

PAXOFI

Board Column Ownership & Task Completion Responsibilities

Who moves each task in and out of every column, and who has final authority to mark a task Done — companion reference to the Asana Setup Guide.

Vague ownership is exactly what causes boards to stall — cards sit in a column because "someone else" is supposed to move them. The table below assigns clear in/out ownership to every column, based on the roles already defined in the Paxofi Project Delivery Framework.

Column Ownership

Column	Who moves tasks IN	Who moves tasks OUT (and to where)
Backlog	Anyone (PM grooms/prioritizes regularly)	Project Manager — pulls into Ready during sprint planning
Ready	Project Manager	Assignee — moves to In Progress when they start work
In Progress	Assignee	Assignee — moves to In Review when their part is done
In Review	Assignee	Reviewer (a peer developer, or the Feature Owner for design tasks) — approves → QA Testing, or bounces back → In Progress
QA Testing	Reviewer	QA Engineer — passes → Approved, fails → back to In Progress
Blocked	Whoever hits the blocker (from any column)	Project Manager — owns unblocking, returns it to wherever it was once resolved
Approved	QA Engineer	Project Manager or DevOps Engineer — queues into Ready for Deployment
Ready for Deployment	PM/DevOps	DevOps Engineer — moves to Done once deployed
Done	DevOps Engineer (for anything deployed) / Feature Owner (for non-deployed work like design assets, docs, research)	—

Who Marks a Task "Done"

- For anything that ships to production (frontend/backend code) → the DevOps Engineer marks it Done, only after confirming the deploy actually succeeded — not just that it was queued.
- For work that doesn't get "deployed" per se — a wireframe, a project charter, a risk register update → the Feature Owner (the person accountable for that deliverable) marks it Done, since there's no deploy step to gate it.
- The Project Manager has veto/oversight on Done either way — if a task closes without meeting the Definition of Done (Section 9 of the Project Delivery Framework), the PM reopens it. This is a spot-check role, not a bottleneck: the PM doesn't need to approve every card, just audit periodically.

Recommended Automation

Add an Asana Rule so that when a task hits Ready for Deployment, it auto-assigns to the DevOps Engineer. This closes the most common gap on a board like this — a task sitting "approved" with nobody actively watching to deploy and close it out.