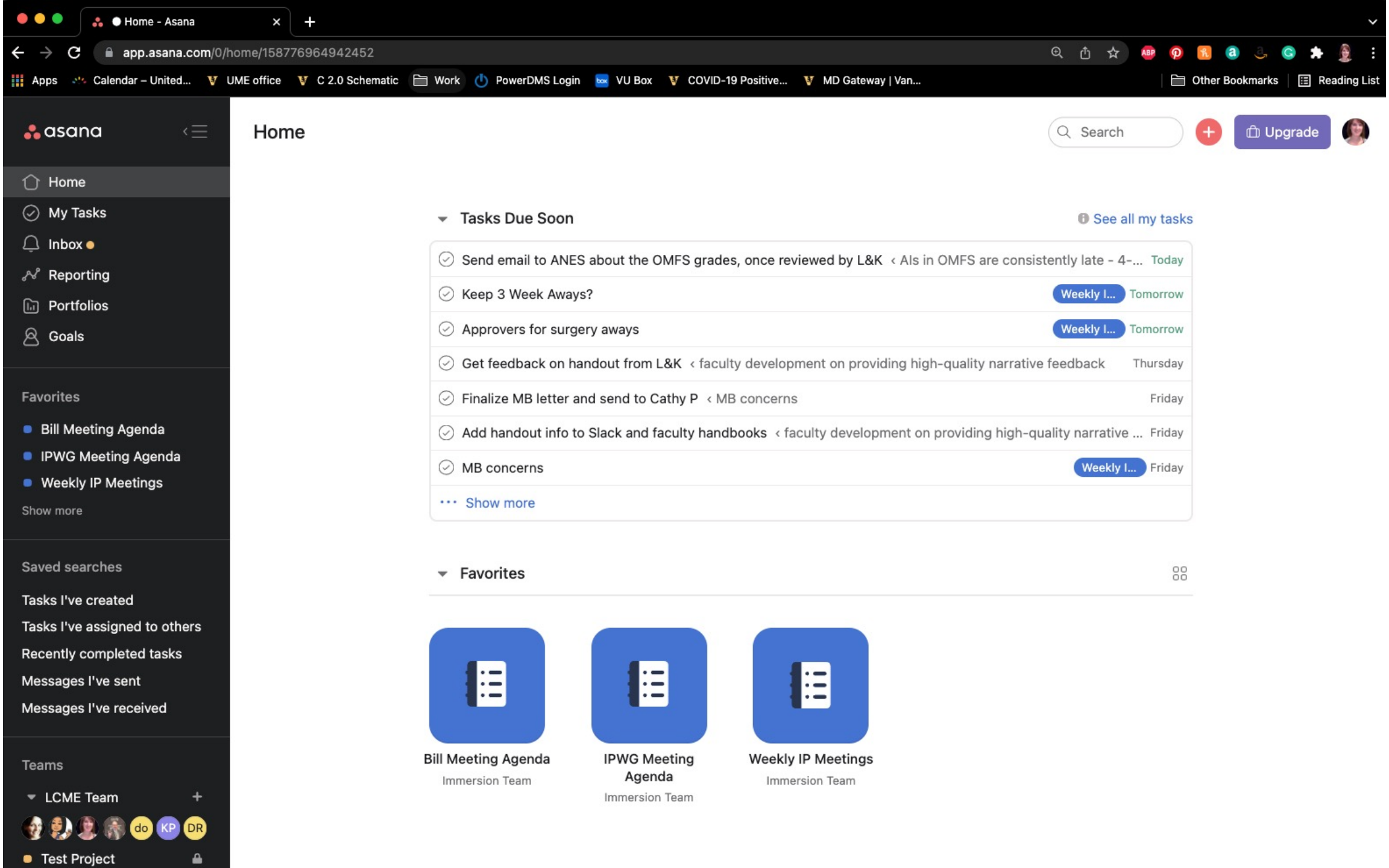
Project Management

Using Asana

Brenna Hansen, VUSM


Home - Asana
app.asana.com/0/home/158776964942452
Apps
Calendar – United...
UME office
C 2.0 Schematic
Work
PowerDMS Login
VU Box
COVID-19 Positive...
MD Gateway | Van...
Other Bookmarks
Reading List
asana
Home
My Tasks
Inbox
Reporting
Portfolios
Goals
Favorites
Bill Meeting Agenda
IPWG Meeting Agenda
Weekly IP Meetings
