



Want to fix collaboration?

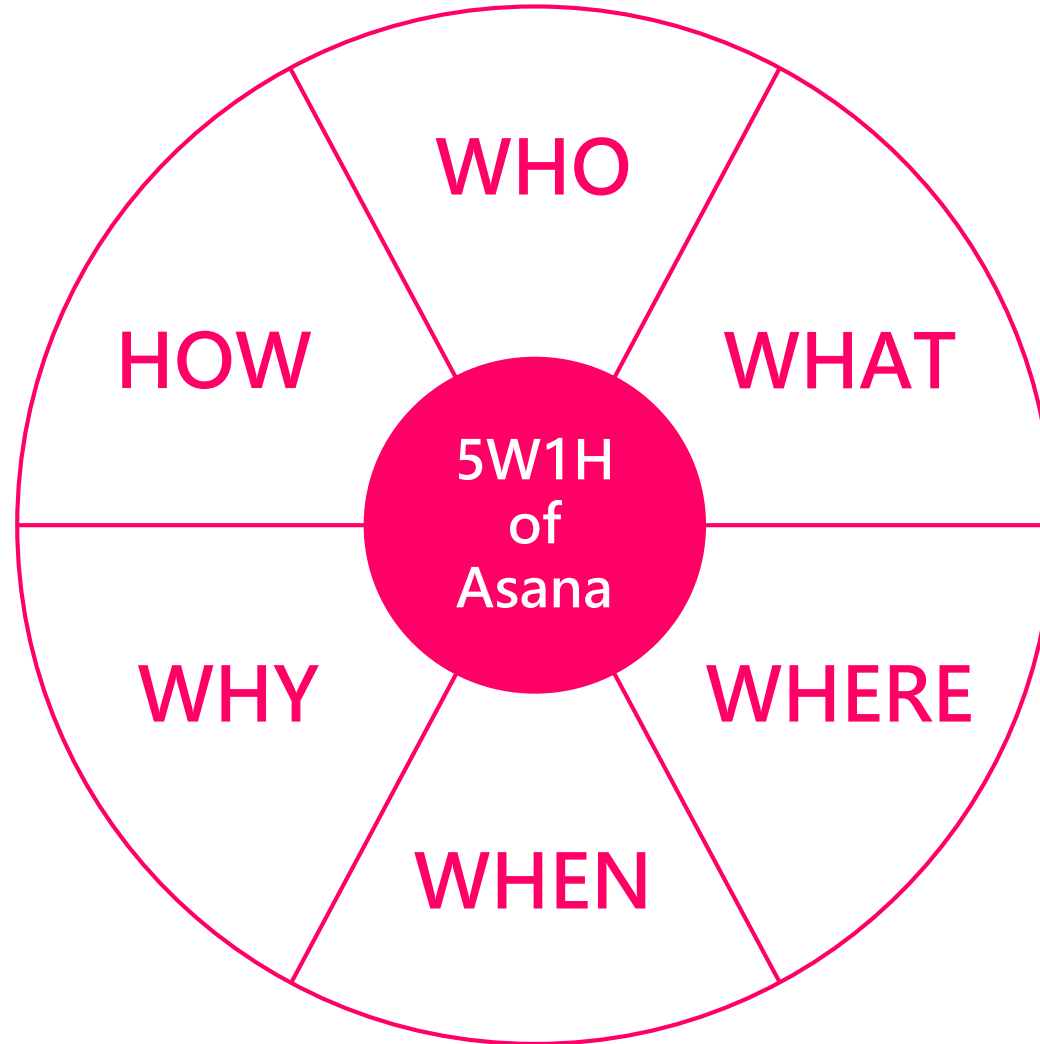
Get Asana

DevOps Tec 業務 - Emily





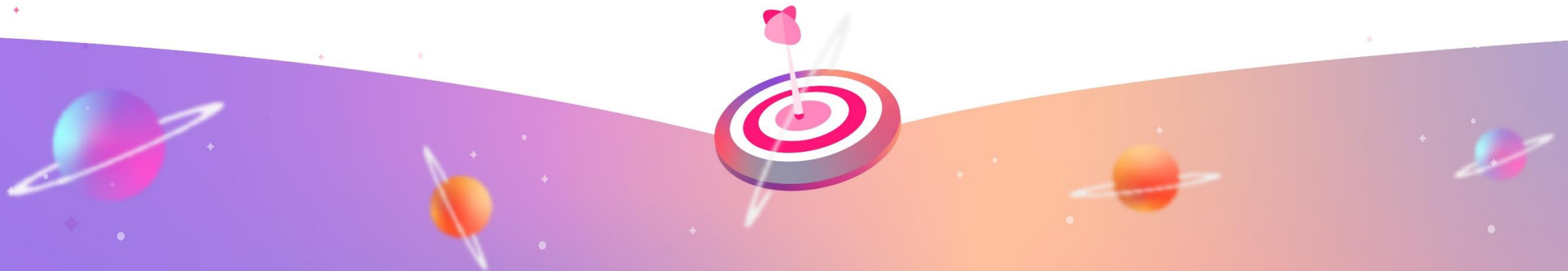
Outline



WHO

誰需要Asana?

Anyone . Any Company . Any Industry





Top 5 Biggest Global Barriers to Efficiency



Overworked Employees
工作分配不平均



Too Many Tools to get Work Done
工作流程過於複雜



Lack of Clear Processes
工作流程及指示不明確



Poor Communication
缺乏溝通



Too Much Time Wasted on Meeting
花費過多時間進行無效會議



工作管理會遇到的問題

指派給他人的工作清單

- 他們是否得知工作指派?
- 他們知道代辦事項的期限嗎?
- 若任務未在期限前完成, 責任歸誰?
- 任務及專案是否在進度上?

自己的工作清單

- 我是不是遺漏了什麼?
- 我該從何開始?
- 代辦事項的期限是什麼時候?
- 我該如何搞清楚所有工作事項?



