

Consulting Report

2311 Asana Implementation

June 20, 2023

Cindy Rougeou, LASERS Executive Director
The LASERS Audit Committee

BACKGROUND

This was a planned engagement on the fiscal year end (FYE) 2023 Audit Plan. The fieldwork for this engagement was completed on June 19, 2023.

LASERS IT Division initiated a project to implement a project management software that offers a comprehensive solution for teams at LASERS to track and manage tasks, projects, and communications in one centralized platform. Projects at LASERS were previously managed by various methods and technologies that were manual and time-consuming for the project manager. As the size and complexity of projects have increased, it was becoming more challenging to manage them effectively, resulting in confusion of deadlines, lack of accountability and communication, and overall inefficiency. With a lack of a centralized tool to manage projects and tasks, LASERS projects faced potential delays, increased risks, and hindered productivity of our teams.

After completing a vendor analysis that compared the leading project management software, reviewing research completed by Info-Tech, an industry leading IT consulting and research group, and participating in a demo piloting software, LASERS proceeded with Asana. Asana is a leading project management software that provides a centralized system to track and manage all project-related information, including tasks, timelines, budgets, and resources.

SCOPE, OBJECTIVES, AND METHODOLOGY

The scope of this engagement covers the initial implementation phase of Asana as a comprehensive project management tool.

The primary objectives of this engagement were to determine if:

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Cindy Rougeou, *Executive Director*

- Asana is a leading project management tool by reviewing the completed vendor analysis.
- Asana has adequate controls in place to protect LASERS data.
- Asana meets all LASERS security requirements and has obtained certain third-party security certifications.
- The implementation and configuration of Asana aligns with leading practices and meets business needs.

Procedures used to complete this engagement included:

- Consulting with IT to ensure the project met all objectives.
- Reviewing the security documentation to confirm Asana met LASERS security standards.
- Ensuring Asana’s account settings and security is configured properly.
- Conducting other inquiries considered necessary to achieve engagement objectives.

This engagement was conducted in accordance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and the policies and procedures of the Audit Services Division.

ENGAGEMENT SUMMARY

Audit Services participated in a consulting role in the implementation of Asana. Audit Services performed the following key activities:

- Reviewed the vendor analysis completed by LASERS IT and confirmed that Asana was a leading project management tool and a fit for LASERS.
- Confirmed that Asana met LASERS security requirements and has obtained certain third-party security certifications.
- Participated in the pilot of Asana to confirm that this product aligns with LASERS security requirements and appeared to be an adequate tool for LASERS needs.
- Confirmed that user accounts and security components are configured and correctly assigned to LASERS staff.

FOLLOW-UP

No follow-up is necessary.



Reece Babin, CISA
Auditor



Ryan Babin, CPA, CIA, CISA
Audit Services Director

Cc: Trey Boudreaux
Travis McIlwain
Johnathon Sprouse
Eric Schoonmaker
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