


Summer 2025 release









asana ADMIN

Members >
Manage roles [Create role](#)

Members

- Manage members
- Manage roles**
- Requests

Role	Members	Last edited	Type	Based on
 Super admin				
 Admin				
 OKR Process Admin For individuals leading annual planning				
 Intern				
 Guest				

Smart workflow gallery

- Campaign Management**
- Kanban**

Goal Setting Operations

What's inside?






-  Custom status types
-  Task template for draft goals
-  AI goal formatting
-  AI check for goal duplicates
-  Strategy map

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Enterprise security and controls

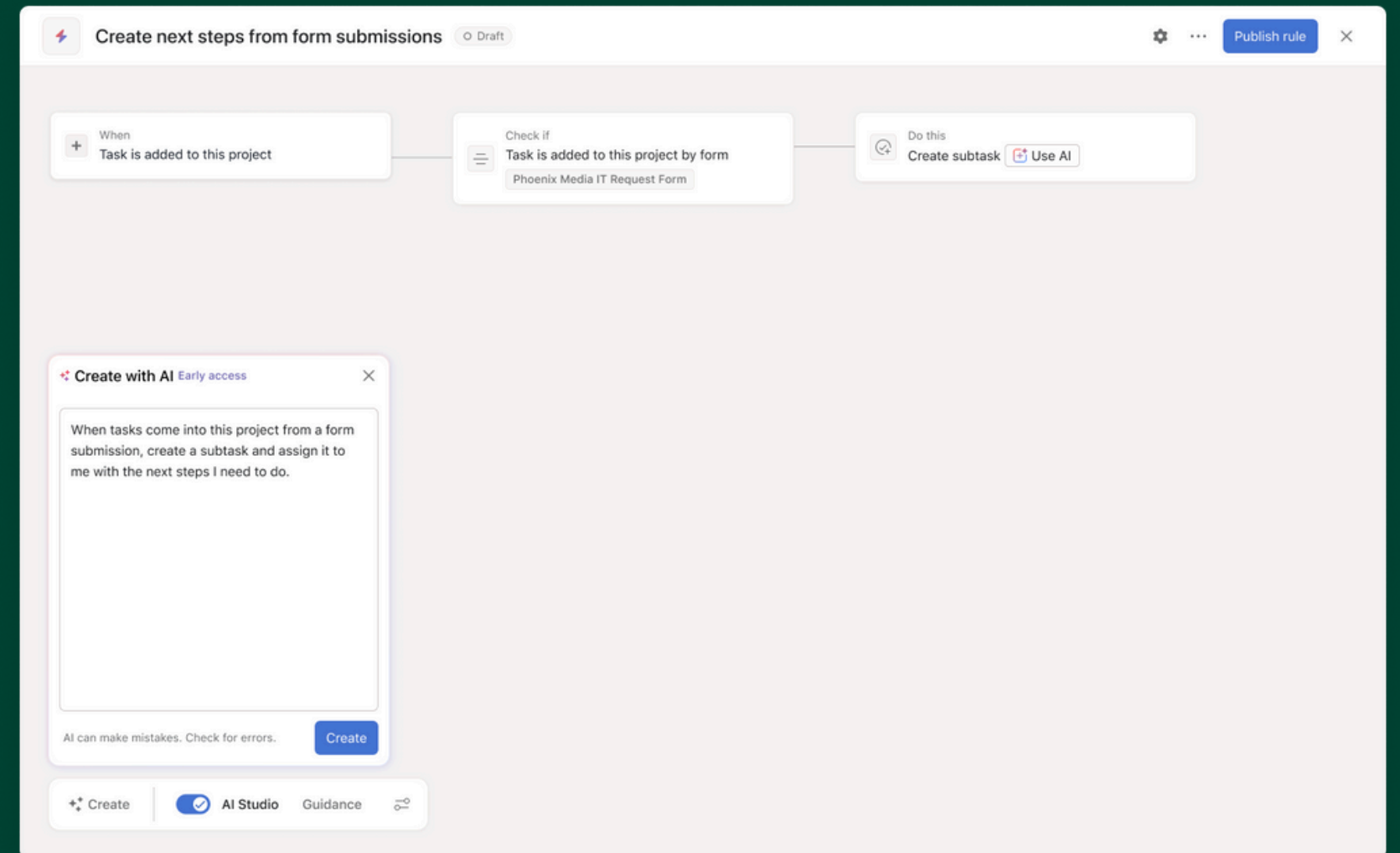
SUMMER RELEASE 2025

Asana AI





- ✓ **Prebuilt smart workflows**
Deploy ready-to-use AI workflows
- ✓ **AI Studio can use natural language**
Use natural language to create smart workflows
- ✓ **Asana AI can process Zoom transcripts**
Automate meeting follow-ups
- ✓ **Asana AI can read custom fields on users**
Automatically assign work to the right person
- ✓ **Asana AI proactively suggests rules**
See automation suggestions tailored to your workflows
- ✓ **AI Studio Basic plan**
All paid users can design smart workflows with the power of AI
- ✓ **AI Studio Plus plan**
Level up individual and small team productivity with AI



Get started fast with more prebuilt AI workflows from the smart workflow gallery



Overview

Standardize best practices and move faster with prebuilt AI workflows you can tailor to your team. Smart workflows for campaign management, kanban, and goal setting operations are available now.