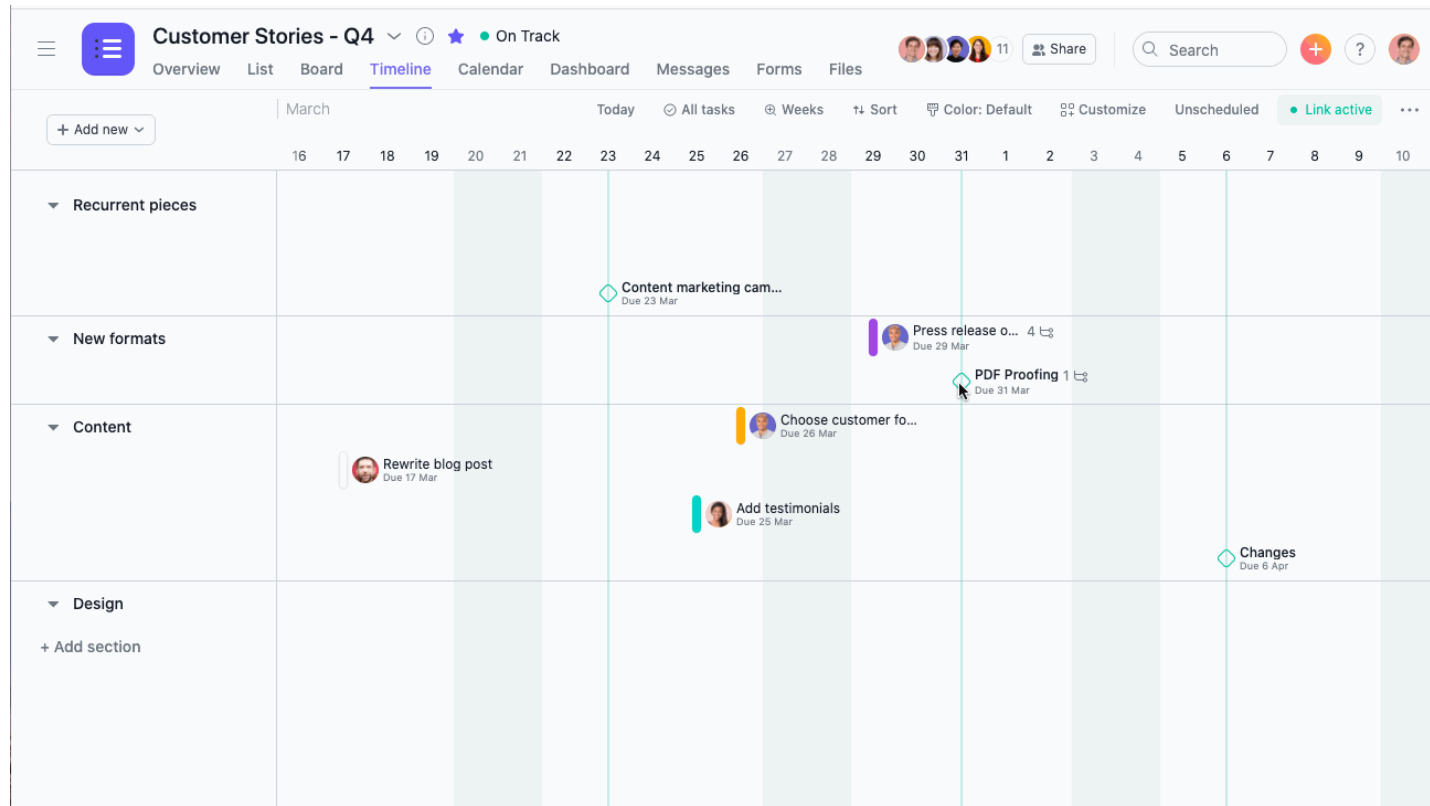
WHAT

Asana有什麼過人之處？

Work Management Software and Tool for Any Business.

Asana Highlight Features

工作、專案和任務管理



任務相依性

藉助任務相依性可以將任務標記為正在阻擋另一項任務，或遭到另一項任務阻擋。

相依性是任務與任務之間的關係，決定了活動必須以何順序執行。

Asana Highlight Features

工作、專案和任務管理

The screenshot shows the Asana interface for a project named "Customer Stories - Q4". The project is marked as "On Track". The interface includes a navigation bar with options like Overview, List, Board, Timeline, Calendar, Dashboard, Messages, Forms, and More... There is a search bar and a "Share" button. Below the navigation bar, there is a "Add new" button and a "Customize" button. The main area displays a list of tasks with columns for Task name, Assignee, Due date, Tags, and Projects. The tasks are grouped into sections: "Recurrent pieces", "New formats", and "Content".

Task name	Assignee	Due date	Tags	Projects
Recurrent pieces				
Content marketing campaign!				
Editorial calendar			Med priority	
Create campaign			Low priority	
Add task...				
New formats				
PDF Proofing			Low priority	
Press release on acquisition			Marketing	
Add task...				
Content				
Add testimonials				
Changes				
Rewrite blog post				
Choose customer for February spotlight			Med priority	

