

Asana For Internal Team Coordination

New to Asana at Akvo? Check out the [Asana - Fundamentals](#) wiki.

In addition to using Asana for coordinating and managing the execution of client work, we also use it to coordinate the internal work specific to the Tech Team. We use a number of Asana Projects grouped in Asana Teams.

Naming Convention

All Asana Teams used to group the Asana Projects are use the following naming convention: `Team - Tech - <project group name>`.

Project Organization

Team - Tech - General

Asana Team Privacy Setting: Public to organization

Asana Project Privacy Setting: Shared with Team - Tech - General

This is the Asana Team that contains the main internal projects for the Tech Team.

Project	Description
Leave Requests	The project for leave request validation.
Professional Development	The list of courses that everyone is taking as part of the professional development goals. This is public so that everyone can see what others are learning and eventually create small cohorts.
DevOps Roadmap	The DevOps roadmap, <i>backlog</i> section is where we keep any big ideas for upcoming quarters.

Project	Description
DevOps - Daily Task	Ad hoc tasks that ensure our internal hosting capabilities are top notch. Any task related to our operation and supporting team will be logged here.
Support & Quality	Tasks related to the development of support & quality skills and services.
Design	Tasks related to the development of design skills and services.
Internal	Tasks related to short-term internal projects.

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