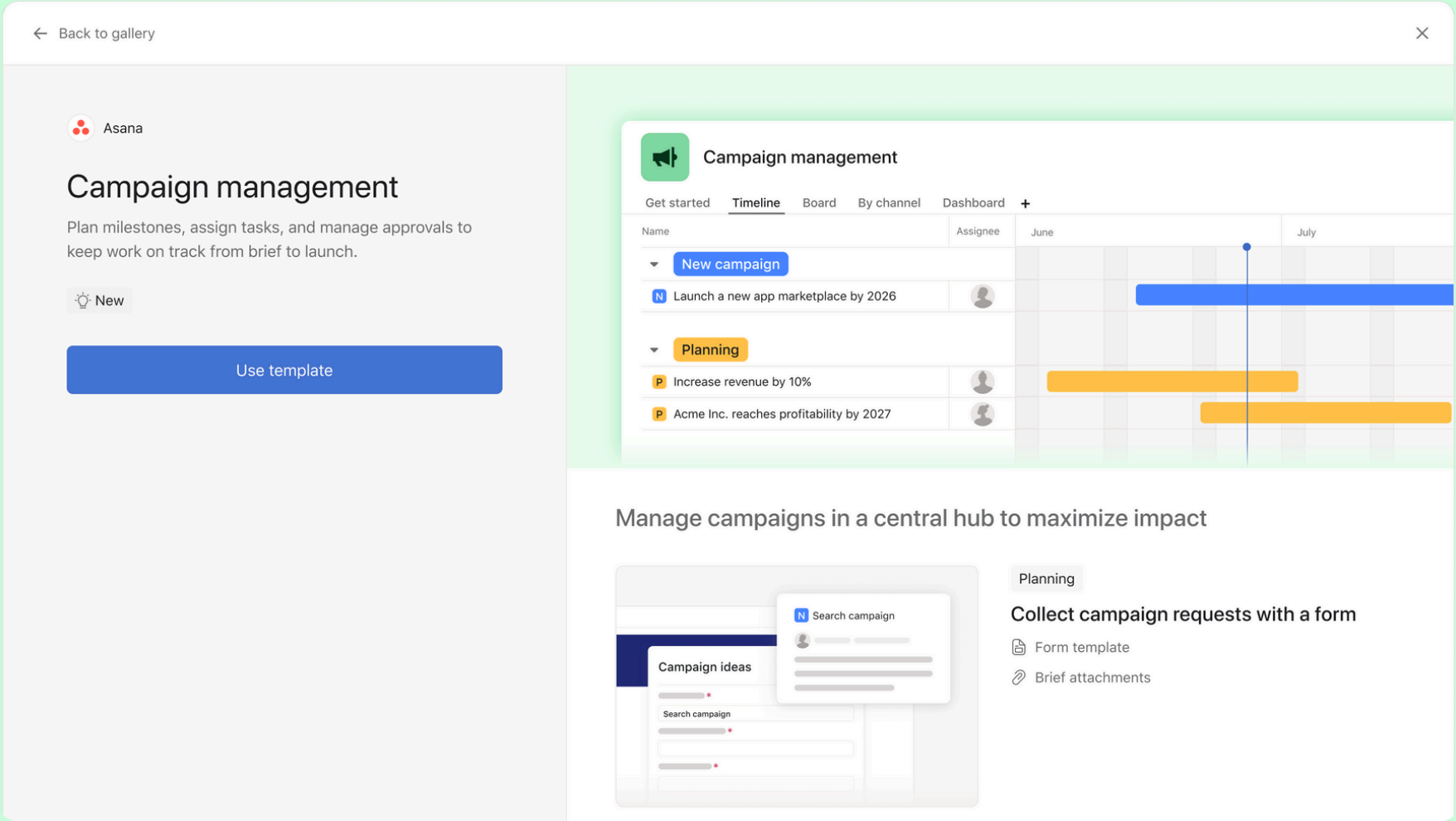
Key benefits

- Launch workflows faster with prebuilt templates
- Customize each workflow to fit your team’s needs
- Boost efficiency with seamless human and AI collaboration



Key use cases

- Campaign management
- Agile project management
- Strategic goal setting & tracking



How it works

Choose a smart workflow template from the smart workflow gallery, then follow the guided setup in the Customize menu.

Use natural language to create smart workflows

[RESOURCES →](#)



Overview

Simplify workflow creation in AI Studio by describing what you want to achieve in plain English, and AI will automatically set up the appropriate triggers, conditions, and actions for you.



