

TechSmith Camtasia Storyboard: Using Asana to Project Manage Your Instructional Design Project

Target Audience: Instructional Designers, eLearning Developers, L&D Project Managers

Introduction:

- Business Problem: How to project manage a basic instructional design project reflecting the ADDIE process.
- Solution:
 - Using a collaborative workflow project management software like Asana is an effective way to manage projects, tasks, timelines, and people, such as SMEs and project stakeholders.
 - This video tutorial guides the learner through the step-by-step process of creating a basic instructional design project in Asana, by adding tasks, assigning roles and due dates, and demonstrating the basic functions of Overview, List, Board, Calendar, Messages, and Files.




Learning Objectives: After this tutorial, the learner will be able to create and manage the workflow of a basic instructional design project in Asana.

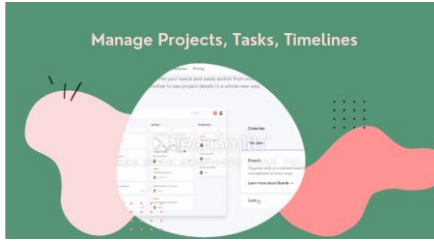
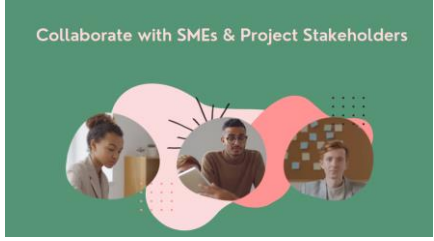
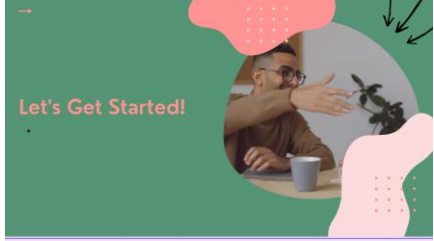
Directions for Reviewer(s):

- Each scene/focus is in its own box. Please read over the audio script and text on screen to check for accuracy, realistic situations and dialogue, and completeness.
- Track Changes is on. Please make any simple corrections within the script or the text on screen columns.
- Use the “Comments” feature to ask questions or make comments on larger issues within the script or on-screen text.
- In the left column is the audio script. This will have a conversational tone. If it doesn’t sound correct, try reading it out loud to see if it does. If not, make changes as needed. The numbers in the script are for the video maker to know where to place the images and graphics and will not be read aloud.
- In the middle column is the Text on the screen. *Grammatical and spelling errors matter here-* please correct any mistakes you find in this column.
- The last column contains the images, graphics, and animations that will occur. The numbers indicate where in the audio narration the image or animation will appear.

Global Comments:

- Color theme as shown below in thumbnails
- Background music plays at low volume throughout video

SCENE/FOCUS: Intro to Asana		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
<p>[1] Welcome to Using Asana to Manage Your Instructional Design Project! [2] In this brief video, you will learn how to create and manage the workflow of a sample instructional design project in Asana using the basic features available. [3] Using a collaborative workflow project management software [4] like Asana is an effective way to manage projects, tasks, timelines, [5] and to collaborate with people on the project, such as SMEs and other project stakeholders. [6] Let's get started!</p>	<p>[Text moves offscreen before the appearance of the next unless otherwise noted.]</p> <p>[1] Using Asana to Manage Instructional Design Projects [2] Create & Manage Project Workflow [3] Use Basic Asana Project Features [4] Manage Projects, Tasks, Timelines [5] Collaborate with SMEs & Project Stakeholders [6] Let's Get Started!</p>	<p>[1] Introduction animation video (create w/ Canva video template)</p>  <p>[2] Video clip of people working together on a project</p>  <p>[3] Screenshot of Asana Key Features</p> 

