in the task's description

      4. At the bottom of the side section and add (+) followers.

            **Important to always add Mikel or Brittany to follower's list unless traffic doesn't

              need to know of this task. Always add followers relevant to task.

      5. Assign task to someone at the top of task side section

      6. You can create sub tasks that nest inside the tasks that can have its own descriptions, due

         dates, assigners, etc by clicking the sub tasks in the top bar

         of the side section

6. Give Task a Due Date/Time

      I. Besides the assigned person, there's a calendar icon.

      2. Set date. Underneath date picker, you can select time (such as with a meeting)

      3. You can create a recurring tasks besides the "due time on the "set to repeat"

         ** When setting a due date, set the task to public. It is set to private by default. This

            way the task shows on calendars for everyone's benefit to know what is going on

            with the team, assigned user, and project.

7. Attaching files

      I. Inside a task, you click the paper clip icon to attach files.

      2. You can access all of a project's files underneath the project title "Files"

         ** Any problems or questions? Comment your issue on a task with a traffic manager

         as a follower. They will be notified and see your comment.

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8. Completing a task

    I. First, check if the task has a traffic manager follower

    2. Comment on the task if necessary.

    3. Check the task off in the check mark, this will notify traffic that this task is done.

9. Organizing tasks

    I. Subtasks can go under main tasks

    2. You can also create a task and end it with a colon (no space after it) to create an organizational header/section. This is useful for project organization.