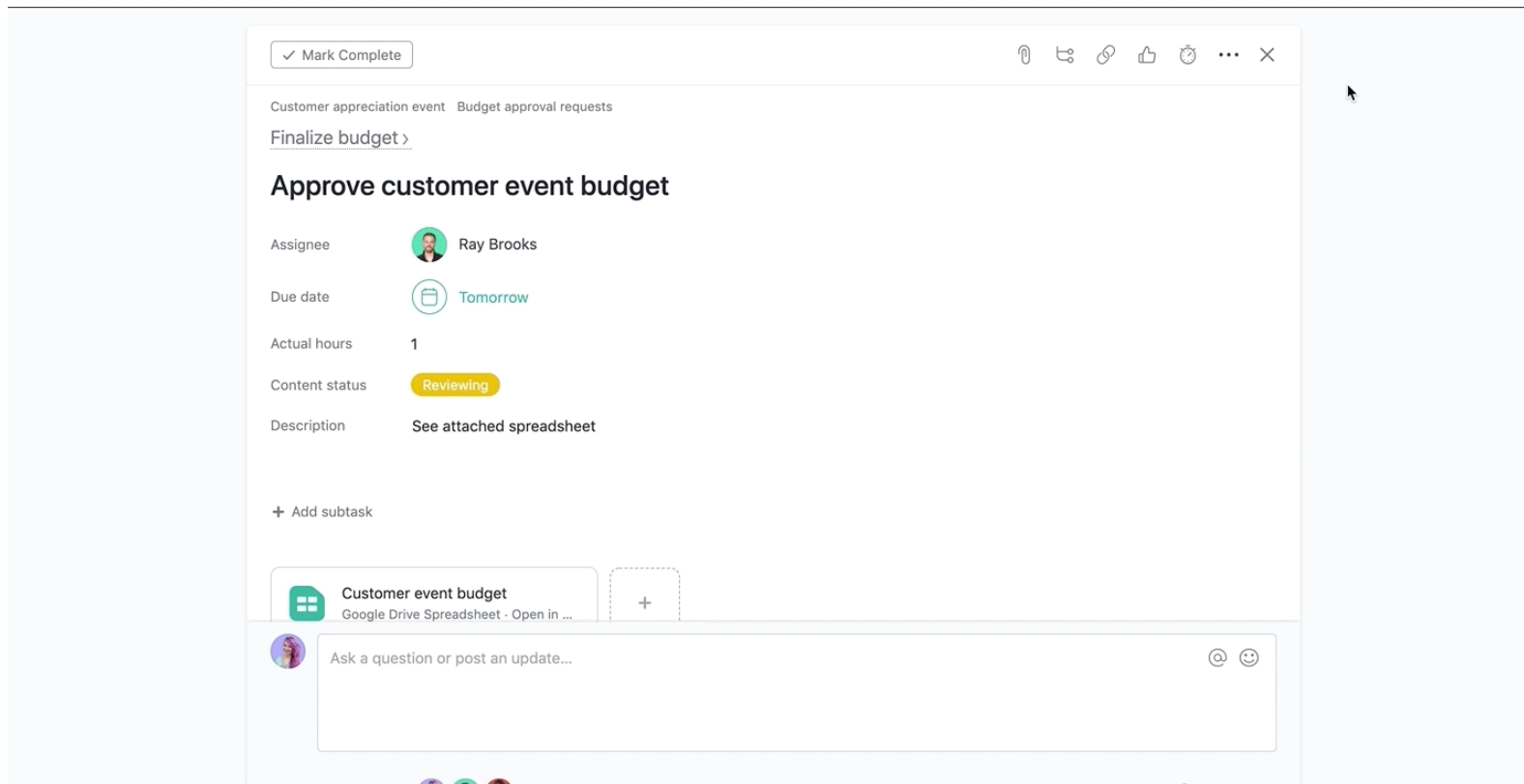
自訂規則

Business 版本使用者可透過自訂規則設定不同的觸發因素組合將例行任務自動化。

透過這些自動化團隊可節省因為重複工作而花費的時間。

Asana Highlight Features

工作、專案和任務管理



回饋與核准

回饋與核准功能可以讓團隊更加快速針對現況做出調整舉動並且了解團隊是否步上軌道。

使用者可直接在系統內進行回饋或核准，加速作業。



Asana Highlight Features

檢視管理

The screenshot displays the Asana 'My Tasks' interface. The left sidebar contains navigation options like Home, My Tasks, Inbox, and various project categories. The main area shows a list of tasks with columns for Task name, Due date, and Projects. Tasks are grouped into sections: 'Today' (tasks due today), 'Upcoming' (tasks due in the next few days), and 'Later' (tasks due further in the future). Each task entry includes a task name, a due date, and associated project names.

Task name	Due date	Projects
Send "save the date"	Today	Website Design Requests
Reach out to facilities	Today	Website Launch
Send event reminders	Today	Editorial Calendar
Meeting with Finance	Today	Marketing, Website Design Requests
Review slides for presentation	Today	Rebranding Vid..., Website Design Reque...
Add task...		
▼ Upcoming		
Review Designs	Today	Recruiting weekly meeting
Proofread copy for launch	Today	Marketing, Website Design Requests
Review sprint notes - week 3	16 Apr	Marketing, Rebranding Video
Sales pitch feedback	21 Apr	Recruiting weekly meeting
Create new copy for Roisin	29 Apr	Editorial Calendar
Add task...		
▼ Later		
Prepare notes from weekly meeting	9 Jul	Marketing
Send draft to Finance	23 Jul	Editorial Calendar
Merge accounts	16 Jul	Recruiting weekly meeting
Create new file for Wednesday Business Review	24 Jun	Rebranding Vid..., Website Design Reque...
Add task...		

我的任務

「我的任務」以清單、看板、行事曆3種形式顯示在特定組織或工作空間中指派給使用者本身的所有任務。

使用者也可以排序任務清單，自己最舒適的方式檢視任務。



Asana Highlight Features

檢視管理

The screenshot displays the Asana Home interface for a user named Blake. The top navigation bar includes the Asana logo, a search bar, and a user profile icon. The main content area is titled "Home" and shows the date "Tuesday, December 20" and a greeting "Good afternoon, Blake". Below this, there are three main sections: "My goals", "My Priorities", and "Projects".

- My goals:** This section shows three goals with progress bars and status indicators:
 - Grow ARR by 20%**: 40% progress, No status.
 - Grow brand awareness**: 14% progress, At risk.
 - Reduce current backlog items**: 50% progress, At risk.
- My Priorities:** This section shows a list of tasks with their status and due dates:
 - Click here to add a task...
 - Add logo to top of page: Website ... Today
 - Cookies notice: Website ... Thursday
 - Customer satisfaction infographic: Creative... 1 - 22 Dec
 - PDF Proofing: Custom... Low prio... Thursday
 - Web copy drafted: Marketing 27 Dec
 - Launch to web dev and mkg team: Website ... 28 Dec
- Projects:** This section shows a list of recent projects, currently empty.

