


UX Design sprint (part 1 in Gantt view)



UXD Sprint short term project

★

On track

Overview

List

Board

Gantt

Dashboard

Calendar

Workflow

Messages

Files

Gantt

+

+ Add task

Filter

Sort

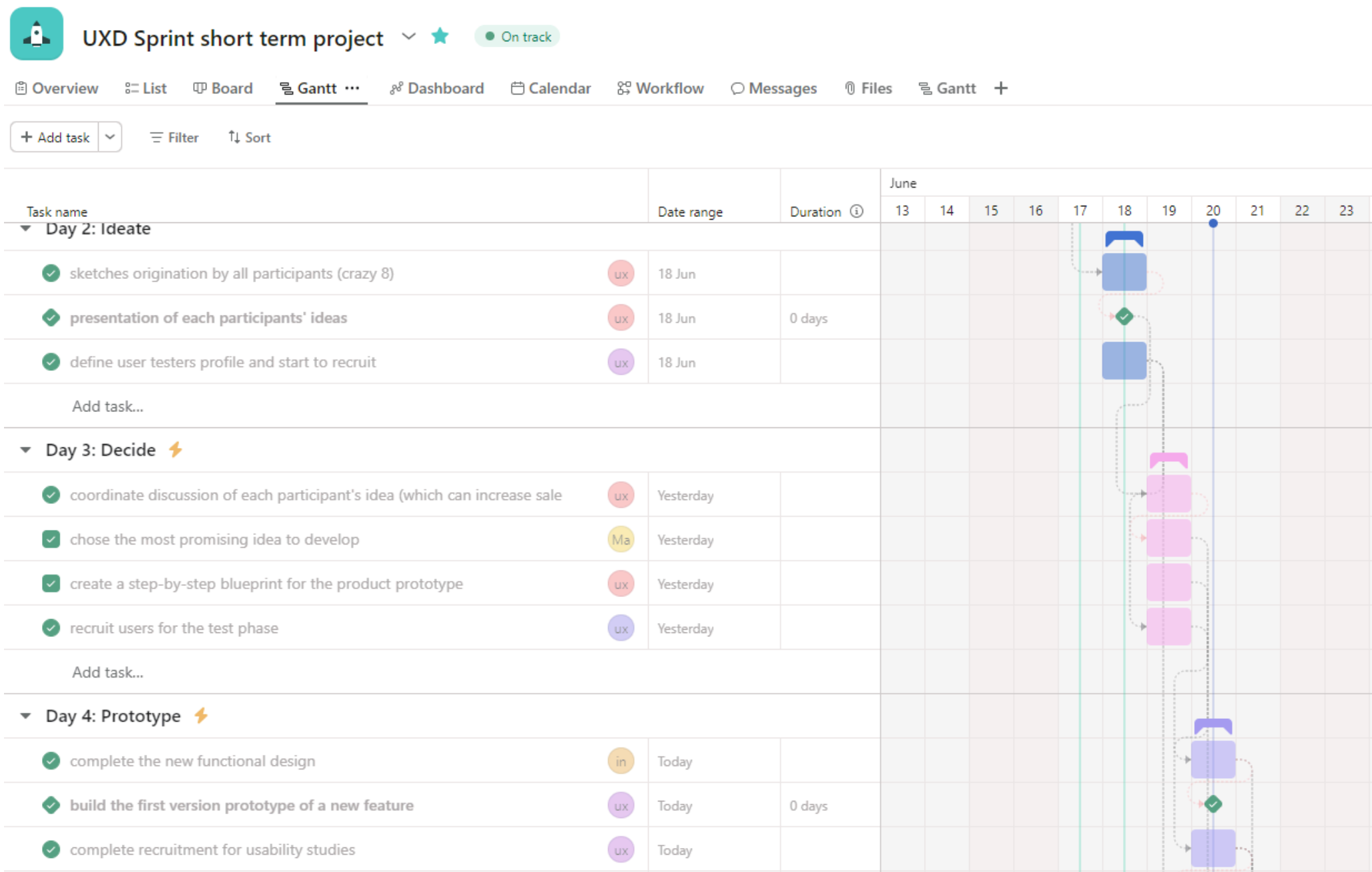
Today

Days

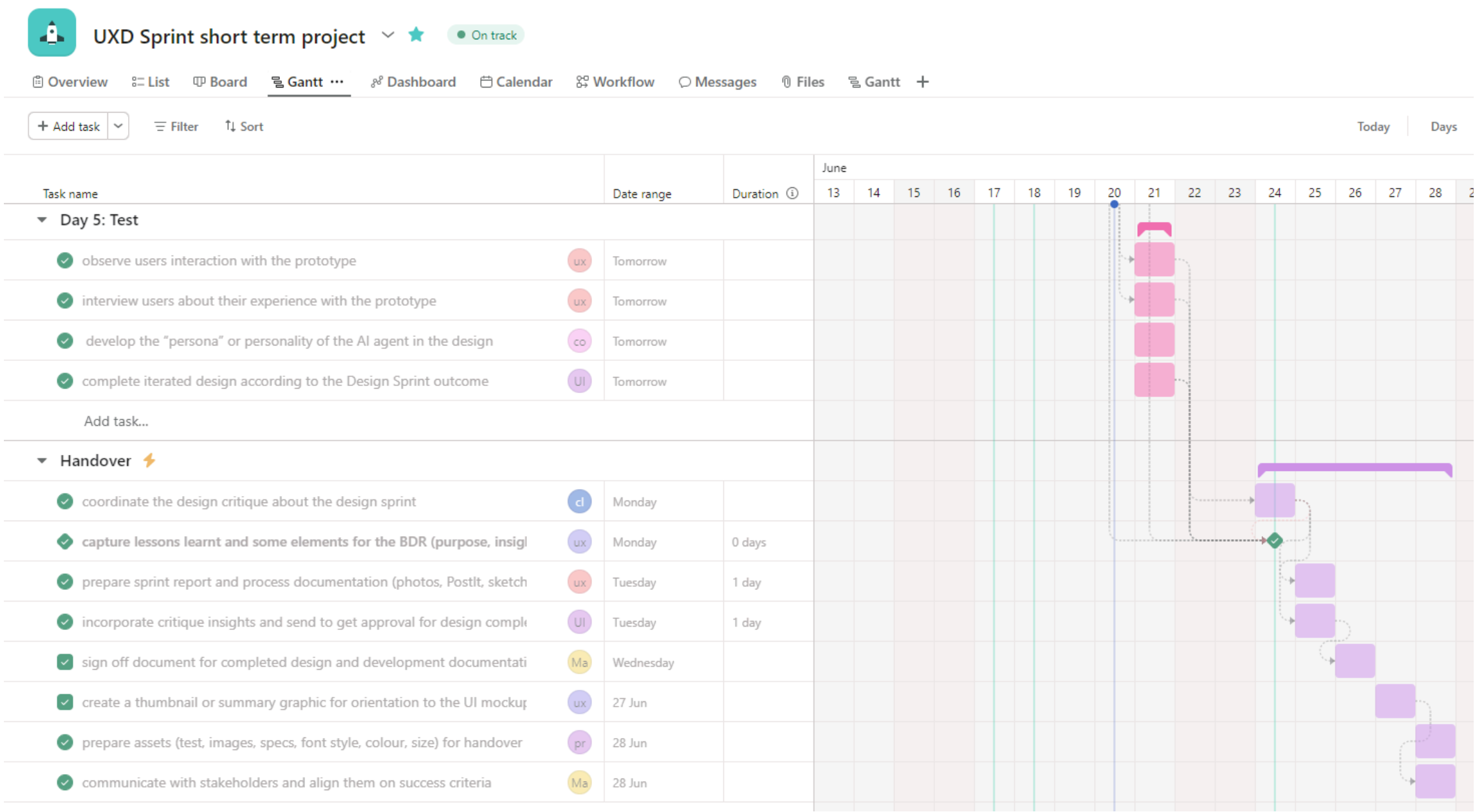
—

Task name	Date range	Duration	June
			123456789101112131415161718
▼ Planning ⚡			
✓ establish Design Sprint focus and research methods	ux 3 Jun	1 day	
✓ define how insights will be used and who will document the sprint	ux 4 Jun	1 day	
✓ find and schedule external industry & subject matter experts for Day 1	ux 4 – 9 Jun	4 days	
✓ find and schedule colleagues for Day 1 cross-department discussions	ux 5 – 9 Jun	3 days	
✓ get supplies (white board, PostIt, markers, acoustics & video, furniture)	ux 8 – 10 Jun	1 day	
✓ book venue, catering or snacks, participants accommodation if needed	ux 10 – 11 Jun	2 days	
✓ establish Design Sprint rules (distraction free zone, listen to all etc)	ux 9 – 10 Jun	1 day	
✓ plan icebreakers for introductions on Day 1	ux 7 – 8 Jun	1 day	
✓ write Brief (Overview, Deliverables, Schedule, Participants, Approvers)	ux 12 Jun		
✓ review Brief	ux 12 Jun	1 day	
✓ approve Brief	Ma 13 Jun		
Add task...			
▼ Day 1: Understand ⚡			
✓ engage in creative cross-department discussions	ux 17 Jun		
✓ talk with industry and subject matter experts to learn from them	ux 17 Jun		
✓ summarise the understand phase insights	ux 17 Jun	0 days	

UX Design sprint (part 2 in Gantt view)



UX Design sprint (part 3 in Gantt view)



UX Design sprint (List view)

UXD Sprint short term project

Inbox (681) - cristinafromlon

Home - Google Drive

documenting Asana work - C

app.asana.com/0/1207560789115978/1207561435533009

Create

Search

1 day left in trial

Add billing info

UXD Sprint short term project

On track

Me

Share

Ask AI

Custom

+ Add task

Filter

Sort

Group by

Hide

Save view

Task name	Collaborators	Estimated ti...	Assignee	Due date	Accountable	Consulted	Informed	Dependencies	Progress St...	priority	risk	Count of st...	Material an...	Hourly aver...	Hours per t...	Budget
▼ Planning ⚡																
establish Design Sprint focus and research methods	ux	2h 00m	uxdesignersprintlead@gmail.com	3 Jun	UX Designer Sprint L...	Product Lead	Program...	<div><div>✓ wr...</div><div>✓ b...</div><div>✓</div></div>	completed	High	Medium (Y)	2	£0.00	£30.00	2	£120.00
define how insights will be used and who will document the sprint		2h 00m	uxdesignersenior@gmail.com	4 Jun	UX Designer Sprint L...	UX Researcher	NA	<div><div>✓ write Brief (Overview, ...</div></div>	completed	Medium	Low (G)	1	£0.00	£30.00	2	£60.00
find and schedule external industry & subject matter experts for Day 1	ux	1h 00m	uxdesignerjunior@gmail.com	4 – 9 Jun	UX Designer Sprint L...	UX Researcher	NA	<div><div>✓ es...</div><div>✓ wr...</div><div>✓</div></div>	completed	High	Medium (Y)	2	£500.00	£30.00	1	£560.00
find and schedule colleagues for Day 1 cross-department discussions	ux ux	1h 00m	uxdesignerjunior@gmail.com	5 – 9 Jun	UX Designer Sprint L...	Senior UXDs	NA	<div><div>✓ es...</div><div>✓ wr...</div><div>✓</div></div>	completed	High	Medium (Y)	3	£500.00	£30.00	1	£590.00
get supplies (white board, Postit, markers, acoustics & video, furniture)		1h 00m	uxdesignersenior@gmail.com	8 – 10 Jun	UX Designer Sprint L...	Office manager	NA	<div><div>✓ establish Design Sprint...</div></div>	completed	Low	Low (G)	1	£60.00	£30.00	1	£90.00
book venue, catering or snacks, participants accommodation if needed		1h 00m	uxdesignerjunior@gmail.com	10 – 11 Jun	UX Designer Sprint L...	UX Designer Sprint L...	NA	<div><div>✓ es...</div><div>✓ fl...</div><div>✓</div></div>	completed	Medium	Medium (Y)	1	£500.00	£30.00	1	£530.00
establish Design Sprint rules (distraction free zone, listen to all etc)	ux	2h 00m	uxdesignersprintlead@gmail.com	9 – 10 Jun	UX Designer Sprint L...	Senior UXDs	NA	<div><div>✓ write Brief (Overview, ...</div></div>	completed	Medium	Low (G)	2	£0.00	£30.00	2	£120.00