Show more
Saved searches
Tasks I've created
Tasks I've assigned to others
Recently completed tasks
Messages I've sent
Messages I've received
Teams
LCME Team
Test Project
Home
Search
Upgrade
Tasks Due Soon
See all my tasks
Send email to ANES about the OMFS grades, once reviewed by L&K ‹ AIs in OMFS are consistently late - 4-... Today
Keep 3 Week Aways? Weekly I... Tomorrow
Approvers for surgery aways Weekly I... Tomorrow
Get feedback on handout from L&K ‹ faculty development on providing high-quality narrative feedback Thursday
Finalize MB letter and send to Cathy P ‹ MB concerns Friday
Add handout info to Slack and faculty handbooks ‹ faculty development on providing high-quality narrative ... Friday
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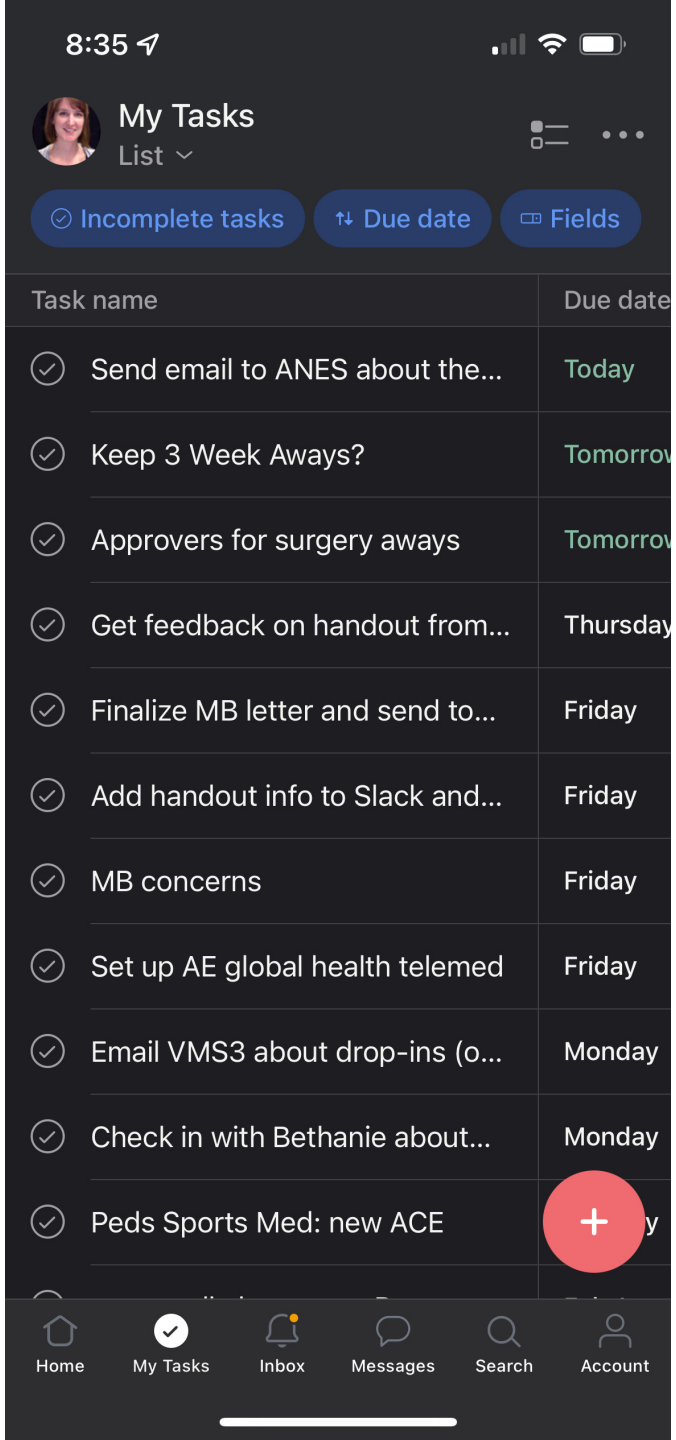
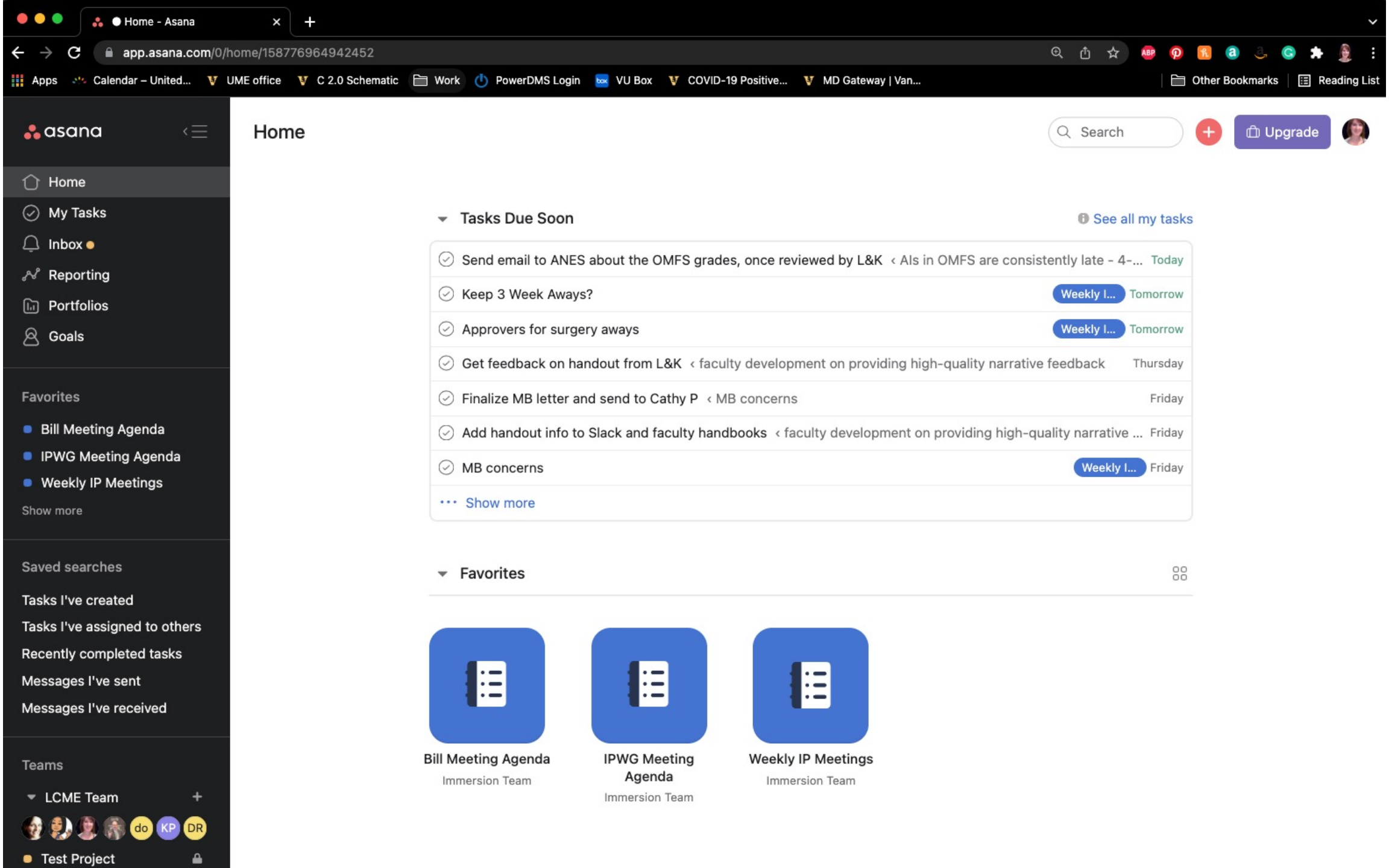