工作負荷

工作負荷讓團隊得以快速查看並在更深入瞭解團隊跨專案協作時的工作情況。

使用者也可以透過工作負荷檢視指派或安排任務，輕鬆避免團隊成員工作量太多或太少的情況並確保專案人員妥善被配置。

Asana Highlight Features

報告與分析

Phoenix Corp

Who can see goals? Search

Company goals | Team goals | My goals

Mission

To build the best, sustainable services in the world and provide incredible experiences for our customers

Company goals 5

Goal	Progress	Status	Team
Grow ARR by 20%	On Track	On Track	FY21
Drive online ARR growth of 45%	67%	On track	Marketing
Reach combined enterprise sales rep revenue of...	59%	At risk	Phoenix Corp
NA Growth Plans	40%	On track	Phoenix Corp
EMEA Growth Plans	31%	On track	Phoenix Corp
APAC Growth Plans	38%	On track	Phoenix Corp

目標

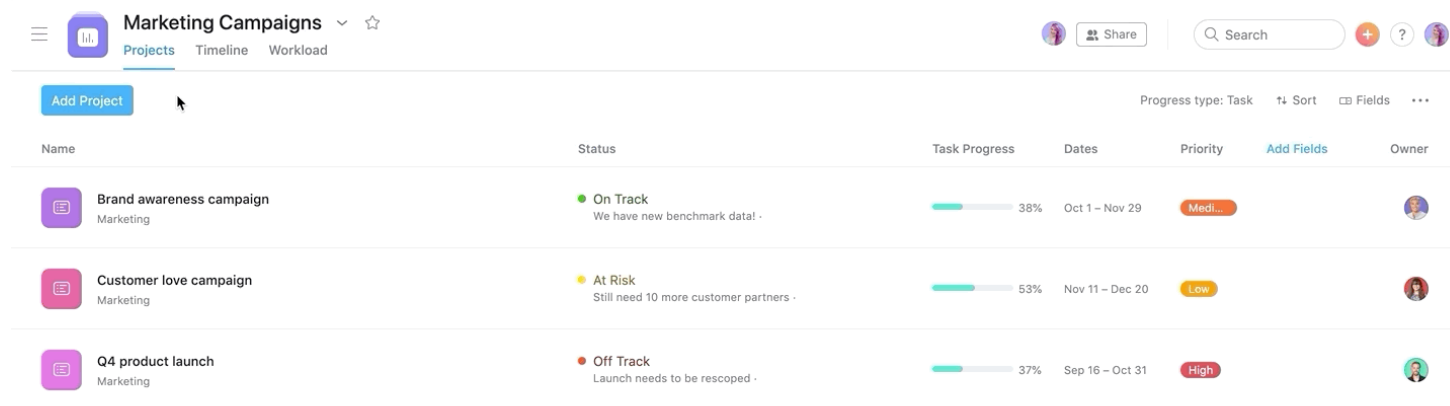
許多組織花費時間和資源設定目標並安排相對應任務，但這些目標最終卻不了了之。

有了 Asana 的目標功能，使用者擁有一個目標來源並達成與這些目標相關聯的工作。



Asana Highlight Features

報告與分析

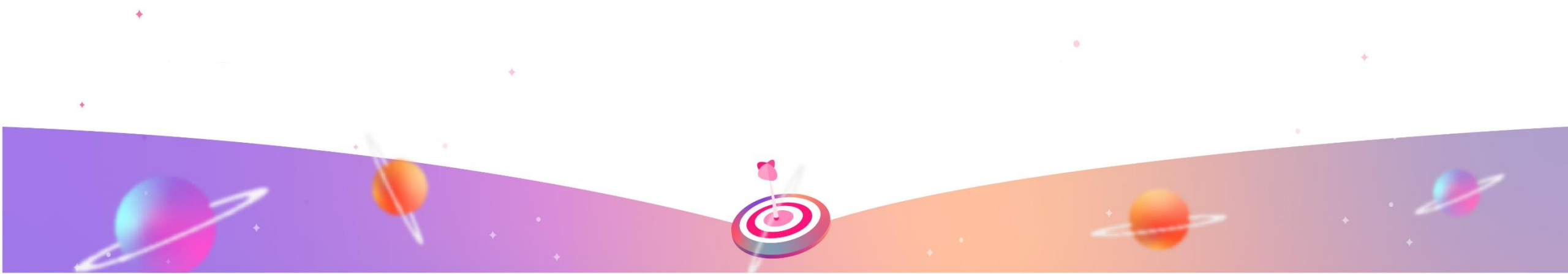


The screenshot shows the Asana interface for 'Marketing Campaigns'. It features a table with columns for Name, Status, Task Progress, Dates, Priority, and Owner. Three campaigns are listed: 'Brand awareness campaign' (On Track, 38% progress), 'Customer love campaign' (At Risk, 53% progress), and 'Q4 product launch' (Off Track, 37% progress). The interface includes navigation tabs for Projects, Timeline, and Workload, along with an 'Add Project' button and search functionality.

Name	Status	Task Progress	Dates	Priority	Owner
Brand awareness campaign Marketing	On Track We have new benchmark data!	38%	Oct 1 - Nov 29	Medium	[User Icon]
Customer love campaign Marketing	At Risk Still need 10 more customer partners.	53%	Nov 11 - Dec 20	Low	[User Icon]
Q4 product launch Marketing	Off Track Launch needs to be rescoped.	37%	Sep 16 - Oct 31	High	[User Icon]