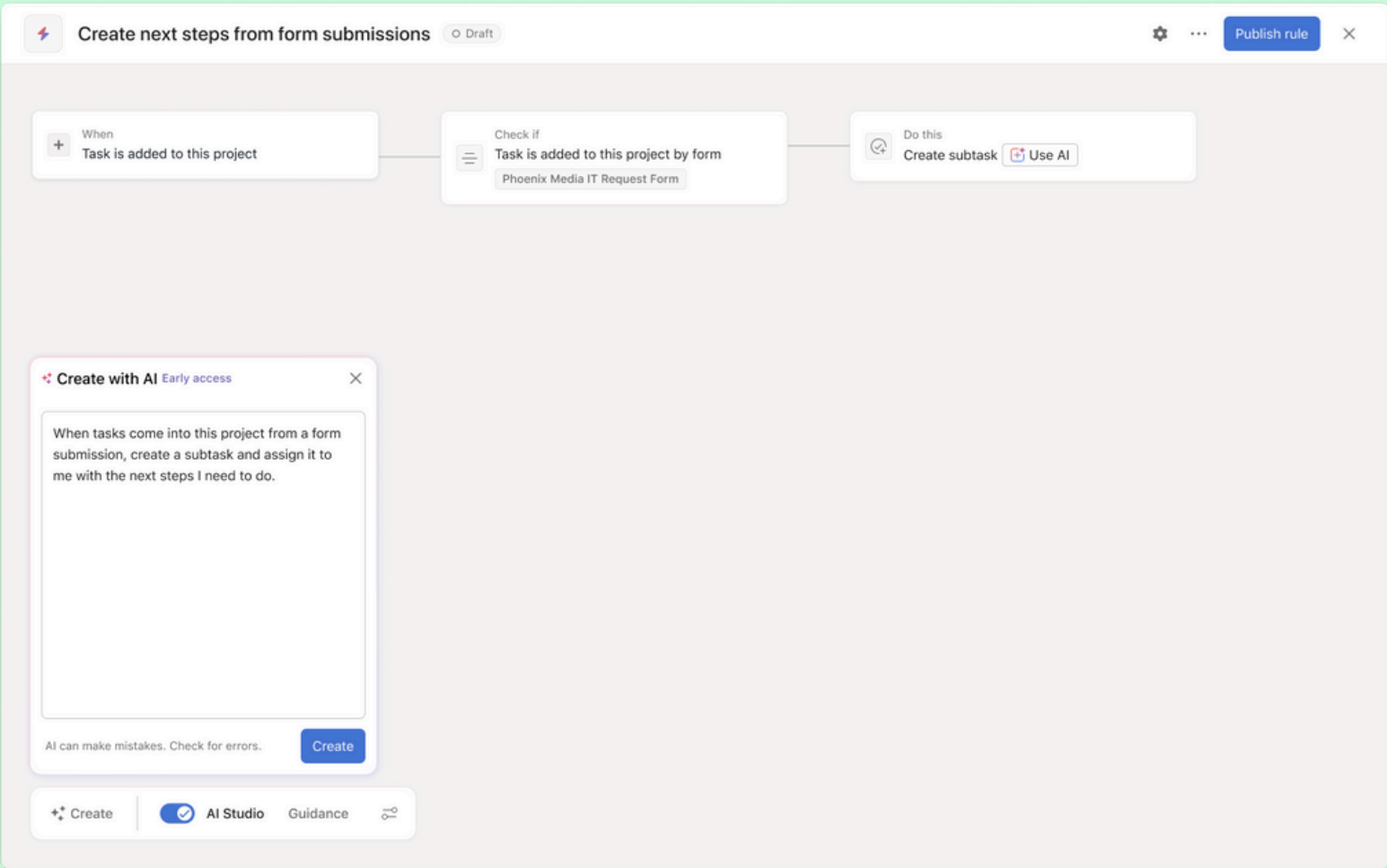
Key benefits

- Eliminate confusion around rule setup by using natural language instead of manual configuration
- Save time with AI-powered suggestions for workflow variables and components
- Stay focused on your workflow goals rather than how to configure it in Asana



Key use cases

- Project management
- Request tracking
- Project intake
- Campaign management
- Product launches



How it works

Open AI Studio, describe your desired workflow in plain English (e.g., "When a task is created, assign it to me and add a due date one week from creation"), and AI will automatically generate the complete workflow with triggers, conditions, and actions.

Automate meeting follow-ups with AI-powered Zoom transcript processing

[RESOURCES →](#)



Overview

Transform Zoom meeting recordings into actionable tasks and summaries automatically. AI Studio analyzes meeting transcripts to generate concise summaries, identify key decisions, and create action items, eliminating manual note-taking and ensuring accountability.