8:35
My Tasks
List
Incomplete tasks
Due date
Fields
Task name
Due date
Send email to ANES about the...
Today
Keep 3 Week Aways?
Tomorrow
Approvers for surgery aways
Tomorrow
Get feedback on handout from...
Thursday
Finalize MB letter and send to...
Friday
Add handout info to Slack and...
Friday
MB concerns
Friday
Set up AE global health telemed
Friday
Email VMS3 about drop-ins (o...
Monday
Check in with Bethanie about...
Monday
Peds Sports Med: new ACE
Home
My Tasks
Inbox
Messages
Search
Account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Weekly IP Meetings
Immersion Team

MCT in Immersion Phase Pilot

Set status

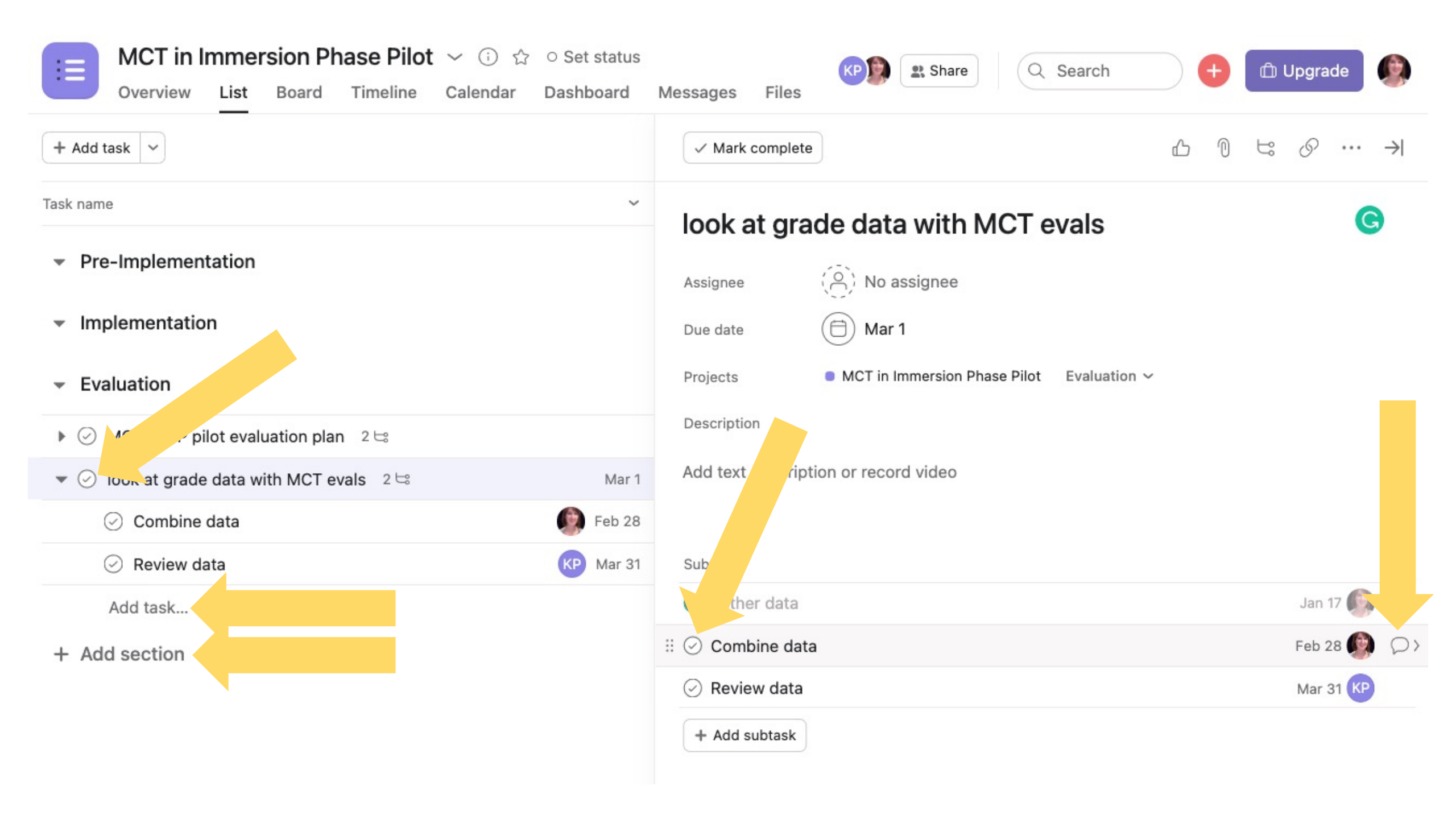
Overview | List | Board | Timeline | Calendar | Dashboard | Messages | Files