		<p>[4] Screencast clip of Asana Calendar, Board and List features</p>  <p>[5] 3 separate video clips of individual people working</p>  <p>[6] Video clip of worker shaking hands w/coworker</p>  <p>[7] Arrows transition</p>
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SCENE/FOCUS: Asana Home Page		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
[1] After logging in to Asana, you are brought to the Home page. From here you can [2] create a new project and [3] add tasks. I have already started [4] a	[None]	[1] Screencast of Asana Home page [2] Arrow annotation points to Create project, ends at [3]

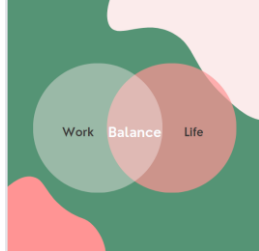
<p>basic instructional design project to demonstrate the main features that are available and useful for our purposes. Select the Instructional Design Project link, which brings us to the Calendar view for the project. From here, [5] select the Overview tab.</p>		<p>[3] Arrow annotation points to Click here to add a task, ends at [4] [4] Arrow annotation points to Instructional Design Project, ends at..."available..." [5] Zoom into Overview tab, zoom out ends at next scene "...Project Overview..."</p>
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SCENE/FOCUS: Asana Project Overview		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
<p>[1] In the project overview, [2] you can add a member, [3] create a project brief, [4] add links and files, [5] send messages to the team and [6] check and update project status. [7] Let's start to create a project brief to communicate the what and why to the team, by selecting Create Project Brief, [8] which is fairly intuitive. [9] I'll drag "Proposed solution" from the suggested content sidebar over to the screen and type Articulate Storyline. We can add more details later. Then select Done.</p> <p>Back on the Overview page, [10] to add a file, simply select the plus symbol [11] under Key Resources to attach a file or link, select the file, and upload it. Next, [12] to add another member to the project, [13] select add member under Project roles. Enter the email address, and any project details. Then, select Send, which notifies them by email. [14] I can now change their role, add them as a project owner, or remove them from the project [15], if needed, from this dropdown option.</p>	<p>[None]</p>	<p>[1] Screencast of Asana Project Overview page [2] Arrow annotation points to Add member, ends at [3] [3] Arrow annotation points to Create project brief, ends at [4] [4] Arrow annotation points to Add links & files, ends at [5] [5] Arrow annotation points to Send messages to members, ends at [6] [6] Arrow annotation points to What's the status?, ends at [7] [7] Zoom into Create project brief, zoom out ends [8] [8] Annotation frame shape around Proposed solution, ends at [9] [10] Arrow annotation points to + symbol Attach a file, ends at [11] [12] Arrow annotation points to Add member, ends at [13] [14] Arrow annotation points to Subject Matter Expert dropdown options, ends at [15]</p>

SCENE/FOCUS: Asana List View		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
<p>[1] Select List to view and add tasks, [2] and assign roles, [3] due dates, and [4] priorities. [5] It's helpful to add the project end date first to build out the interim due dates for reviews, deliverables, and approvals during the phases of design and development.[6] I've already created several tasks for this instructional design project, [7] which reflects the Addie process. [8] I'll add another task, by selecting Add Task, [9] then typing the task name, [10] adding the due date and [11] it's priority by selecting "High" [12] under the priority dropdown menu. [13] Select the Details [14] arrow to open the task up, where you can add more details, ask questions, and post updates about that particular task. [15] You can also select the subtask icon to split the task [16] into smaller parts. To assign a task, under Assignee, I'll select the member I want to assign, and then select the due date and priority that's appropriate. [17] Continue this process of adding tasks, assigning project members, due dates, and priorities to build [18] out the project timeline. [19] If some of the tasks are out of order, it's easy to click the up/down arrows to the right of the task, [20] or drag the task to move it into the correct sequence that you want, which moves the task from To Do, to Doing, to Done.[21] The List view also has useful ways to filter, sort, and hide tasks.[22]</p>	<p>[5] ID Pro Tip: Add project end date to build out timeline [17] Add Tasks Assign Project Members, Due Dates, & Priorities</p>	<p>[1] Screencast of Asana List view page; Annotation frame shape around List, ends at [2] [2] Arrow annotation points to Assignee, ends at [3] [3] Arrow annotation points to Due date, ends at [4] [4] Arrow annotation points to Priorities, ends at [5] [5] Annotation callout shape fades in, points to Due date, fades out at [6] [6] Annotation spotlight on To do tasks list, ends at [7] [8] Zoom in to Add task, zoom out ends at [9] [9] Annotation frame shape around Project Rollout, ends at [10] [10] Annotation frame shape around Due date, ends at [11] [11] Annotation frame shape around Priority, ends at [12] [13] Annotation frame shape around Details arrow, ends at [14] [15] Zoom into Subtask icon, zoom out ends at [16] [17] Annotation callout shape fades in, points to Assignee, fades out at [18] [19] Arrow annotation points to Move tasks between sections, ends at [20] [20] Arrow annotation points to left side drag handles, ends at [21]</p>