專案集

專案經理與領導者需要能夠輕易取得彙報、狀態更新，以及團隊的資源管理計劃，以確保工作進度正常，並且在規劃時能在掌握充分資訊的情況下作決定。



Asana Highlight Features

整合彈性

Google



Reporting



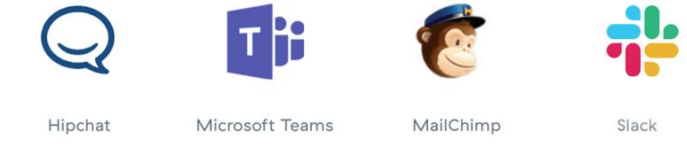
File Sharing



Development



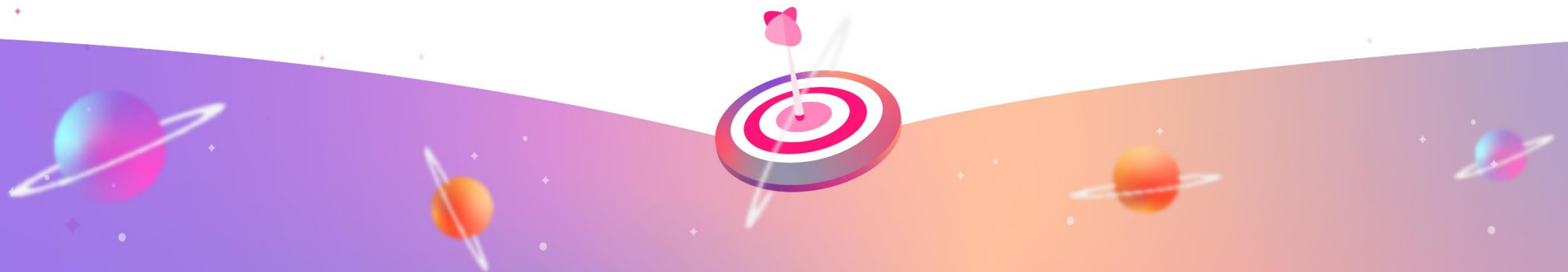
Communication



WHERE

要將Asana應用在甚麼地方？

Improving cross team collaboration on projects is simpler with Asana.





4 Essential Team Collaboration Tools



檔案分享

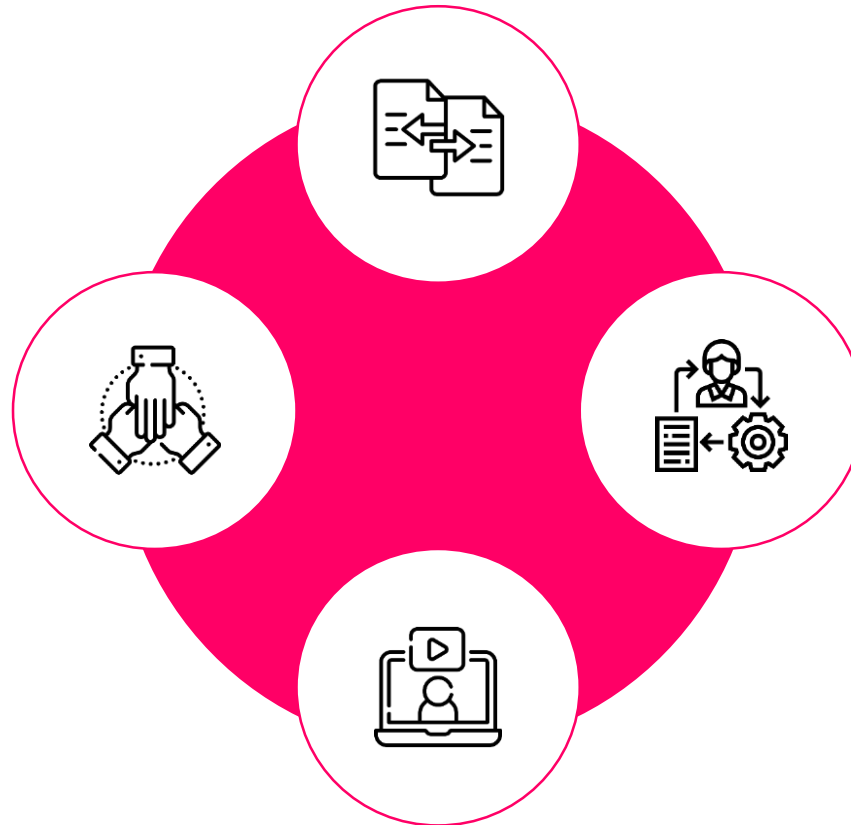
Google Workspace / Microsoft Office / Dropbox

團隊協作最大的關卡之一在於必須無止盡地搜尋文件，或得等到電子郵件回覆後才能取得檔案。有了集中化的檔案分享工具，團隊就有他們能夠存取的共享知識庫和檔案庫。

工作管理

Asana

工作管理是團隊協作策略的關鍵一環，可藉助工作管理工具輕易地對團隊需求取得共識、即時以視覺方式呈現工作進度，並闡明目標。工作管理軟體是幫助團隊辦到這一點的理想工具。它可協助團隊組織工作、保持同步，並達成目標。



跨團隊協作

Slack / Microsoft Teams

針對簡單任務進行快速溝通或一些團隊交流對團隊協作而言非常關鍵。優秀的團隊會持續不斷地聯絡。若團隊是遠距團隊，這一點尤其重要。儘管會議或齊聚一堂是溝通的絕佳方式，但傳訊工具則可讓所有團隊成員輕易存取資訊。

視訊溝通

Zoom / Google Meet

對遠距團隊而言，視訊會議對團隊協作而言非常關鍵。增加與團隊面對面的時間有助於創造協作的環境，即便是遠距工作也是如此。務必讓團隊的每個人都有存取權限，以便建立視訊會議，並知道如何使用工具。



WHEN

何時使用Asana?

Keep Project Planning Organized with Asana Templates.



何謂專案範本？



有別於從零開始的專案計劃方法，專案範本提供專案開始時的架構範本。

專案範本可能包含區段、範例工作、任務標籤，以及更多內容。透過專案範本，使用者可以「即選即用」，直接開始工作。

專案範本大致上須包含以下**7大元素**：



目標



專案角色



里程碑



溝通計畫



成功指標



預算



時間軸

Asana 精選專案範本

Goals > Increase operational efficiency by +20% ▼

This goal is **on track**. Update

48% complete 0 / 3

Sub-goals +

- Set and monitor quarterly budgets On Track 70%
- Enable HR to train 10,000 employees At Risk 20%
- Improve operating margins by 30% On Track 53%

營運計劃範本

Software requests

List Board Timeline Workflow

Tool Access Request Form

Name*
Hugh Daniels

Software*
Adobe

Software requests

List Board Timeline Workflow

Task name	Assignee	Software
Intake		
Grant Access: Hugh Daniels	Unassigned	Adobe
Access granted		
Grant Access: Joan Kirk	Dave Jung	Okta
Grant Access: Coral Meijer	Daniela Vargas	Droobee
Grant Access: Zoe Wong	Ajeet Cyus	Autoba