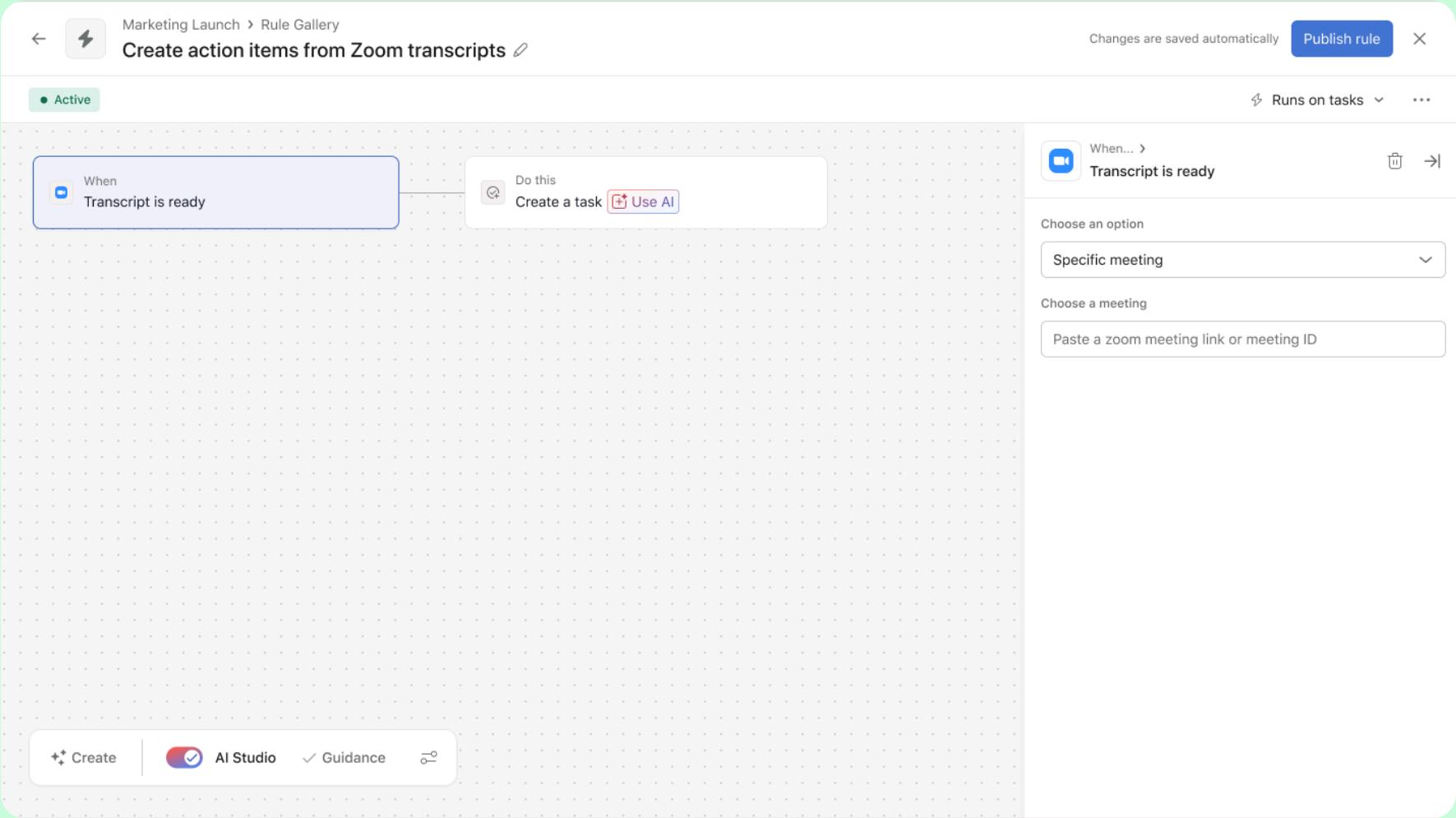
Key benefits

- Save time by automatically generating meeting summaries and action items from Zoom transcripts
- Increase accountability with clear tracking of decisions made and next steps
- Streamline post-meeting workflows without manual transcript review



Key use cases

- Personal task management
- Team meetings
- Project management
- Request tracking



How it works

Set up rules in AI Studio with "Transcript is ready" triggers for all meetings or specific recurring meetings, then let AI automatically analyze transcript content to create tasks, subtasks, and meeting summaries.

Automatically assign work to the right person with AI Studio

RESOURCES →



Overview

AI Studio can now read custom fields on users to intelligently assign tasks to team members who have certain qualifications, hourly rates, and capacity.