plan icebreakers for introductions on Day 1		1h 00m	uxdesignerjunior@gmail.com	7 – 8 Jun	UX Designer Sprint L...	UX Researcher	NA	<div><div>✓</div></div>	completed	Low	Low (G)	1	£0.00	£30.00	1	£30.00
write Brief (Overview, Deliverables, Schedule, Participants, Approvers)	ux	4h 00m	uxdesignersenior@gmail.com	12 Jun	Product Lead	UX Researcher	NA	<div><div>✓ es...</div><div>✓ d...</div><div>✓</div></div>	completed	High	Medium (Y)	2	£0.00	£30.00	4	£240.00
review Brief	ux	1h 00m	uxdesignersprintlead@gmail.com	12 Jun	UX Designer Sprint L...	Senior UXDs	NA	<div><div>✓</div></div>	waiting for f...	High	Medium (Y)	2	£0.00	£30.00	1	£60.00
approve Brief		1h 00m	Maria	13 Jun	Product Lead	Product Lead	Design S...	<div><div>✓</div></div>	ready for rev...	High	High (R)	1		£60.00	1	£60.00
Add task...		SUM 17h 00m										SUM 18	SUM £1,560.00	SUM £360.00	SUM 17	SUM £2,460.00
▼ Day 1: Understand ⚡																
engage in creative cross-department discussions	ux ux ux	4h 00m	uxdesignersenior@gmail.com	17 Jun	UX Designer Sprint L...	cross-dep colleagues	NA	<div><div>✓ fl...</div><div>✓ su...</div></div>	not started	High	Low (G)	4	£60.00	£30.00		£60.00
talk with industry and subject matter experts to learn from them	ux ux ux	2h 00m	uxdesignersenior@gmail.com	17 Jun	UX Designer Sprint L...	external stakeholders	NA	<div><div>✓ fl...</div><div>✓ su...</div></div>	not started	High	Low (G)	4	£60.00	£30.00		£60.00
summarise the understand phase insights	ux ux	2h 00m	uxresearcher@gmail.com	17 Jun	UX Designer Sprint L...	UX Designer Sprint L...	Design S...	<div><div>✓ en...</div><div>✓ tal...</div><div>✓</div></div>	not started	High	Low (G)	2	£0.00	£30.00	2	£120.00
Add task...		SUM 8h 00m										SUM 10	SUM £120.00	SUM £90.00	SUM 2	SUM £240.00
▼ Day 2: Ideate																
sketches origination by all participants (crazy 8)	ux ux ux ux ux 6	2h 00m	uxdesignersprintlead@gmail.com	18 Jun	UX Designer Sprint L...	UX Interaction Desig...	NA	<div><div>✓ su...</div><div>✓ pr...</div></div>	not started	High	Low (G)	7	£40.00	£30.00	2	£460.00
presentation of each participants' ideas	ux ux ux ux ux 6	2h 00m	uxdesignersprintlead@gmail.com	18 Jun	UX Designer Sprint L...	Product Lead	Design S...	<div><div>✓ sk...</div><div>✓ co...</div></div>	not started	High	Low (G)	7	£0.00	£30.00	2	£420.00
define user testers profile and start to recruit	ux ux ux	2h 00m	uxresearcher@gmail.com	18 Jun	UX Designer Sprint L...	UX Researcher	UX Desi...	<div><div>✓ re...</div><div>✓ pr...</div></div>	not started	Medium	Medium (Y)	4	£200.00	£30.00	2	£440.00
Add task...		SUM 6h 00m										SUM 18	SUM £240.00	SUM £90.00	SUM 6	SUM £1,320.00
▼ Day 3: Decide ⚡																
coordinate discussion of each participant's idea (which can increase sales	ux ux ux ux ux 9	4h 00m	uxdesignersprintlead@gmail.com	Yesterday	UX Designer Sprint L...	UX Interaction Desig...	Design S...	<div><div>✓ pr...</div><div>✓ ch...</div></div>	not started	High	Medium (Y)	10	£0.00	£30.00	4	£1,200.00
choose the most promising idea to develop	ux ux ux ux ux 10	2h 00m	Maria	Yesterday	Product Lead	Product Lead	Design S...	<div><div>✓ co...</div><div>✓ ca...</div></div>	not started	High	High (R)	10	£0.00	£30.00	2	£600.00
create a step-by-step blueprint for the product prototype	ux ux ux	1h 00m	uxdesignersenior@gmail.com	Yesterday	UX Designer Sprint L...	Product Lead	Design S...	<div><div>✓ complete the new func...</div></div>	not started	High	High (R)	4	£0.00	£30.00	1	£120.00
recruit users for the test phase	ux ux	1h 00m	uxdesignerjunior@gmail.com	Yesterday	UX Designer Sprint L...	UX Researcher	UX Desi...	<div><div>✓ d...</div><div>✓ co...</div></div>	not started	Medium	Medium (Y)	3	£200.00	£30.00	1	£290.00
Add task...		SUM 8h 00m										SUM 27	SUM £200.00	SUM £120.00	SUM 8	SUM £2,210.00