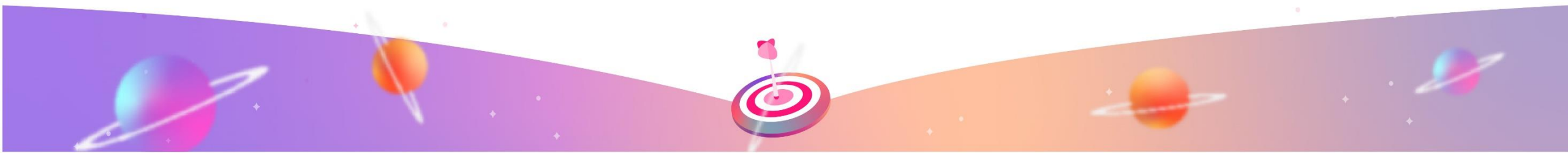
IT 計劃管理範本

Onboarding Project: Zoe Wong

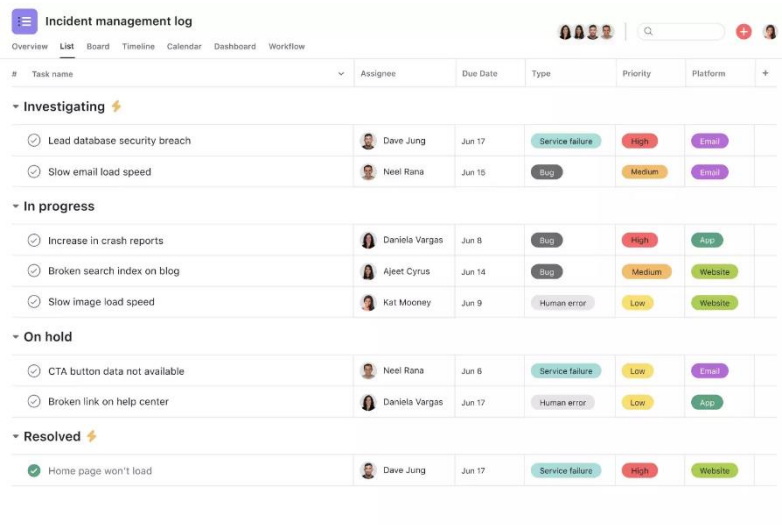
+ Add Task 🔍 Incomplete tasks Filter Sort Customize ...

#	Task name	Assignee	Due date	Timeframe	Owner	Actionable?
Start here						
1	First day meeting with your manager	Neel Rana	June 6	Day 1	Manager	Reference
2	Attend day 1 welcome session	Zoe Wong	June 6	Day 1	New hire	Actionable
3	Complete your profile in Asana	Zoe Wong	June 7	Day 2	New hire	Actionable
HR, Benefits, and Payroll						
4	Provide relevant employment documents	Zoe Wong	June 6	Day 1	New hire	Actionable
5	Complete your new hire paperwork in our HRIS	Dave Jung	June 7	Day 2	HR	Reference
6	Reference documents	Zoe Wong	June 10	Day 5	New hire	Reference
7	Review PTO policy	Zoe Wong	June 13 - 17	Week 2	New hire	Actionable
Communication						
8	Projects to favorite in Asana	Zoe Wong	June 7	Day 2	New hire	Actionable
9	How to stay up to date with company announcements	Zoe Wong	June 20 - 24	Week 3	HR	Reference

員工到職範本



Asana 精選專案範本

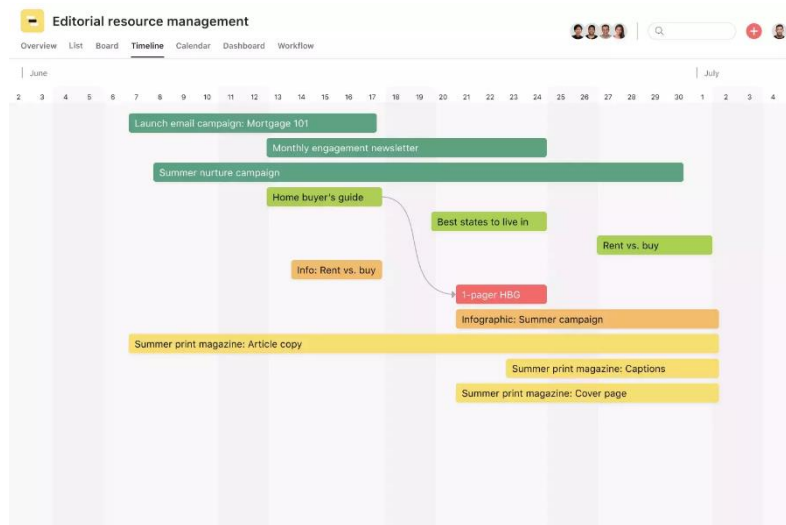


Incident management log

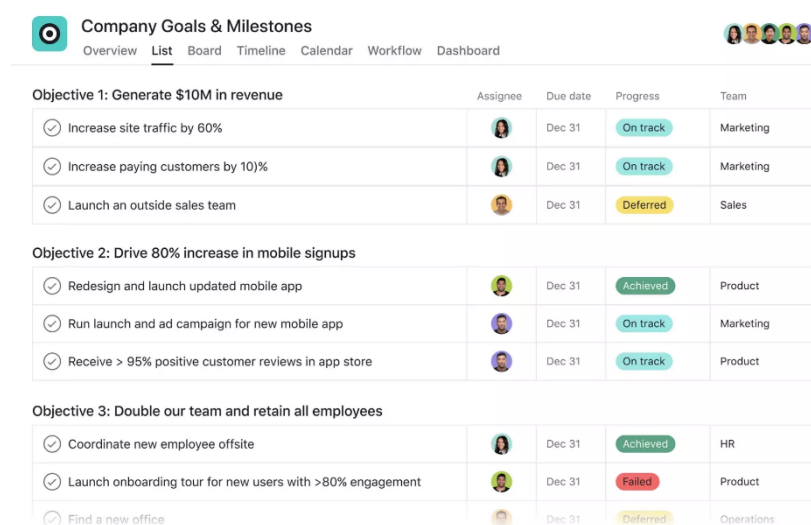
Overview List Board Timeline Calendar Dashboard Workflow