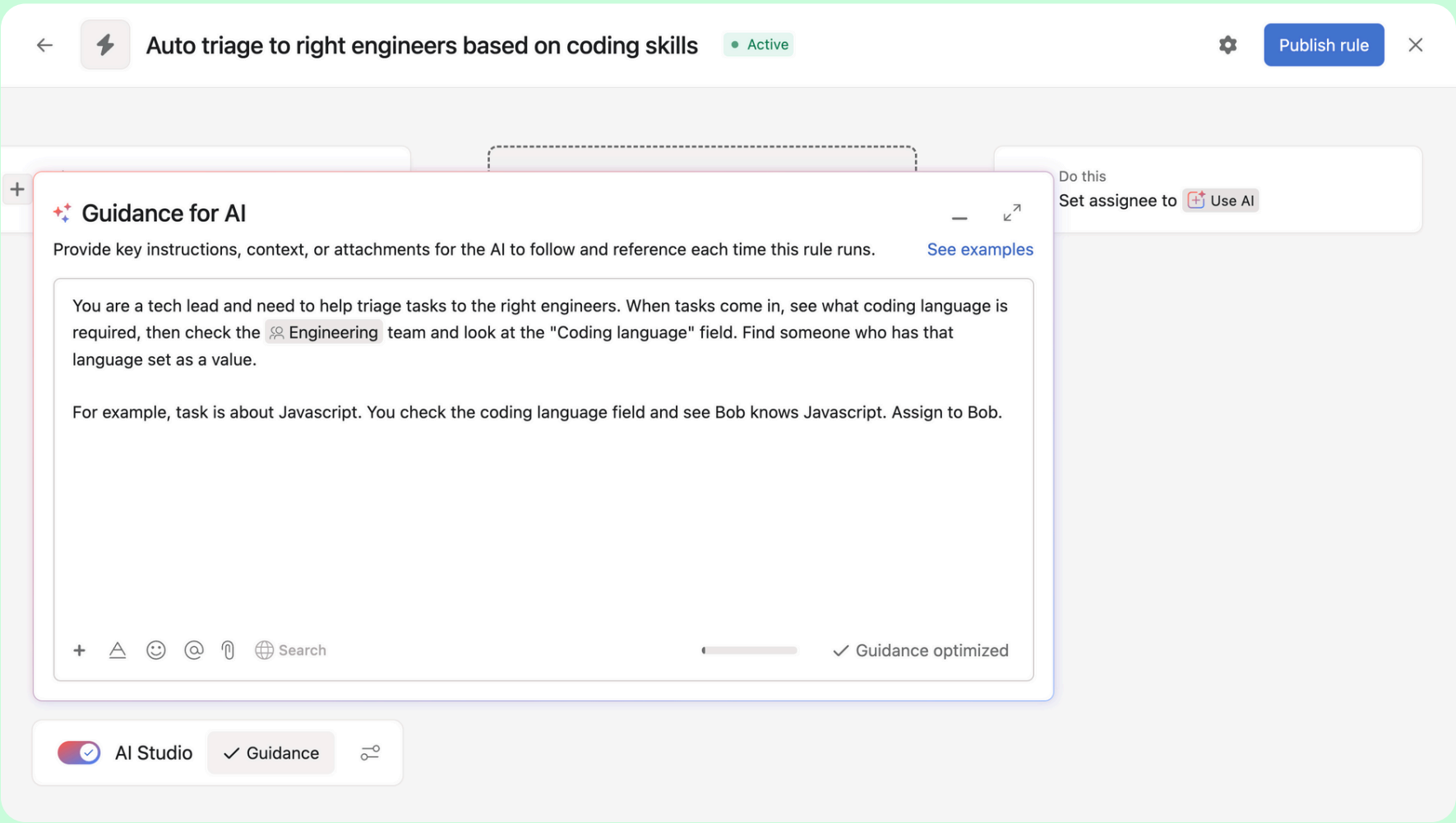
Key benefits

- Streamline resource allocation by automatically matching tasks to team members with relevant attributes (e.g. qualifications)
- Reduce manual assignments while ensuring tasks go to qualified people based on human-reviewed criteria
- Optimize team efficiency by combining skill-based assignment with workload awareness



Key use cases

- Resource management
- Project management
- Request tracking
- Strategic planning and portfolio management



How it works

Simply @mention teams in your AI Studio guidance, and AI will analyze task requirements, check team member custom fields for relevant skills, and assign work to the most appropriate person based on both expertise and availability.

See automation recommendations tailored to your workflows with proactive rule suggestions from AI Studio

Overview

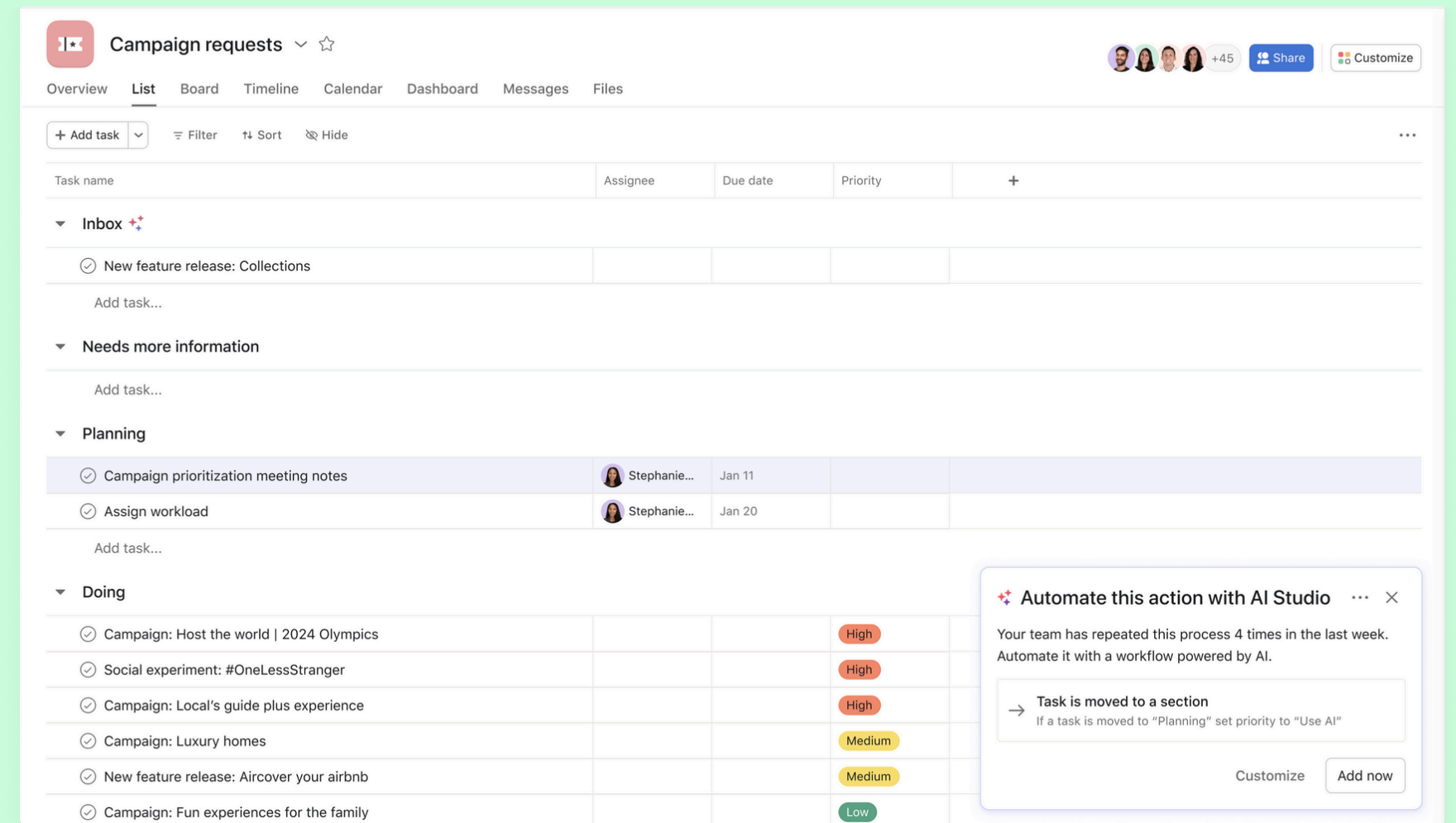
AI Studio's proactive rule suggestions identify common manual processes your team repeats and suggests automations, eliminating the need to imagine complex automation scenarios or design these rules yourself.