CREATION of TEMPLATE for UX Design sprint (abstract in List view)

UX Design Sprint project ma

Inbox (683) - cristinafromlon

Home - Google Drive

documenting Asana work - C

app.asana.com/0/project-templates/1207602175455010/list

My workspace > UX Design Sprint project management setup

Build your template

1Project content

2Overview  
Optional

3Settings

Add or edit this template's default tasks, assignees, and due dates.

Continue →

Project roles

Create project roles to automatically assign tasks to the right teammate

UX Designer Junior

UX Designer Senior

UX Designer Sprint Lead

UX interaction designer

UX motion designer

UX researcher

UX writer

production designer

UX conversation designer

UX engineers

Project permissions

Choose which access levels can perform key actions within the project

UX Design Sprint project management setup

Default view: list

+ Add task

Task name	Assignee	Due date	Accountable	Consulted	Informed	Progress St...	priority	risk
complete recruitment for usability studies	UX researcher	13 days after	UX Desig...	Senior UXDs	UX Desig...	not started	Low	Medium (Y)
schedule participants for the usability studies	UX Designer Jun...	13 days after	UX Desig...	UX Researcher	UX Desig...	not started	Medium	Medium (Y)
produce the briefing handouts for the study	UX researcher	13 days after	UX Desig...	UX Researcher	UX Desig...	not started	Low	Low (G)
Add task...								
Day 5: Test ⚡								
observe users interaction with the prototype	UX Designer Spr...	14 days after	UX Desig...	Product Lead	UX Desig...	not started	High	Low (G)
interview users about their experience with the prototype	UX Designer Sen...	14 days after	UX Desig...	Product Lead	UX Desig...	not started	High	Low (G)
develop the "persona" or personality of the AI agent for interaction	UX conversation...	13 days after	UX Desig...	UX Researcher	Design S...	not started	High	High (R)
complete iterated design according to the Design Sprint outcome	UX Designer Sen...	14 days after	UX Desig...	Engineers	Design S...	not started	High	High (R)
Add task...								
Handover								
coordinate the design critique about the design sprint	UX Designer Spr...	15 days after	UX Desig...	Senior UXDs	Product ...	not started	Medium	High (R)
capture lessons learnt and some elements for the BDR (purpose, insights)	UX Designer Jun...	15 days after	UX Desig...	UX Designer...	Design S...	not started	Medium	Low (G)
prepare sprint report and process documentation (photos, Postit, sketches)	UX Designer Sen...	16 – 16 days after	UX Desig...	UX Researcher	Product ...	not started	Medium	Low (G)
incorporate the "persona" or personality of the AI agent in the design	UX conversation...	16 days after	UX conv...	Product Lead	Design S...	not started	Medium	High (R)
incorporate critique insights and send to get approval for design completion	UI designer	16 – 16 days after	UX Desig...	Senior UXDs	Product ...	not started	Medium	Low (G)
sign off document for completed design and development documentation	Product Lead	17 days after	Product ...	legal counse...	Program...	not started	High	High (R)
create a thumbnail or summary graphic for orientation to the UI mockups	UX Designer Jun...	18 days after	UX Desig...	UX Designer...	UX Desig...	not started	Low	Low (G)
communicate with stakeholders and align them on success criteria	Product Lead	19 days after	Product ...	external stak...	Product ...	not started	Medium	Medium (Y)
prepare assets (test, images, specs, font style, colour, size) for dev	production desi...	19 days after	UX Desig...	legal counse...	Product ...			
Add task...								

# CREATION of RULES for UX Design sprint project (abstract in Workflow view)

app.asana.com/0/1207560789115978/1207561435533014

On track

Calendar Workflow Messages Files Gantt

Tasks are moved to this section when:

- When Approval status is changed (3 conditions and actions) Paused
- + More triggers

Section: Planning

0 incomplete tasks

When tasks move to this section, what should happen automatically?

- Set assignee to
- Add collaborators
- + More actions

Section: Day 1: Understand

0 incomplete tasks

When tasks move to this section, do this automatically:

- When Task is moved to a section If task moved to a section, Set ... Paused
- + More actions

Section: Day 2: Ideate

0 incomplete tasks

When tasks move to this section, what should happen automatically?

- Add collaborators
- Add comment
- + More actions

Section: Day 3: Decide

0 incomplete tasks

When tasks move to this section, what should happen automatically?

- Add collaborators
- Add comment
- + More actions

Section: Day 4: Prototype

0 incomplete tasks

When tasks move to this section, do this automatically:

- When Task is moved to a section If task moved to a section, Set ... Paused
- + More actions

Section: Day 5: Test

0 incomplete tasks

When tasks move to this section, what should happen automatically?

- Add collaborators
- Add comment
- + More actions

Section: Handover

0 incomplete tasks

When tasks move to this section, what should happen automatically?