#	Task name	Assignee	Due Date	Type	Priority	Platform
Investigating						
1	Lead database security breach	Dave Jung	Jun 17	Service failure	High	Email
2	Slow email load speed	Neel Rana	Jun 15	Bug	Medium	Email
In progress						
3	Increase in crash reports	Daniela Vargas	Jun 8	Bug	High	App
4	Broken search index on blog	Ajeet Cyrus	Jun 14	Bug	Medium	Website
5	Slow image load speed	Kat Mooney	Jun 9	Human error	Low	Website
On hold						
6	CTA button data not available	Neel Rana	Jun 6	Service failure	Low	Email
7	Broken link on help center	Daniela Vargas	Jun 17	Human error	Low	App
Resolved						
8	Home page won't load	Dave Jung	Jun 17	Service failure	High	Website

事件管理範本



資源管理範本



Company Goals & Milestones

Overview List Board Timeline Calendar Workflow Dashboard

Objective	Task	Assignee	Due date	Progress	Team
Objective 1: Generate \$10M in revenue	Increase site traffic by 60%	[Assignee]	Dec 31	On track	Marketing
	Increase paying customers by 10%	[Assignee]	Dec 31	On track	Marketing
	Launch an outside sales team	[Assignee]	Dec 31	Deferred	Sales
Objective 2: Drive 80% increase in mobile signups	Redesign and launch updated mobile app	[Assignee]	Dec 31	Achieved	Product
	Run launch and ad campaign for new mobile app	[Assignee]	Dec 31	On track	Marketing
	Receive > 95% positive customer reviews in app store	[Assignee]	Dec 31	On track	Product
Objective 3: Double our team and retain all employees	Coordinate new employee offsite	[Assignee]	Dec 31	Achieved	HR
	Launch onboarding tour for new users with >80% engagement	[Assignee]	Dec 31	Failed	Product
	Find a new office	[Assignee]	Dec 31	Deferred	Operations

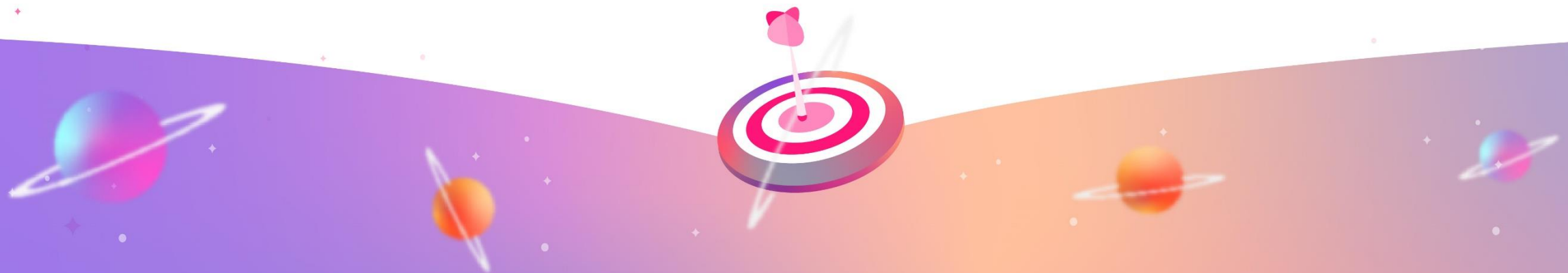
年度規劃範本



WHY

為甚麼非Asana不可?

Take a Tour into The Deeper Layer of Asana.

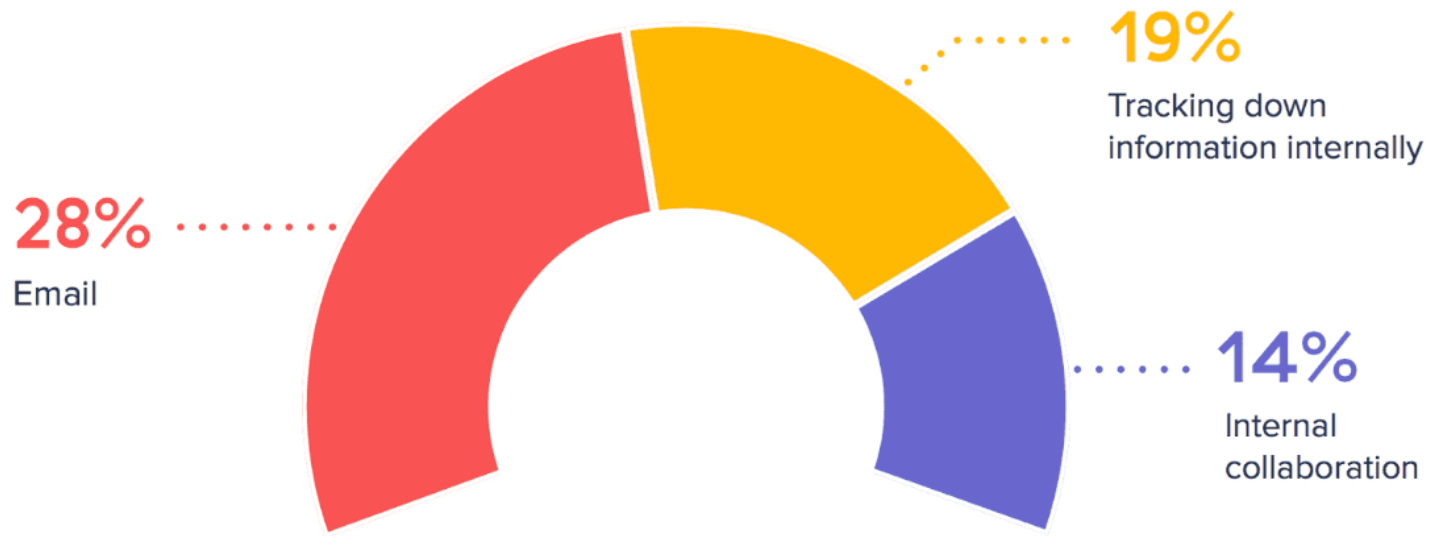




為何使用 Asana ?