Key benefits

- Save time with personalized automation suggestions based on your team's actual workflow patterns
- Reduce manual work with rules that learn from your past actions and suggest contextual automations
- Streamline complex processes with intelligent suggestions delivered directly in your projects when automation opportunities are detected

Key use cases

- Project management
- Request tracking
- Project intake



How it works

Asana analyzes your team's workflow patterns to identify repetitive manual processes, then delivers personalized rule suggestions directly in context within your projects, including smart rules for more complex automations.

All users can design smart workflows with the AI Studio Basic plan

RESOURCES →



Overview

AI Studio Basic is now available for all paid tiers, eliminating the need for admins to manage individual user access, while providing tier-based monthly credit limits.



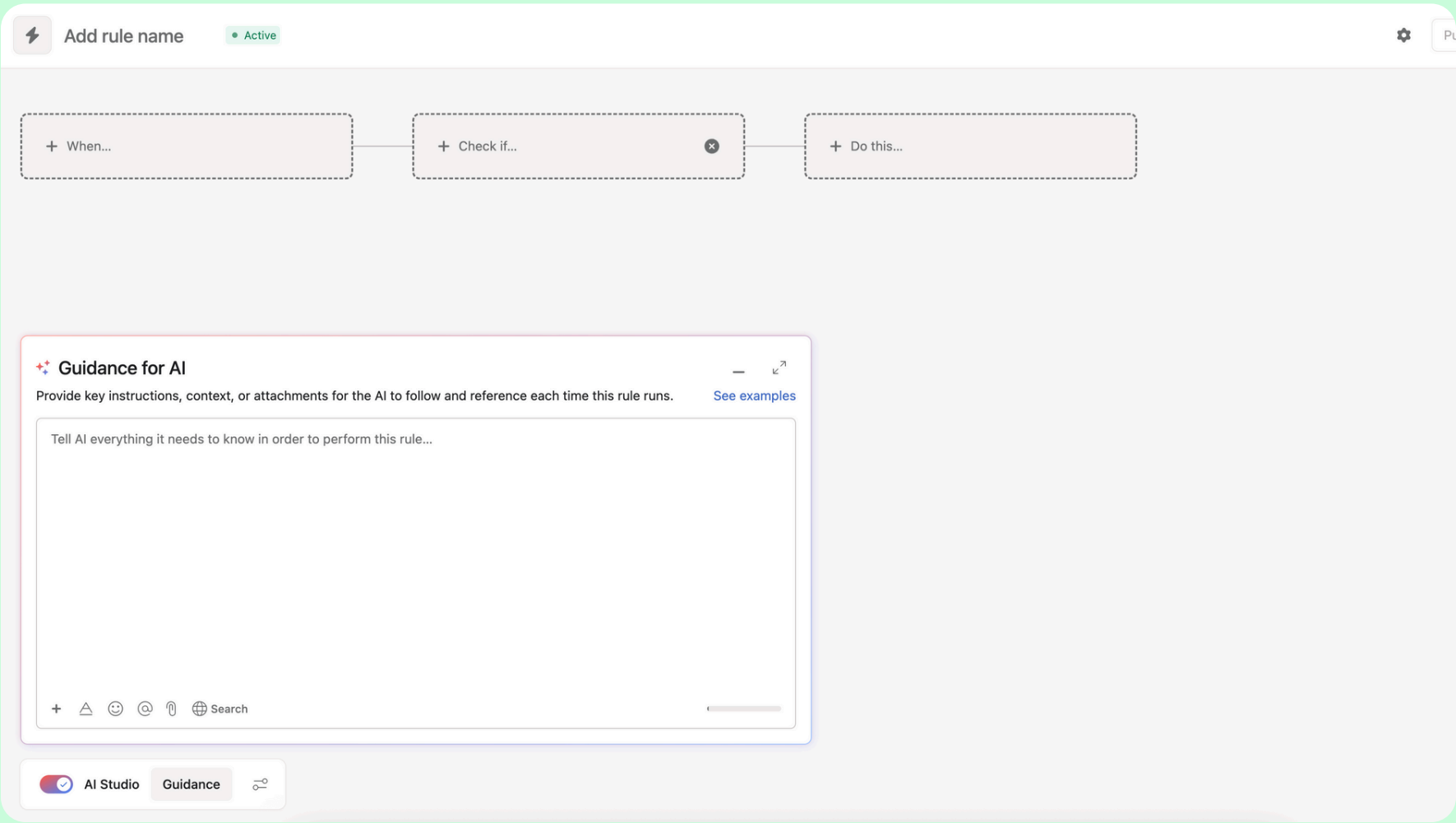
Key benefits

- Expand AI Studio access to all eligible users
- Eliminate administrative overhead of managing individual user access
- Scale AI adoption across teams with tier-appropriate credit limits



Key use cases

- Request tracking
- Product launch
- Campaign management
- Resource management
- Strategic planning



How it works

Admins continue to retain control over AI Studio through domain-level settings in the Admin Console. View only users and guests without access to rule creation will not have access.

