**“Onboarding” with web-based project management at NAPPR**

**“*NAPPR uses Asana  for our onboarding  process.   Asana is a web based application that helps teams organize, track and manage tasks.  Each potential contractor/employee will sign into a free account with Asana, then they will go through the checklist that needs to be completed.  Of course, this is based on their role and experience.  The checklist includes tasks such as shadowing FSC/DS who are working on intake/CME/IFSP/Transition.  It also includes meeting all of the staff and learning about our systems in the office.  We have training and education resources on Asana that they can click on and learn more about.  This program has been beneficial because the potential contractors can work on each step independently.  The NAPPR EI team can also use the program to see what the contractor has completed and what areas the contractor needs more support in, during their onboarding process.  For more information about Asana you can go to*** [***asana.com***](https://protect-us.mimecast.com/s/IT8UCZ6oMlTol0P5izKasL?domain=asana.com) ***and create an account.  Asana offers a tutorial on how to use the program.  Then you can create your own task or checklist on the program.***

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