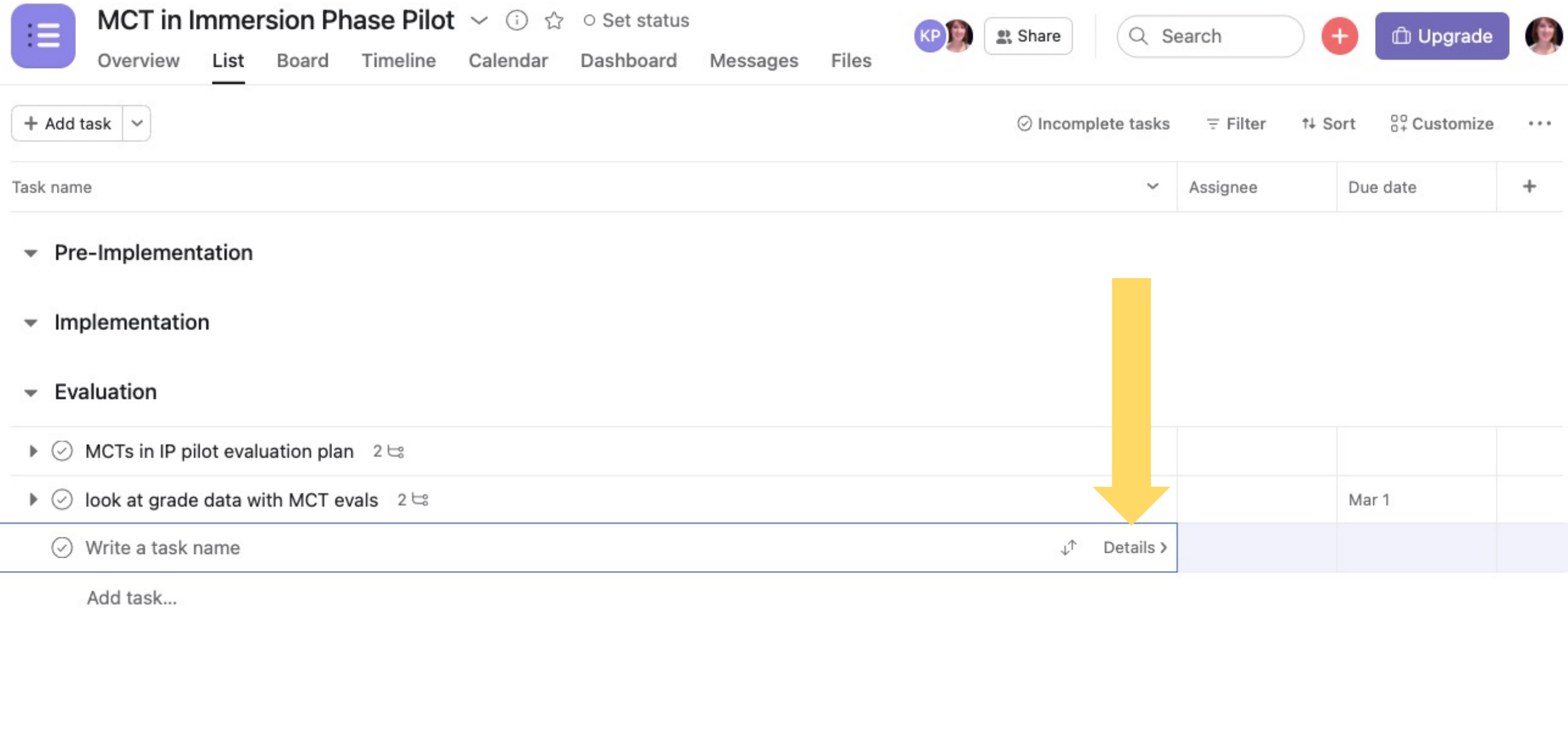
KP | Share | Search | Upgrade

+ Add task | Incomplete tasks | Filter | Sort | Customize

Task name	Assignee	Due date
Pre-Implementation		
Implementation		
Evaluation		
MCTs in IP pilot evaluation plan 2		
look at grade data with MCTs 3		Mar 1
Add task...		

+ Add section


MCT in Immersion Phase Pilot
Set status
Overview
List
Board
Timeline
Calendar
Dashboard
Messages
Files
KP
Share
Search
Upgrade
+ Add task
Task name
Pre-Implementation
Implementation
Evaluation
pilot evaluation plan 2
at grade data with MCT evals 2 Mar 1
Combine data Feb 28
Review data KP Mar 31
Add task...
+ Add section
✓ Mark complete
look at grade data with MCT evals
Assignee
No assignee
Due date
Mar 1
Projects
MCT in Immersion Phase Pilot
Evaluation
Description
Add text
ription or record video
Sub
ther data Jan 17
Combine data Feb 28
Review data Mar 31 KP
+ Add subtask