Level up individual and small team productivity with the AI Studio Plus plan

RESOURCES →



Overview

AI Studio Plus is a new plan designed for individuals and small teams who want to harness AI-powered productivity on a monthly basis. You can purchase directly through the admin console or by contacting your Asana sales representative.



Key benefits

- Access AI Studio capabilities with a monthly plan and credit limit
- Level up productivity with AI for individuals and small teams
- Get powerful AI features and scale up usage over time



Key use cases

- Request tracking
- Product launch
- Campaign management
- Resource management
- Strategic planning

asanaADMIN

Insights

Members

Teams

Settings

Security

Billing

Apps

Resources

Launch Asana

Send feedback

Billing >

AI Studio

OverviewUsage

AI Studio Plus

Learn more

Total AI Studio rule executions

425

Since mm/dd/yy

Credits used

100K / 250K

Expires mm/dd/yy

Members

AI Studio rule

Member	AI Studio rules	Number of times run	Last activity	Credits used
Brett Mann	3	345	Today	23K
Diljit Zimmerman	3	321	Today	16.7K
Brett Mann	3	34	Today	230

Manage subscription

Edit subscription

Cancel subscription

Contact sales

How it works

Purchase AI Studio Plus through your Asana sales representative or via the admin console for Starter, Advanced, Enterprise, or Enterprise+ plans.

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Project management





Project management

[RESOURCES →](#)



Swimlanes on project boardview

Track progress across team members



Multiple filters on project timeline view

Focus on the work that matters



Improved custom task type creation flow

Build workflows seamlessly



Prebuilt smart workflows

Deploy ready-to-use AI workflows



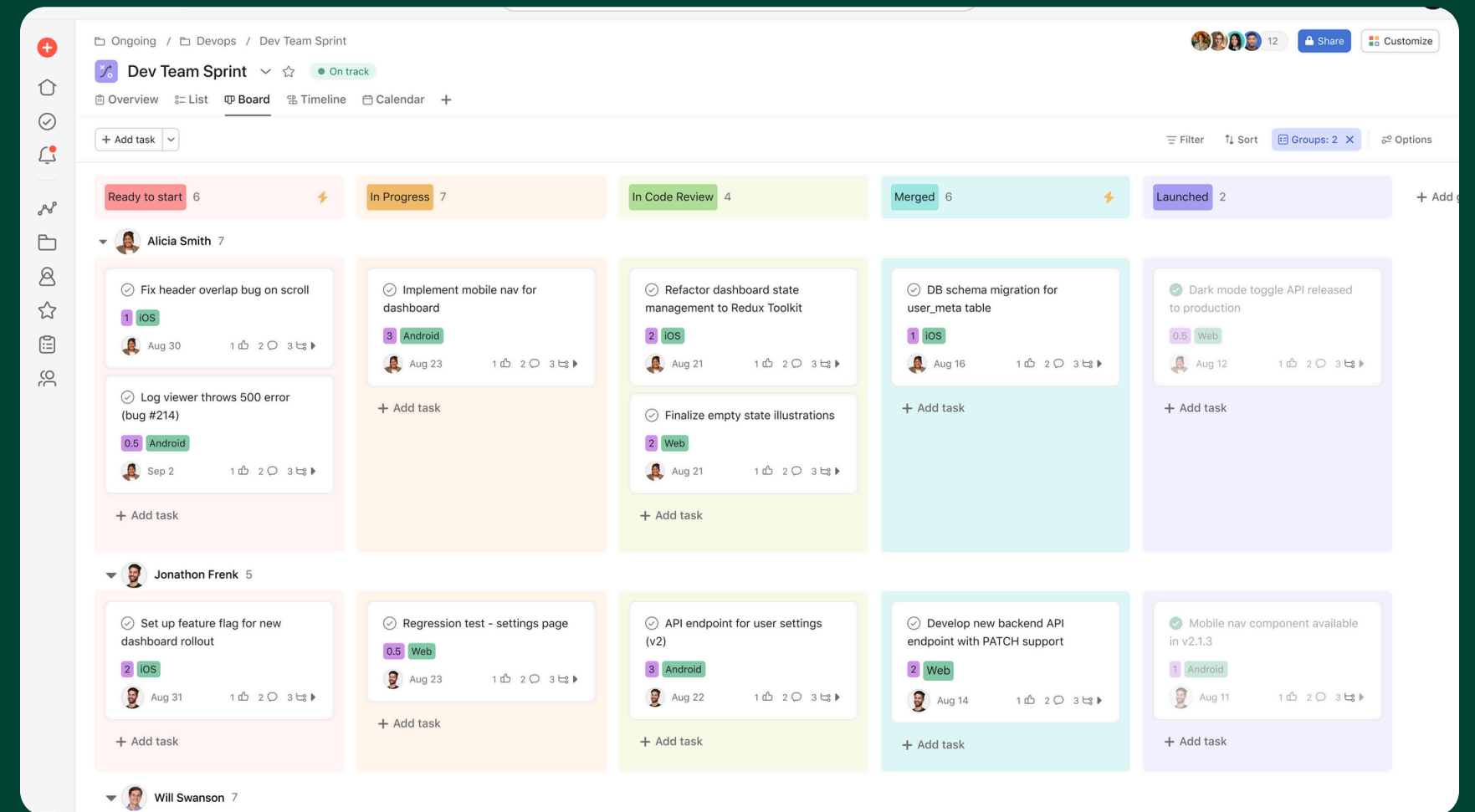
AI Studio can use natural language

Use natural language to create smart workflows



Asana AI proactively suggests rules

See automation suggestions tailored to your workflows



Track progress across team members with swimlanes on project board view

RESOURCES →



Overview

Swimlanes bring powerful horizontal grouping to project board view, allowing you to organize tasks into rows by sections, assignees, or custom fields while maintaining column-based workflow stages.