Asana 是團隊追蹤工作、取得成果最簡單的方法。



透過使用Asana 有效
減少工作中附帶的小事務

SOURCE: MCKINSEY GLOBAL INSTITUTE, "THE SOCIAL ECONOMY"



Asana 如何協助團隊完成更多工作

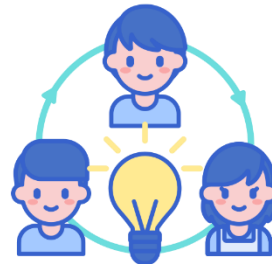


讓團隊提高效率

1.45 倍

65%

客戶表示透過Asana
減少了電子郵件的數量
以及與團隊所召開
的會議次數



66%

的客戶表示 Asana
讓他們更有效率的
完成更多工作



Asana 如何讓客戶取得更好的工作成果?



80%

的客戶表示
Asana 改善了他們團隊的權責劃分

81%

的客戶表示 Asana 有助他們更易於溝通工作相關事務



68%

的客戶表示 Asana 讓他們團隊的目標變得更清楚

74%

的客戶表示 Asana 幫助他們的團隊在期限內完成工作





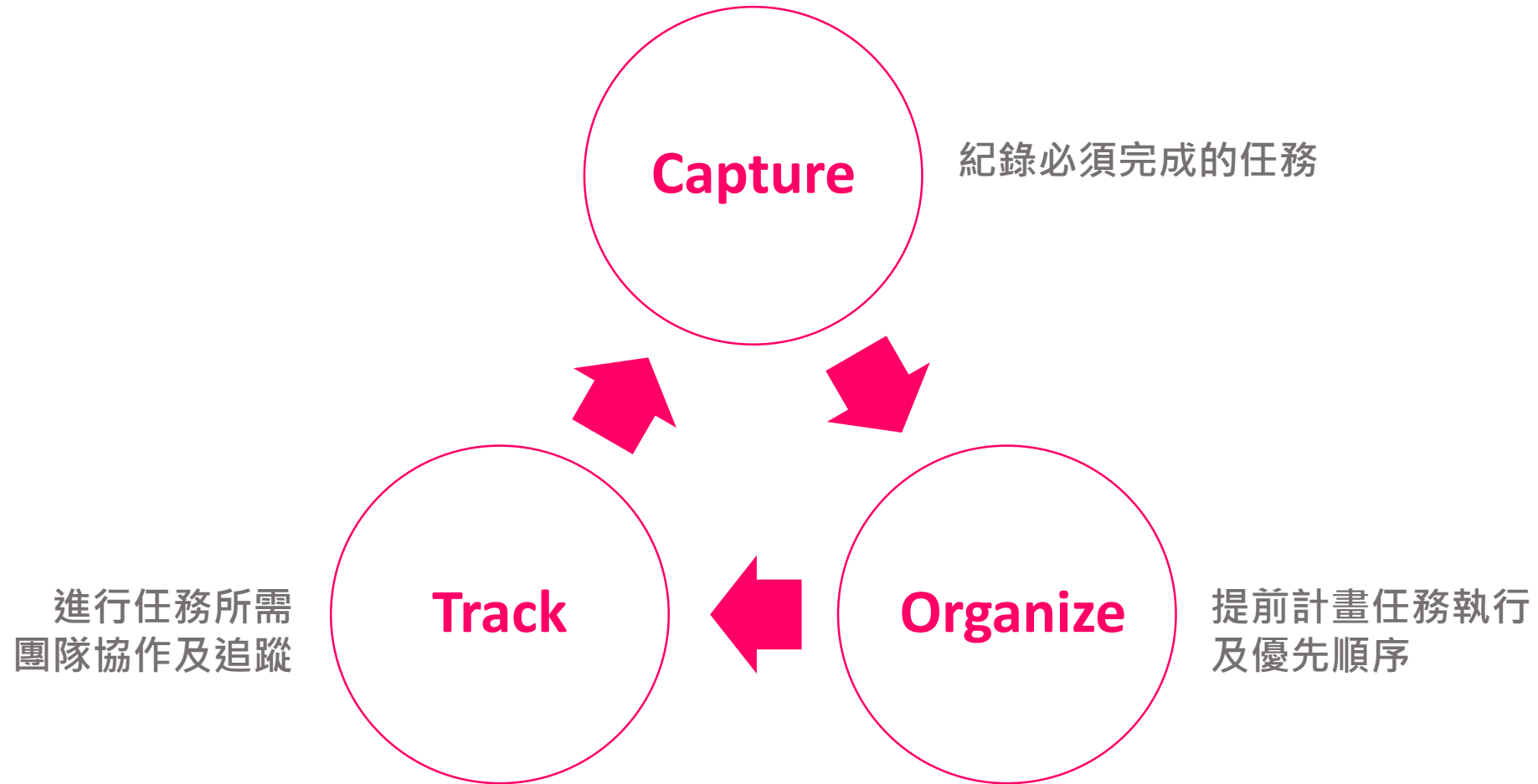
HOW

應該如何將Asana導入公司?

Implement Asana based on strategic management process.

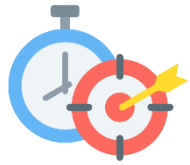


如何透過Asana管理工作?





如何透過Asana實施專案計畫？



定義目標

實施流程中的第一步就是定義目標。從專案目標著手有助於充實專案計劃。



進行研究

可以透過訪談、研究或觀察等研究方式繼續調整這些目標的定義。



列出風險

在第三步中需要列出在專案中面臨的所有潛在風險。(SWOT分析)



排定里程碑

排定專案里程碑是規劃流程中的重要步驟，這些檢查點有助於執行期間追蹤進度。



指派權責與任務

每一項行動計劃都必須包含一份權責清單，並且逐一指派給團隊成員。



分配資源

資源分配是降低風險的最佳方式之一。確保專案執行能夠使用這些資源，避免資源耗盡問題。



工作管理會遇到的問題

指派給他人的工作清單

- 他們是否得知工作指派?
- 他們知道代辦事項的期限嗎?
- 若任務未在期限前完成, 責任歸誰?
- 任務及專案是否在進度上?

自己的工作清單

- 我是不是遺漏了什麼?
- 我該從何開始?
- 代辦事項的期限是什麼時候?
- 我該如何搞清楚所有工作事項?



工作管理會遇到的問題

Solve your problems
with the simplest solution.



ASANA



THANK YOU!

www.devops.com.tw