MCT in Immersion Phase Pilot
Set status
Overview
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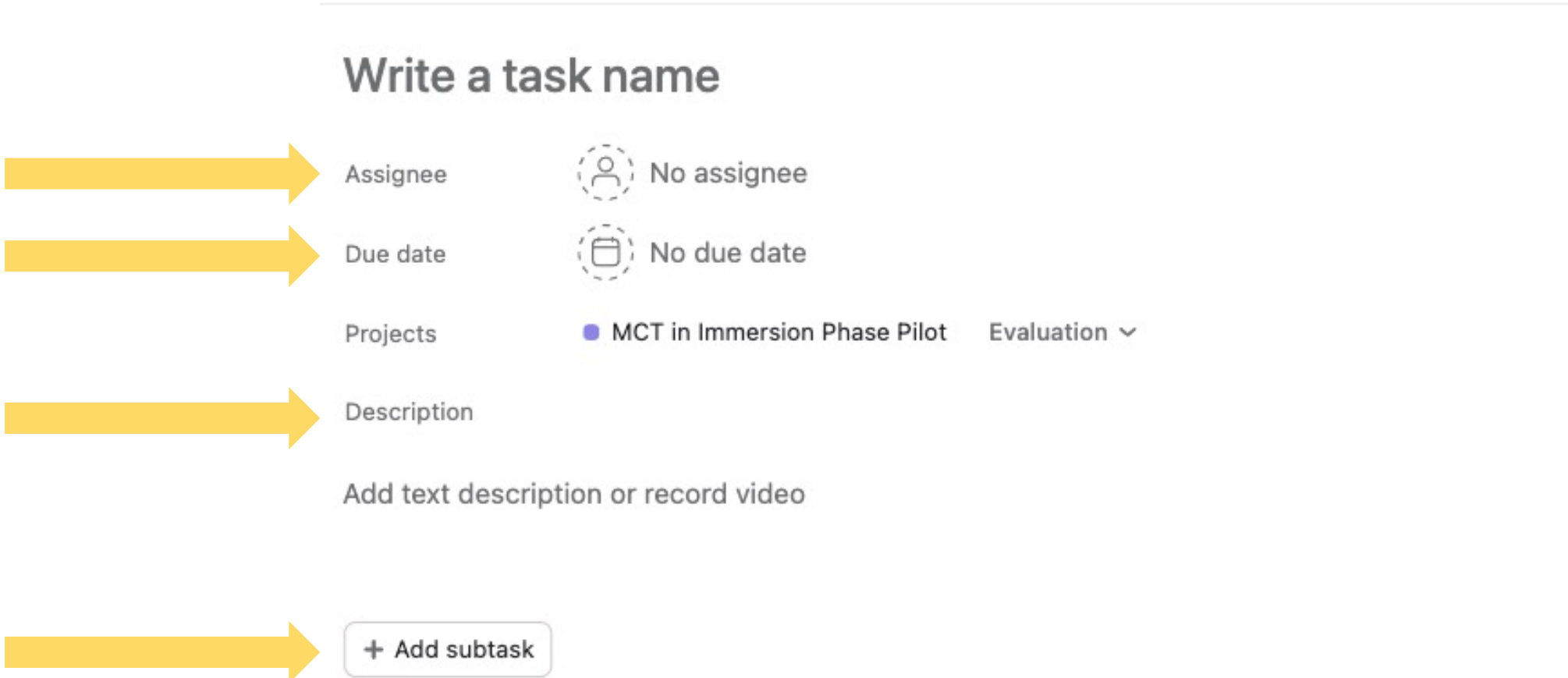
Files
KP
Share
Search
Upgrade
Add task
Incomplete tasks
Filter
Sort
Customize
Task name
Assignee
Due date
Pre-Implementation
Implementation
Evaluation
MCTs in IP pilot evaluation plan 2
look at grade data with MCT evals 2
Mar 1
Write a task name
Details
Add task...