- Add collaborators
- Add comment
- + More actions

Section: Pre-Dev Initiation

0 incomplete tasks

When tasks move to this section, do this automatically:

- When Task is moved to a section If task moved to a section, Set ... Paused
- + More actions

# UX Design New App project (abstract in Board view)

UXD Sprint short term project

On track

Overview

List

Board

Gantt

Dashboard

Calendar

Workflow

Messages

Files

Gantt

+ Add task

Filter

Sort

Group by

Hide

Planning 11

Day 1: Understand 3

Day 2: Ideate 3

Day 3: Decide 4

Day 4: Prototype 5

Day 5: Test 4

Handover 8

establish Design Sprint focus and research methods

2h 00m

UX Designer Sprint Lead

Product Lead

Program manager

completed

High

Medium (Y)

2

+4

ux

3 Jun

define how insights will be used and who will document the sprint

2h 00m

UX Designer Sprint Lead

UX Researcher

NA

completed

Medium

Low (G)

1

+4

ux

4 Jun

find and schedule external industry & subject matter experts for Day 1

1h 00m

UX Designer Sprint Lead

UX Researcher

NA

completed

High

Medium (Y)

2

+4

ux

4 – 9 Jun

find and schedule colleagues for Day 1 cross-department discussions

2h 00m

UX Designer Sprint Lead

UX Researcher

NA

completed

High

Medium (Y)

2

+4

ux

4 Jun

engage in creative cross-department discussions

4h 00m

UX Designer Sprint Lead

cross-dep colleagues

NA

not started

High

Low (G)

4

+3

ux

17 Jun

talk with industry and subject matter experts to learn from them

2h 00m

UX Designer Sprint Lead

external stakeholders

NA

not started

High

Low (G)

4

+3

ux

17 Jun

summarise the understand phase insights

2h 00m

UX Designer Sprint Lead

UX Designer Sprint Lead

Design Sprint collaborators

not started

High

Low (G)

2

+4

ux

17 Jun

sketches origination by all participants (crazy 8)

2h 00m

UX Designer Sprint Lead

UX Interaction Designer

NA

not started

High

Low (G)

7

+4

ux

18 Jun

presentation of each participants' ideas

2h 00m

UX Designer Sprint Lead

Product Lead

Design Sprint collaborators

not started

High

Low (G)

7

+4

ux

18 Jun

define user testers profile and start to recruit

2h 00m

UX Designer Sprint Lead

UX Researcher

UX Designer Sprint Lead

not started

Medium

Medium (Y)

4

+4

ux

18 Jun

coordinate discussion of each participant's idea (which can increase sales, excite?)

4h 00m

UX Designer Sprint Lead

UX Interaction Designer

Design Sprint collaborators

not started

High

Medium (Y)

10

+4

ux

Yesterday

chose the most promising idea to develop

2h 00m

Product Lead

Design Sprint collaborators

not started

High

High (R)

10

+4

Ma

Yesterday

create a step-by-step blueprint for the product prototype

1h 00m

UX Designer Sprint Lead

Product Lead

Design Sprint collaborators

not started

Low

Medium (Y)

3

+4

ux

Yesterday

complete the new functional design

3h 00m

UX Designer Sprint Lead

Product Lead

Design Sprint collaborators

not started

High

High (R)

7

+4

in

Today

build the first version prototype of a new feature

5h 00m

UX Designer Sprint Lead

Product Lead

Design Sprint collaborators

not started

High

Medium (Y)

3

+4

ux

Today

complete recruitment for usability studies

30m

UX Designer Sprint Lead

Senior UXDs

UX Designer Sprint Lead

not started

Low

Medium (Y)

3

+4

ux

Today

observe users interaction with the prototype

2h 00m

UX Designer Sprint Lead

Product Lead

UX Designer Sprint Lead

not started

High

Low (G)

6

+4

ux

Tomorrow

interview users about their experience with the prototype

2h 00m

UX Designer Sprint Lead

Product Lead

UX Designer Sprint Lead

not started

High

Low (G)

3

+4

ux

Tomorrow

develop the "persona" or personality of the AI agent in the design

2h 00m

UX Designer Sprint Lead

UX Researcher

Design Sprint collaborators

not started

High

High (R)

4

+4

ux

Tomorrow

coordinate the design critique about the design sprint

2h 00m

UX Designer Sprint Lead

Senior UXDs

Product Lead

not started

Medium

High (R)

9

+4

cl

Monday

capture lessons learnt and some elements for the BDR (purpose, insights)

6h 00m

UX Designer Senior

UX Designer Sprint Lead

Design Sprint collaborators

not started

Medium

Low (G)

3

+4

ux

Monday

prepare sprint report and process documentation (photos, Postit, sketches)

8h 00m

UX Designer Sprint Lead

UX Researcher

Product Lead

not started

Medium

Low (G)

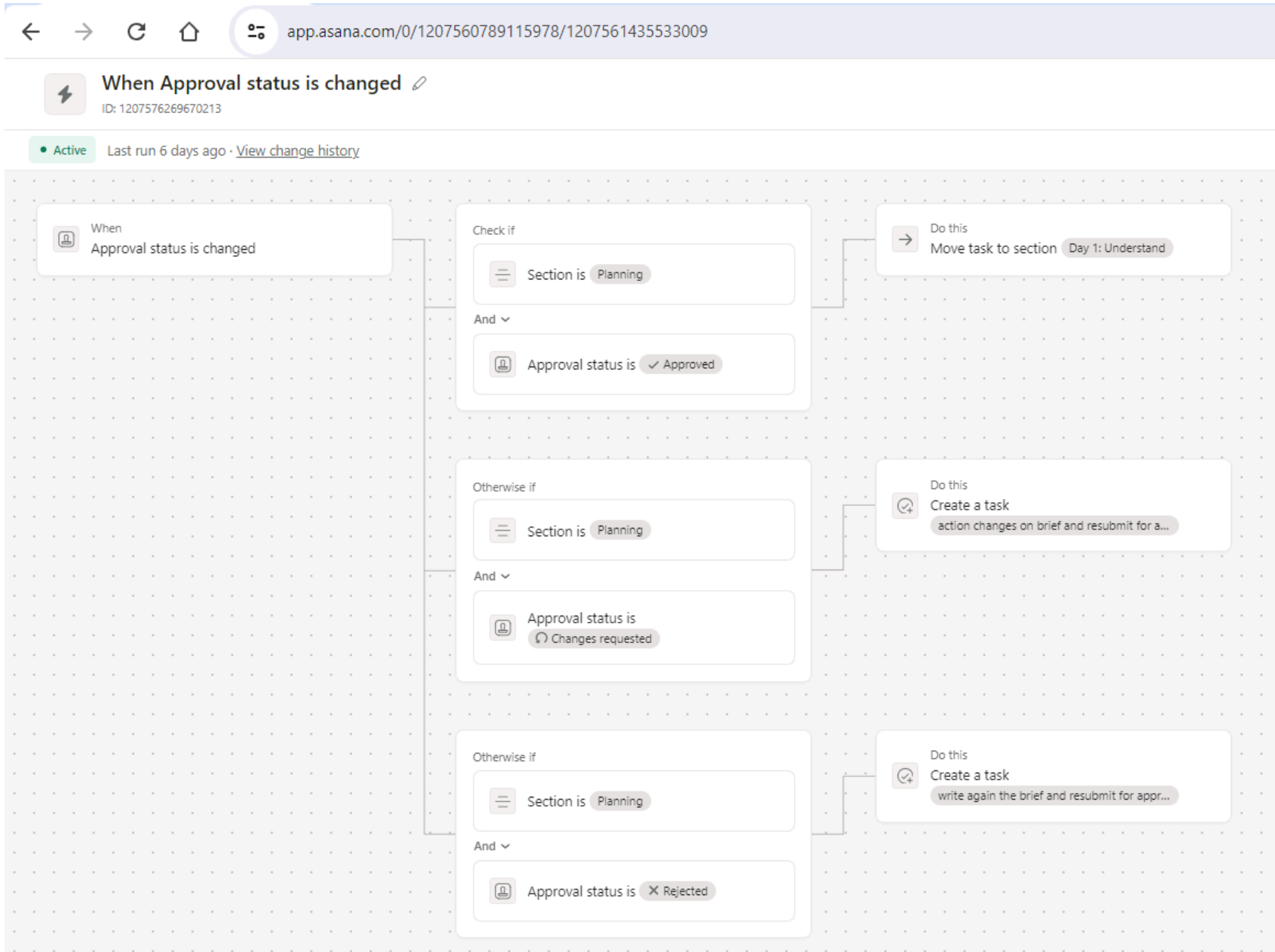
2

+4

ux

Monday

CREATION of RULES for UX Design New App project (abstract)





## Legal requests and approvals (abstract in Board view)

legal requests and approvals with rules

Set status

ShareAsk AICus

OverviewListBoardGanttDashboardCalendarWorkflowMessagesFiles

+ Add taskFilterSortGroup byHide

To Do7

Waiting for Info4

In Progress6

Done2

legal approvals submission

17 Jun

EMEA, Winter Campaign Social image

IllustrationEMEA

31 May

Please Approve Vodafone

4.00Contract

28 Jun

Please Approve Sydney Culinary

3.00Copy

Yesterday

Please Approve Cherry Wine, Inc.