		[21] Arrow annotation points to Hide, ends at [22]
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SCENE/FOCUS: Asana Board View		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
[1] The Board view shows the project tasks in a different way [2] and you can move tasks in the process that are Done, Doing, or To Do. [3] The Board view has the same filter and sort features as List view.[4]	[None]	[1] Screencast of Asana Board view page, Annotation frame shape around Board, ends at [2] [3] Arrow annotation points to Hide, ends at [4]

SCENE/FOCUS: Asana Calendar View		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
[1] Calendar view provides a monthly visual [2] of the project tasks. [3] You can toggle between weekends off or weekends on. [4] Hopefully you have a work- life balance with your project, and it is on track so you don't have to work weekends![5]	[4] Work Balance Life	[1] Screencast of Asana Calendar view page, Annotation frame shape around Calendar, ends at [2] [3] Arrow annotation points to Weekends on/off, ends at [4] [4] Work/life balance Venn diagram graphic (create in Canva),  ends at [5]

SCENE/FOCUS: Asana Messages and Files view		
Audio Script:	Text on Screen:	Images/ Animations/Graphics

<p>[1] The Messages tab makes it simple to communicate and collaborate with team members [2]. Select send messages to team members, which opens a new screen. Add a subject line, and drag a [3] task over to the page. You can also [4] attach files to the message. Then [5] select Send. This will notify the team members by email of this message. [6] Finally, the Files tab will show the files that have been uploaded and shared [7] in Messages in Asana. [8] Note that the Files tab does not show any files shared on the Overview page [9] in Key Resources, only files from Messages.</p>	<p>[7] Not available in Files Tab</p>	<p>[1] Screencast of Messages view page, Annotation frame shape around Messages, ends at [2] [3] Annotation frame shape around Storyboard/script/prototype feedback, ends at [6] [4] Arrow annotation points to attachment paperclip icon, ends at [6] [5] Annotation frame shape around Send, ends at [6] [6] Annotation frame shape around Files, ends at [7] [8] Annotation callout shape fades in, points to Storyboard template file on Overview page, fades out at [9]</p>
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SCENE/FOCUS: Asana Summary		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
<p>[1] Now, you have the skills and know-how to create and manage the workflow of a basic instructional design project [2] in Asana. [3] Happy project managing as you mark [4] your first project status in Asana from on track to complete!</p>	<p>[3] Happy Project Managing Project On Track [4] Happy Project Managing Project On Track ID Project Complete!</p>	<p>[1] Screencast of On track status page, ends at [2] [2] Arrows transition [3] Outro animation video (create w/ Canva video template)</p> 

		[4]  A green rectangular graphic with a white cloud-like shape on the left containing the text "Happy Project Managing!". To the right, the text "PROJECT ON TRACK" is at the top and "ID PROJECT COMPLETE!" is at the bottom in red.
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