

FUTUREPLUS

**UPLOADING  
YOUR ROADMAP  
INTO  
ASANA**



## + What is Asana?

A web and mobile work management platform designed to help teams organise, track and manage their work.

**Sign up** via: <https://app.asana.com/-/login>

Register your email, create a password and respond to the verification email sent to your inbox (check your spam folder).

### **Free sign up includes:**

- Unlimited tasks, projects, messages, activity log
- 100MB storage per file
- Collaborate with up to 15 colleagues

## + Asana Pros

- Simple yet highly intuitive user interface.
- Collaboration focused.
- Great for tracking projects and tasks.
- Specialized for handling multiple projects at one time and it is suitable for companies of any size.

## + Getting started – How Asana is organised

Projects and tasks are the most fundamental building blocks of Asana.

**Organisations** – Based on your company's shared email domain, and connect everybody within your company that uses Asana.

**Teams** – Functional groups in an organisation that likely correspond to general teams, like marketing or sales.

**Projects** – Stored in Teams (and Portfolios) to track all the actionable steps, information, and communications towards achieving a goal, initiative, or objective.

**Tasks** – Stored in projects and makes it clear who's responsible for what by when.

**Portfolios** – These store groups of projects.

## + Asana Cons

- No time tracking features.
- Only one user can be assigned to a task at any given time.
- Projects can get complex using privacy features.
- Asana can be difficult to implement for new users.

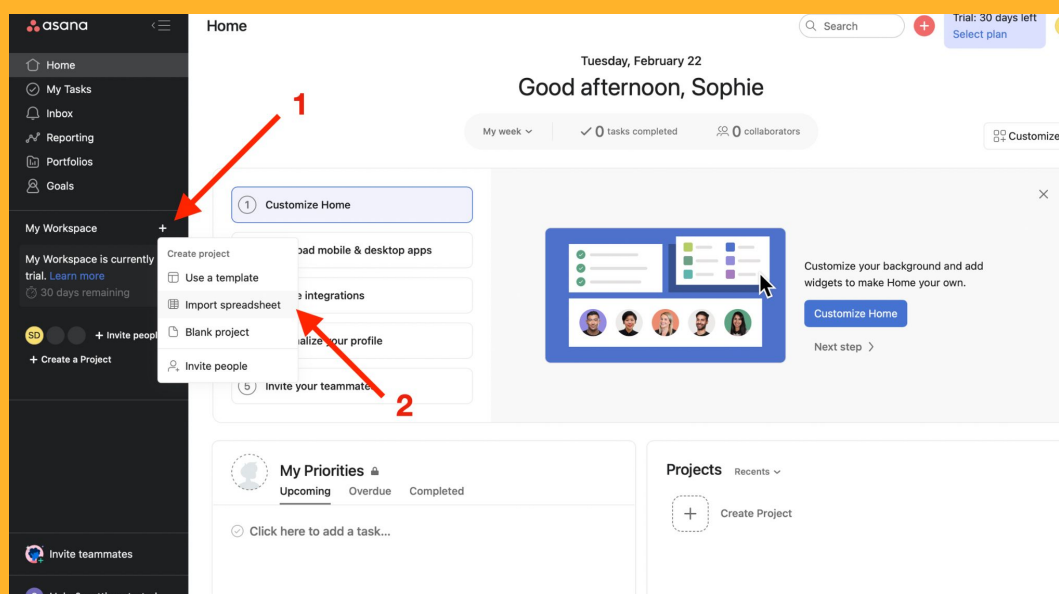


## + Downloading your FuturePlus Roadmap as a CSV file

On your FuturePlus Dashboard, simply scroll down to the bottom of your Roadmap and click 'Export To', then choose CSV file.

## + Uploading a CSV file into Asana

After setting up an Asana account, your homepage will look like this:



## + To upload your CSV file

1. On the left-hand side of the homepage, click the **plus (+) button** next to My Workspace
2. Press **import spreadsheet**
3. Name your project and choose privacy setting
4. Select a CSV file to import

## + Need more help?

Contact the FuturePlus team: [team@future-plus.co.uk](mailto:team@future-plus.co.uk)

Or for additional information and guidance visit:

<https://asana.com/guide>

<https://www.youtube.com/c/asana>