

# A Typical Onboarding Journey to Asana

## Strategy

Define Your Why, recruit your adoption alliance, measure baseline, define success

## Alignment

Identify first workflow, establish conventions, anticipate and plan for potential challenges, build your workflow, confirm Asana billing tier and team structure

## Go-Live

Communicate to team on go-live, invite team to Asana, Assign start guides, communicate training plan, celebrate wins!

## Scale

Survey team to assess progress, communicate wins and insights. Measure and Expand Your Use



**MILESTONE: Asana Prototyping Sign-off**

**MILESTONE: Go-Live**

## Solution Design

Review existing processes, document required process, Review documentation and project examples, clarify architecture fit, create Asana team structure

## Enable Your Team

Establish Conventions, Create Training Plan, Host Kick-off meeting

## Ensure Future Success

Reinforce conventions, ensure single source of truth, document learning plan for new team members