Write a task name
Assignee
No assignee
Due date
No due date
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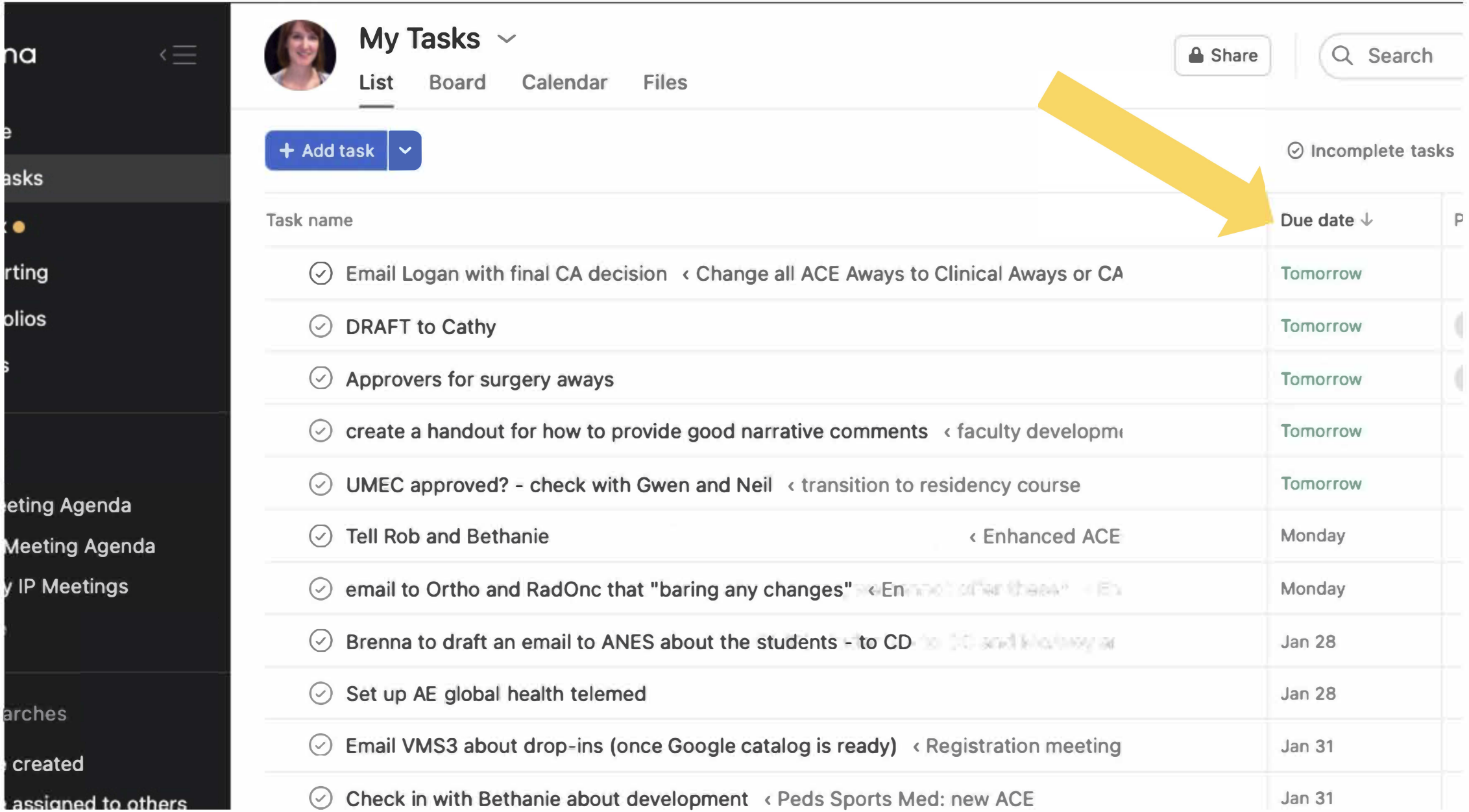
Evaluation
Description
Add text description or record video
+ Add subtask


My Tasks
List
Board
Calendar
Files
Share
Search
+ Add task
Incomplete tasks
Task name
Due date
Email Logan with final CA decision ‹ Change all ACE Aways to Clinical Aways or CA
Tomorrow
DRAFT to Cathy
Tomorrow
Approvers for surgery aways
Tomorrow
create a handout for how to provide good narrative comments ‹ faculty developm
Tomorrow
UMEC approved? - check with Gwen and Neil ‹ transition to residency course
Tomorrow
Tell Rob and Bethanie ‹ Enhanced ACE
Monday
email to Ortho and RadOnc that "baring any changes" ‹ En
Monday
Brenna to draft an email to ANES about the students - to CD
Jan 28
Set up AE global health telemed
Jan 28
Email VMS3 about drop-ins (once Google catalog is ready) ‹ Registration meeting
Jan 31
Check in with Bethanie about development ‹ Peds Sports Med: new ACE
Jan 31
eting Agenda
Meeting Agenda
IP Meetings
created