2.00Partnership

Yesterday

Please Approve Halal Cart as Event Vendor

5.00Partnership

Please Approve Golden State Foods

4.00Copy

5 - 19 Jun

Review RFP Materials

3.00Visual

5 - 19 Jun

Risk Assessment Feedback

2.00Copy

5 - 19 Jun

Please Approve TeamCo Software

5.00Partnership

Legal Approval

2.00Copy

12 Jun

Please Approve MapleWorks Culinary

8.00Partnership

1 Jun

+ Add task

HomeMy tasksInbox

InsightsReportingPortfoliosGoals

Starredtest for my created templ...inventory management pr...X marketing campaign for...legal requests and approvalsmarketing production req...UX Design New long term...post design app delivery ...UX Design Sprint project ...UXD Sprint short term pro...

Invite teammates

CREATION of RULES for Legal requests and approvals (abstract)

legal requests and approvals

Inbox (681) - cristinafromlon

Home - Google Drive

documenting Asana work - C

app.asana.com/0/1207565501072492/1207566060853436

Rule with multiple triggers

ID: 1207566243729457

Paused

Rule hasn't run yet · [View change history](#)

When

+ Task is added to this project

Or

Attachment is added

Or

Comment is added

Check if

Section is To Do

And

+ Task is added to this project by fo...  
legal approvals

And

Task has an attachment

And

Due date is not empty

Otherwise if

Section is To Do

And

+ Task is added to this project by fo...  
legal approvals

And

Due date is empty

Do this

→ Move task to section In Progress

And

Create approvals 1 approval

Do this

→ Move task to section  
Waiting for Info

And

Add comment  
Please provide due date 😊

[Send feedback](#)

10 of 20

CREATION of REQUEST FORM for Legal requests and approvals (abstract)

• legal requests and approve

Inbox (682) - cristinafromlon

Home - Google Drive

documenting Asana work - C

app.asana.com/0/1207565501072492/1207566060853437

Create

Home

My tasks

Inbox

Insights

Reporting

Portfolios

Goals

Starred

test for my created templ...

inventory management pr...

X marketing campaign for...

legal requests and approv...

marketing production req...

UX Design New long term...

post design app delivery ...

UX Design Sprint project ...

UXD Sprint short term pro...

Projects

legal requests and approv...

My first portfolio

UXD Sprint short term pro...

test for my created templ...

post design app delivery ...

UX Design New long term...

inventory management pr...

X marketing campaign for...

marketing production req...

marketing campaign

Team

My workspace

Invite teammates

legal requests and approvals with rules

OverviewListBoardGanttDashboardCalendar

+ Add taskFilterSortGroup byHide

To Do 7

Waiting for Info 4

legal approvals submission

17 Jun

EMEA, Winter Campaign Social image

IllustrationsEMEA

31 May

Happy Valley Inc. Customer Story Proofing

Visual

27 Jun

Design for new shopping cart

Visual

31 Oct, 2023 - 10 Jul, 2024

Design for new shopping cart

Visual

10 - 17 Jun

Design for new shopping cart

Visual

10 - 17 Jun

Genepoint Legal Review and Approval

Please Approve Vodafone

Contract

28 Jun

Please Approve Sydney Culinary

Copy

Yesterday

Please Approve Cherry Wine, Inc.

Partnership

Yesterday

Please Approve Halal Cart as Event Vendor

Partnership

Yesterday

+ Add task

Edit form

Anyone can access and submit the form. Change

View formShare formCopy link

legal approvals

Add form description

Name \*

Email address \*

Priority

High

Medium

Low

Request

Material to review

Select a file...

or drag and drop a file here

Checks

compliance with accessibility requirements

compliance with data privacy regulations

compliance with financial regulations

compliance with consumer law

intellectual property protection agreements

Form content

Settings

Questions

Single line text

Paragraph text

Number

Single-select

Multi-select

Date

Attachment

Email address

Content

Hi Heading

Delete form

Send feedback

Done

XX

Legal requests and approvals (Workflow view)

▼

• legal requests and approvals

×

📧

Inbox (682) - cristinafromlon

×

📁

Home - Google Drive

×

📋

documenting Asana work - C

×

+

←

→

🔄

🏠

🔍

app.asana.com/0/1207565501072492/1207566060853441

🔍

☆

☰

+

Create

🏠

Home

🕒

My tasks

📧

Inbox

Insights

+

📊

Reporting

📁

Portfolios

🎯

Goals

Starred

📌

test for my created templ...

📌

inventory management pr...

📌

X marketing campaign for...

📌

legal requests and approv...

📌

marketing production req...

📌

UX Design New long term...

📌

post design app delivery ...

📌

UX Design Sprint project ...

📌

UXD Sprint short term pro...

Projects

+

📌

legal requests and approv...

📁

My first portfolio

➤

📌

UXD Sprint short term pro...

📌

test for my created templ...

📌

post design app delivery ...

📌

UX Design New long term...

📌

inventory management pr...

📌

X marketing campaign for...

📌

marketing production req...

📌

marketing campaign

Team

👤

My workspace

➤

🔍

Search

🌟

Set status

📋

legal requests and approvals with rules

▼

🌟

○ Set status

📋

Overview

📋

List

📋

Board

📋

Gantt

📋

Dashboard

📋

Calendar

📋

Workflow

...

📋

Messages

📋

Files

+

📋

How are tasks being added to this project?

📋

Manually

📋

Forms

📋

legal approvals

📌

🔗

...

+

Intake source

📋

Section

...

📋

To Do

📋

7 incomplete tasks

📋

When tasks move to this section, do this automatically:

➔

When Task is moved to a section

...

📋

If task moved to a section, Set ...

○ Paused

+

More actions

📋

Section

...

📋

Waiting for Info

📋

4 incomplete tasks

📋

When tasks move to this section, what should happen automatically?

👤

Add collaborators

💬

Add comment

+

More actions

📋

Section

...

📋

In Progress

📋

6 incomplete tasks

📋

When tasks move to this section, what should happen automatically?

👤

Add collaborators

💬

Add comment

+

More actions

📋

Section

...

📋

Done

📋

2 incomplete tasks

📋

When tasks move to this section, what should happen automatically?

✅

Complete task

+

Add to an additional project

+

More actions

📋

Tasks are moved to this section when:

+

Rule with multiple triggers

...

📋

3 conditions and actions

○ Paused

+

When Task is added to this project

...

📋

2 conditions and actions

○ Paused

+

More triggers

📋

Tasks are moved to this section when:

+

Rule with multiple triggers

...

📋

3 conditions and actions

○ Paused

+

When Task is added to this project

...

📋

2 conditions and actions

○ Paused

+

More triggers

📋

Tasks are moved to this section when:

✅

Task or all subtasks completion st...

...

📋

Task is marked complete. Move ...

🟢 Active

+

More triggers

UX Design New App project (abstract in List view)

UX Design New long term

Inbox (682) - cristinafromlon

Home - Google Drive

documenting Asana work -

app.asana.com/0/1207540773766100/1207542089224861

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Starred

test for my created templ...

inventory management pr...

