



# How Our Team Uses Asana

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*We use the tool in the following 4 ways. Any questions or feedback? You can find us at #team-name-questions.*

*Hint: Add links to the Asana projects below.*

- 1.) **Backlog / Sprint Planner.** This is to capture all requests & projects we're not currently working on.
- 2.) **Monthly Sprints.** This is to provide transparency into the list of projects we're tackling each month. It does not capture troubleshooting, meetings, or ad hoc requests that fall outside these projects.
- 3.) **Quarterly goals & alignment w/ company OKRs.** This is to provide transparency into our quarterly goals.
- 4.) **Team Open Tasks.** This is to provide transparency into how many tasks are being assigned to the team outside our quarterly goals & monthly sprints and how this impacts each team member's workload.