This task is private to you. Make public

Peds Sports Med: new ACE

Assignee Brenna Hansen Recently assigned

Due date Monday

Projects Add to projects

Dependencies Add dependencies

Description

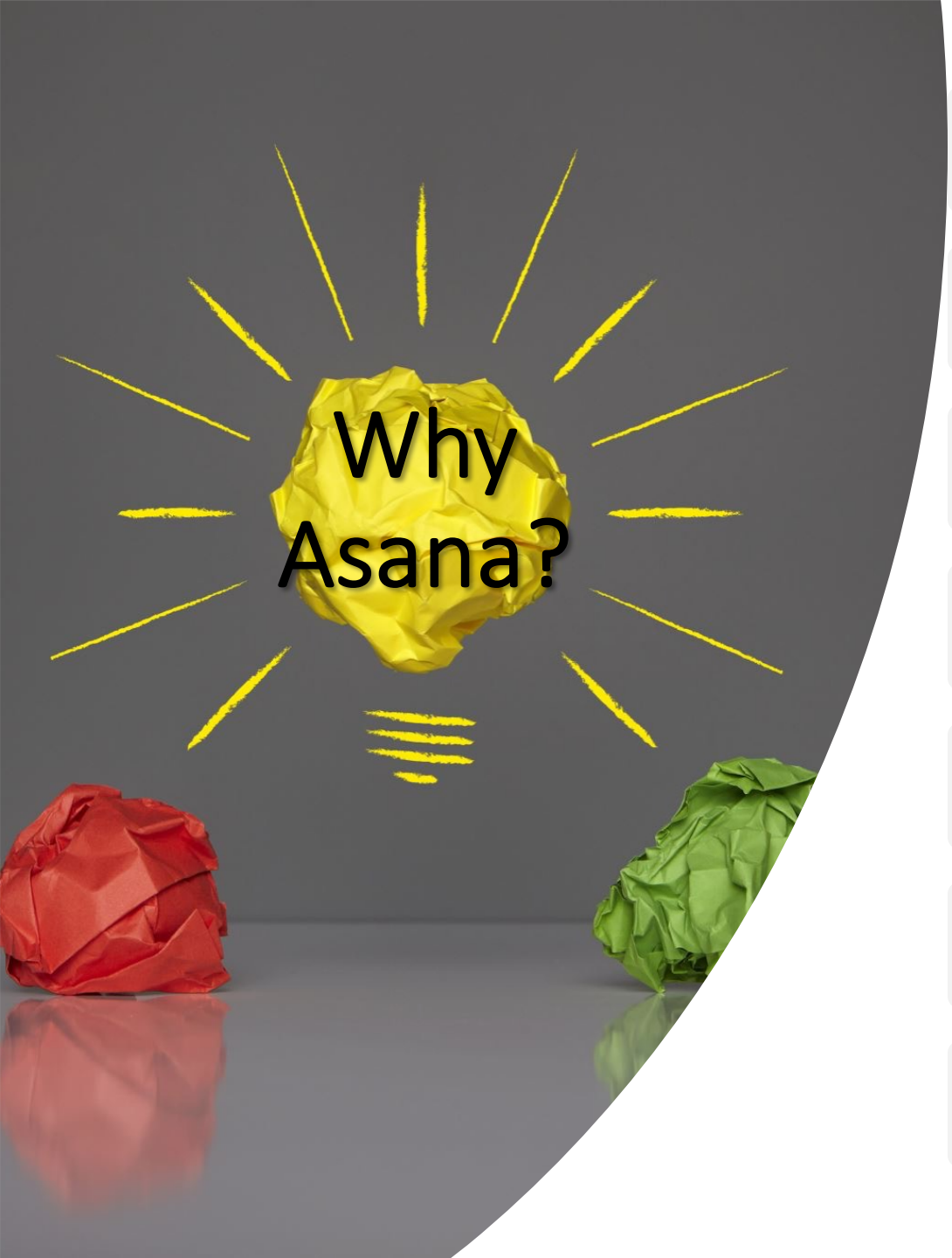
Saralyn and Bethanie met with new CD, who's on board to create

Subtasks

Ask Bill about approval before UMEC review Dec 20, 2021

Check in with Bethanie about development Monday

+ Add subtask



- Track multiple projects
- Across multiple teams
- Break down larger projects into visual, manageable bites
- Track project, task, subtask due dates
- Make changes easily, for all to see
- Annualize tasks (or any recurrence)
- Archive projects and tasks with notes on why decisions were made or relevant documents