X marketing campaign for...

legal requests and approv...

marketing production req...

UX Design New long term...

post design app delivery ...

UX Design Sprint project ...

UXD Sprint short term pro...

Projects

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legal requests and approv...

My first portfolio

UXD Sprint short term pro...

test for my created templ...

post design app delivery ...

inventory management pr...

X marketing campaign for...

marketing campaign

Team

My workspace

UX Design New long term Project

On hold

OverviewListBoardGanttDashboardCalendarWorkflowMessagesFiles

+ Add taskFilterSortGroup byHide

Task nameSUB TASKSstart datedue date (imported)assignee (responsible)reviewer (consulted)hours (or FT...budgetTYPE OF PHASEriskprioritytime+

understand business requirements

set goals

define users, outcomes, vision for look and functionality

6 June 2024

12 June 2024

product lead 1

product lead 2

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

set parameters

define budget, timeline, scope, tools, system, standards

7 June 2024

13 June 2024

product lead 1

product lead 2

4:00:00

£1.0

Empathise (unders...

High (R)

Medium

Add task...

SUM4d 0h

foundational research to validate th...

empathise in observation field study

observe users' behaviour, infer needs, pain points

8 June 2024

14 June 2024

UX researcher 1

UX researcher 1

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

empathise through interviews

5 t3

set interview goals

9 June 2024

15 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Medium (Y)

Medium

create interview screener questionnaire, interview questions

10 June 2024

16 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

High (R)

Medium

recruiting testers or plan for the hallway method

11 June 2024

17 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

conduct interview (in person, remote via audio/VC)

12 June 2024

18 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

High (R)

Medium

infer insights on users' needs, pain points, behaviour

13 June 2024

19 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

High (R)

Medium

empathise through remote surveys

prepare survey

14 June 2024

20 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

conduct survey

15 June 2024

21 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

empathise through focus groups

prepare focus group

16 June 2024

22 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Medium (Y)

Medium

conduct focus group (ask questions, active listening)

17 June 2024

23 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

empathise through diary studies

brief users and collect diary logs

18 June 2024

24 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

analyse diary logs for insights

19 June 2024

25 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

Add task...

SUM6d 0h

communicate users' needs and pain...

create empathy map

prepare does, feels, thinks, says (aggregate of [x] interviews)

20 June 2024

26 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

High (R)

Medium

empathy exercises

define fictional user profiles to use for empathising

21 June 2024

27 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Medium (Y)

Low

1

Identify commonalities and needs of features in an app

22 June 2024

28 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

define persona characteristics

distills the interviewed users in 1 fictional character

23 June 2024

29 June 2024

UX researcher 1

interaction design...

4:00:00

£1.0

Empathise (unders...

Low (G)

Medium

Add task...

CBUX mission: create apps that innovate with positive impact on the environment and society

**Definition of success** our apps demonstrate innovative features that reduce environmental impact and benefit society, as validated through user feedback and reviews

**Why it matters:** Creating apps that positively impact the environment and society demonstrates our company's commitment to sustainability and social responsibility. It allows us to lead by example and influence other companies to consider environmental/social impact in their products. It enables us to drive meaningful change.

Goals

- Conduct research on environmental and social issues that apps can help address
- Perform market research and needs analysis to identify key environmental and social problems where app technology could drive impactful solutions.
- Prototype and user test app ideas for environmental/social innovation
- Brainstorm and prototype innovative app features that could
- Reduce environmental harm or benefit society, then test concepts with target users to refine ideas.

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test for my created templ...

inventory management pr...

X marketing campaign for...

legal requests and approv...

marketing production req...

My first portfolio

On track

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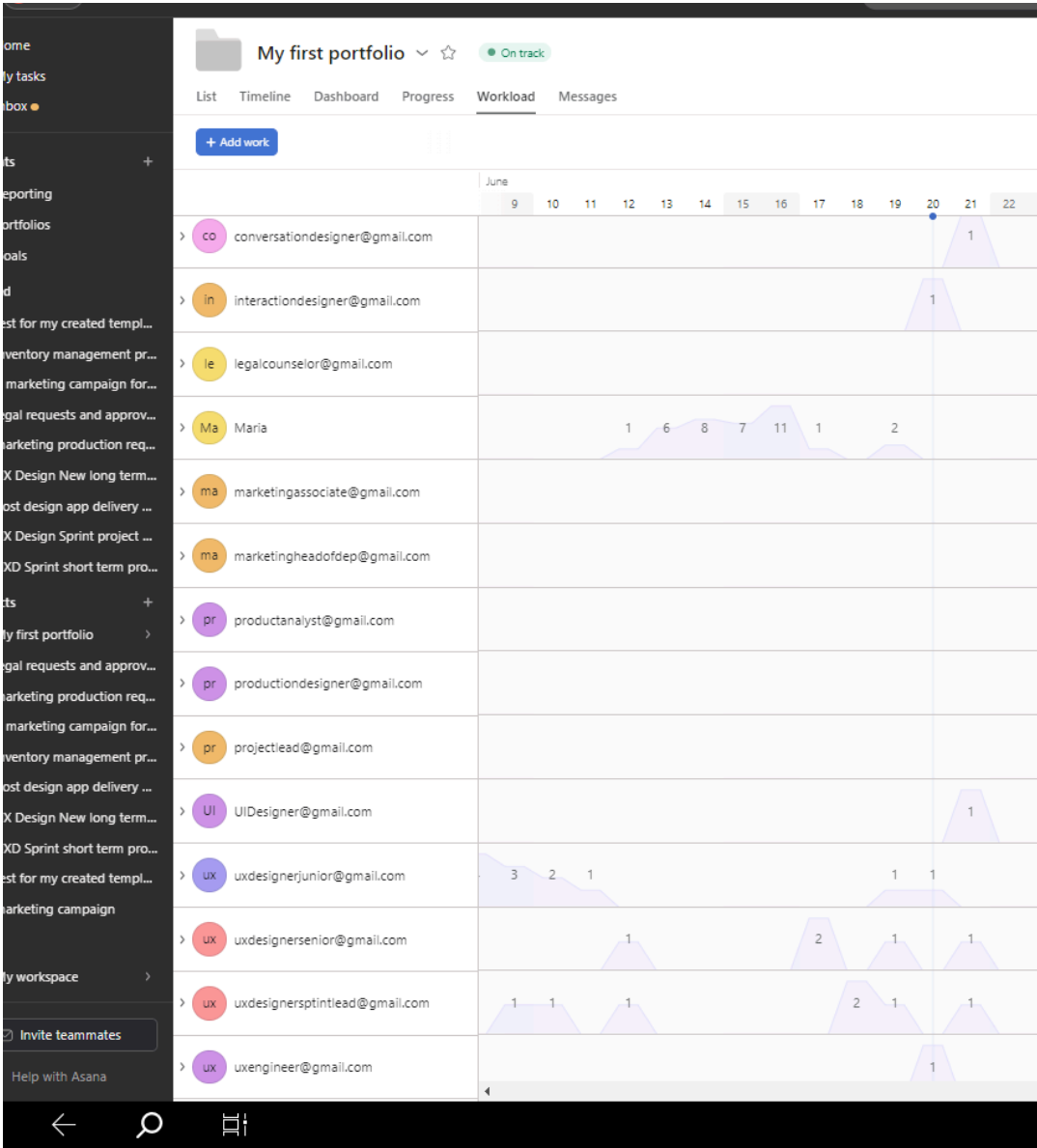
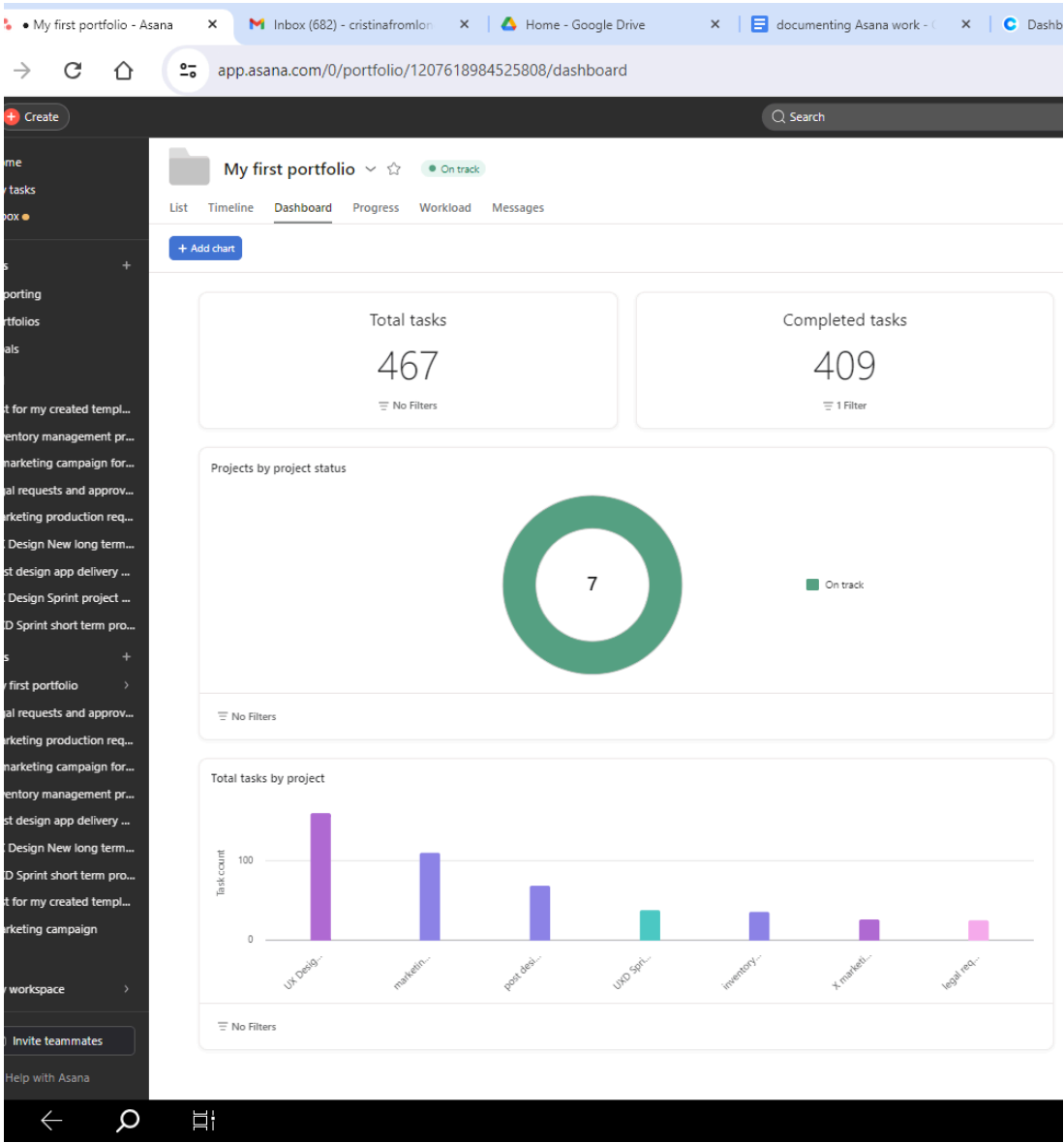
+ Add work

Filter

Sort

Name	Status	Task progress
inventory management project _ supply chain department	On track Just now	100%
X marketing campaign for demo day	On track Just now	100%
marketing production requests and approvals	On track Just now	98%
legal requests and approvals with rules	On track Just now	100%
UXD Sprint short term project	On track 2 days ago	100%
UX Design New long term Project	On track Just now	100%
post design app delivery project Y	On track Just now	100%

Portfolio dashboard



Post Design New App delivery (abstract in List view 1)

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List - post design app impleme

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<input type="checkbox"/>	Type	# K.. ↑	Labels	Summary ↑	@ Assignee	Creator	Approver...	@ Reporter	Priority	Due
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-1	Initiation	define project scope, plan, team and requirements based on Sprint output	PM Project Manager	PL PM PM	PL		↑	Dec 27,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-2	Initiation	deliver project charter (scope, goals, method, allocations), stakeholders invite	PL Product Lead	PM PD	PL	M Marketing	=	Dec 30,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-3	Initiation	go/no-go approval on project plan at kick off meeting with stakeholders	PL Product Lead	S	PL		=	Dec 30,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-4	Initiation	conduct initial technical & financial feasibility, needs gathering, requirements	BA Business Analyst	DE TW	PL		=	Dec 30,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-5	Initiation	create Business Requirements Doc (design, tests insights, functionalities)	US UX designer se...	PM PD S	PL		=	Dec 30,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-6	Initiation	obtain BDR approval (sales manager, product lead, if large VP/CXO)	PL Product Lead	PL PM ST	PL		=	Dec 31,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-7	Initiation	create user stories, acceptance criteria, define app functionalities, KPIs	BA Business Analyst	DL PL PM PD +2	PL		=	Dec 31,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-8	Initiation	present the BRD, Figma design, and development docs to stakeholders	PL Product Lead	PM S	PL		=	Jan 1, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-9	Initiation	obtain approval for final design (product lead, UXD/UID, BA, investors)	PL Product Lead	MO MT PL PD +3	PL	SU Senior UXDs	=	Jan 1, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-10	Initiation	conduct design detailed tech viability assessment based on BRD	BA Business Analyst	TW	PL		=	Jan 2, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-11	Initiation	create the overall tech architecture plan for building and deploying the app	A Architect	DL DE QL TW	PL	E Engineers	=	Jan 2, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-12	Initiation	obtain approval for Tech Arch (tech stack, environments, scalability)	DL Development I...	DL DE TW	PL	E Engineers	=	Jan 3, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-13	Development	choose CPS for CPU & GPU compute, storage, databases (AWS, Azure etc)	DE DevOps Engin...	DL DE S TW	PL	E Engineers	=	Jan 7, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-14	Development	translate UI mockup design into functional user interface (front end code)	SD Software Devel...	DL UI	PL		=	Jan 7, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-15	Development	build the core functionalities and logic of the product (backend code)	SD Software Devel...	DL DE Q TW	PL	E Engineers	=	Jan 7, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-16	MLOps	configure development, ML-DL-AI training, testing and production environm...	DE DevOps Engin...	DL DE Q	PL		=	Jan 8, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-17	MLOps	automate deployment/configuration across environments with infra-as-code ...	DE DevOps Engin...	DE	PL	E Engineers	=	Jan 8, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-18	MLOps	set up CPU-based VM for dev, test, inference and on-demand GPUs for traini...	DE DevOps Engin...	DL DE SE TW	PL		=	Jan 9, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-19	MLOps	collect and prepare data (cleand and pre-process) for large model training	DE DevOps Engin...	DL DE QL TW	PL		=	Jan 10,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-20	MLOps	download a pre-trained model (text/image/code) and fine tune for inference ...	DE DevOps Engin...	DL DE PM Q TW	PL	E Engineers	=	Jan 13,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-21	MLOps	if MLOps/RAG is small, prototype on 1 VM and libraries (Transformers, Retri...	DE DevOps Engin...	DL DE TW	PL	E Engineers	=	Jan 17,

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Post Design New App delivery (abstract in List view 2)

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	Type	# K...	Labels	Summary	Assignee	Creator	Approver...	Reporter	Priority	Due
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-23	MLOps	configure Kubernetes clusters for MLOps, orchestrating training on GPUs/VMs	DE DevOps Engin...	DE	PL	E Engineers	=	Jan 17, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-24	MLOps	connect to serverless services for optimised learning and inference workflows	DE DevOps Engin...	DE DE S	PL		=	Jan 17, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-25	MLOps	package fine-tuning/RAG implementation into containers for easier MLOps i...	DE DevOps Engin...	DE	PL	E Engineers	=	Jan 17, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-26	Deployment	deploy databases (SQL or NoSQL) and storage (Amazon S3, Google Cloud Sto)	DE DevOps Engin...	D DE	PL	E Engineers	=	Jan 21, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-27	Deployment	deploy software development, data migration and training serverless techstack	DE DevOps Engin...	DE PM TW	PL	E Engineers	^	Jan 22, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-28	Deployment	deploy the trained model to a serverless inference service for real-world use	DE DevOps Engin...	DE Q S	PL	E Engineers	=	Jan 23, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-29	APIs	develop APIs for the app interaction with the trained large model for inference	MS ML-AI Scientist	DL DE Q S TW	PL		=	Jan 24, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-30	APIs	develop custom APIs for other data exchange (front to back-end, external Sa...	DE DevOps Engin...	DL DE TW S TW	PL		=	Jan 27, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-31	APIs	integrate the AI models and APIs that enable gen-AI and other features	MS ML-AI Scientist	DL DE PM S	PL	E Engineers	=	Jan 28, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-32	Pre-Testing	create code based documentation to aid future maintenance and updates	TW Technical Writer	DL Q TW	PL		=	Jan 30, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-33	Pre-Testing	optimize performance for speed, responsiveness, efficient use of resources	DE DevOps Engin...	DL DE Q SE TW	PL		=	Jan 29, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-34	Pre-Testing	informal checks for testing readiness (code review, testing plan, UT progress)	DL Development I...	DL TW Q QL	PL		=	Jan 31, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-35	Testing	conduct Unit Testing and Integration Testing (code modules and interactions)	SE Software Engin...	DL DE Q QL SE	PL	E Engineers	=	Feb 3, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-36	Testing	obtain approval for Unit Testing and Integration Testing report	DL Development I...	DL Q QL	PL	TW Technical ...	=	Feb 4, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-37	Testing	Identify and fix bugs (code debugging) and run Regression Testing	SE Software Engin...	Q QL	PL	E Engineers	=	Feb 5, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-38	Testing	obtain approval for Regression Testing (post debug functionality)	DL Development I...	Q QL	PL	E Engineers	=	Feb 6, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-39	Testing	conduct penetration tests, implement security for data and vulnerabilities	SE Security Engin...	S SE	L	E Engineers	=	Feb 7, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-40	Testing	go/no-go approval about product readiness for Alpha Testing	PL Product Lead	DL QL	PL		^	Feb 10, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-41	Testing	conduct alfa test (internal) for tech glitches, compliance, accessibility	QE Quality Assura...	L JR	PL		=	Feb 11, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-42	Testing	conduct beta test (external) for tech glitches, compliance, accessibility	BT Beta user testers	Q JR	PL	M Marketing	=	Feb 12, 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-43	Testing	obtain approval for Alpha and Beta Tests reports by stakeholders	PL Product Lead	DL QL	PL		^	Feb 13, 2024

Post Design New App delivery (abstract in List view 3)

Inbox (715) - cristinafromlondon

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	Type	# K...	Labels	Summary	@ Assignee	Creator	Approver...	@ Reporter	Priority	Due
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-49	Production	configure the production environment in the cloud to handle public use	DE DevOps Engin...	DE S	PL			Feb 21,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-50	Production	deploy the product, moving it from a development to a production environm...	DE DevOps Engin...	DE	PL			Feb 24,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-51	Production	remove access for development, testing, and training staff	DE DevOps Engin...	D S S	L		=	Feb 25,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-52	Production	conduct performance and security testing under realistic user loads	QE Quality Assura...	SE	PL	E Engineers	=	Feb 26,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-53	Production	review and send to get approval for notification of completion	PM Project Manager	PM PM	PL	M Marketing	=	Feb 27,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-54	Production	obtain approval for launch by stakeholders and approval committee	PO Product Owner	ST	PL			Feb 28,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-55	Production	review marketing and comms for pre-launch hype, launch announcements	MD Marketing Hea...	M MD MT	MD	M Marketing	=	Mar 3,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-56	Production	obtain approval for marketing and comms plans and materials	PL Product Lead	PO	MD	M Marketing	=	Mar 4,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-57	Production	create user onboarding materials and tutorials	UX UX Writer	PM TW UJ	PL		=	Mar 5,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-58	Launch	deploy the product live, making the app available to the public	DE DevOps Engin...	PM	PL		=	Mar 6,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-59	Launch	release the product to the public on Apple and Google stores	LT Legal team	MD	L		=	Mar 6,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-60	Launch	execute the internal communication plan about the post launch plans	PM Project Manager	MT PM S	MD		=	Mar 6,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-61	Launch	execute post-launch email marketing, social media and other campaigns	MT Marketing team	MT	MD	M Marketing	=	Mar 6,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-62	Post_Launch	train and deploy the technical support team (in house or ZenDesk)	US UX designer se...	UJ	PL		=	Mar 7,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-63	Post_Launch	collect user feedback through surveys, support channels, and user interviews	PA Product Analyst	PM	PL		=	Mar 19,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-64	Post_Launch	conduct analytics and track key metrics (engagement, usage, conversion)	PA Product Analyst	PM PD S	PL		=	Mar 17,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-65	Post_Launch	analyze support tickets and conversations to understand how user behaviour	PA Product Analyst	UR	PL		=	Mar 21,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-66	Post_Launch	identify continuous improvement refinement based on feedback and testing	PL Product Lead	DL PL PL UR	PL	SU Senior UXDs	=	Jul 7, 20
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-67	Post_Launch	create a post-launch business case for change/update based on users insights	PL Product Lead	MD PL UR	PL		=	Jul 14, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-68	Post_Launch	review the proposal and plan, scope and objectives for an update or change	PL Product Lead	PM	PL		=	Jul 15, 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PD-69	Post_Launch	obtain approval for change (version update or new feature business case)	PL Product Lead	PM S	PL		=	Jul 18, 2

You're in a company-managed project

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Post Design New App product management (abstract in Timeline, Team and Board views)

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SELECTED FOR DEVELOPMENT 2

IN PROGRESS 2

DONE 2

Expedite (1 issue)

+ Create issue

Everything Else (6 issues)

Implement new feature for loyalty selection of use of points (swap) TEST-6

micro-iteration on Home freezing TEST-2

bug in map view to select collection point TEST-5

bug in calendar view screen TEST-1

implement new micro-iteration for eco-friendly option (drag & drop) TEST-4

bug on confetti micro iteration (freezing) TEST-7

Q See older issues

Timeline

Q Search

Filters

Sprint capacity view EDITED

Issue	Priority	Sprint	Estimates (d)	Team	Releases	Assignee
test 3 Team A						
1 T3-1 Google Analytics tagging for launch campaign	Medium		16	test 3 Team A		cristina
2 T3-2 Archive screen summary sign off	Medium		4	test 3 Team A		Legal
test 3 Team B						
1 T3-3 Quality assurance testing	Medium		36	test 3 Team B		QA lead
2 T3-4 Penetration testing IOS gateway	Medium		24	test 3 Team B		QA

test 3 Team B

Board test 3 B

Capacity 200 weekly hours

Sprint length 2 weeks

Filter issues by this team

test 3 Team A

Board test 3 A

Capacity 200 weekly hours

Sprint length 2 weeks

Filter issues by this team