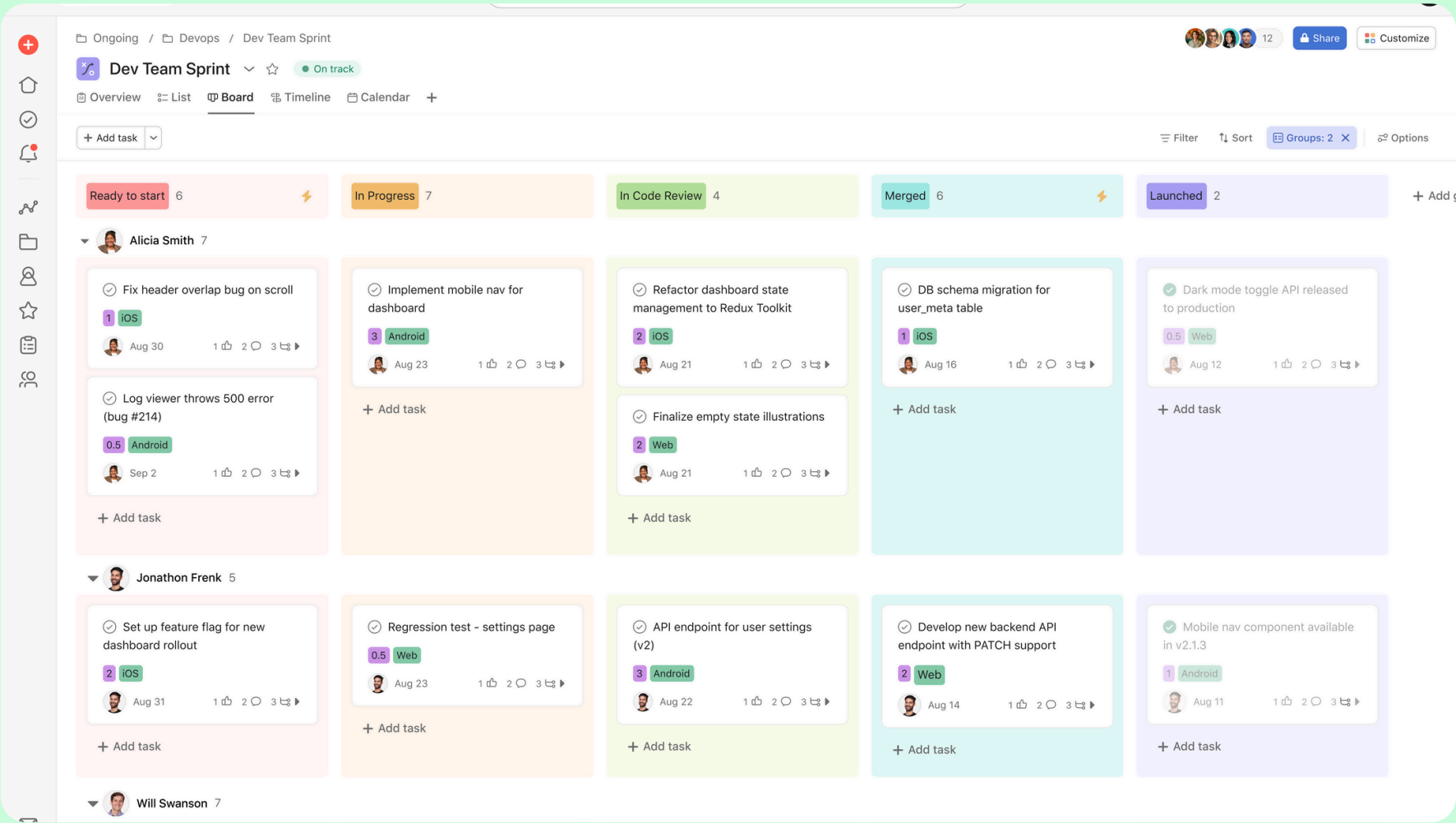
Key benefits

- Enhance visibility by tracking work progress across different team members or categories simultaneously
- Improve workload management by easily identifying task distribution and bottlenecks
- Streamline sprint planning with a comprehensive view of work organized by both status and assignee



Key use cases

- Sprint planning
- Workload balancing
- Project management
- Strategic planning



How it works

In project board view, click "Group by" in the project toolbar and select your preferred grouping criteria (Sections, Assignee, or any single-select custom field) to organize tasks into horizontal swimlanes.

Focus on the work that matters by applying multiple filters to project timeline view



Overview

Apply multiple filters simultaneously in project timeline view when sorted by 'None' or 'Assignee' to create more targeted views of your project timelines and focus on exactly what matters in your planning.



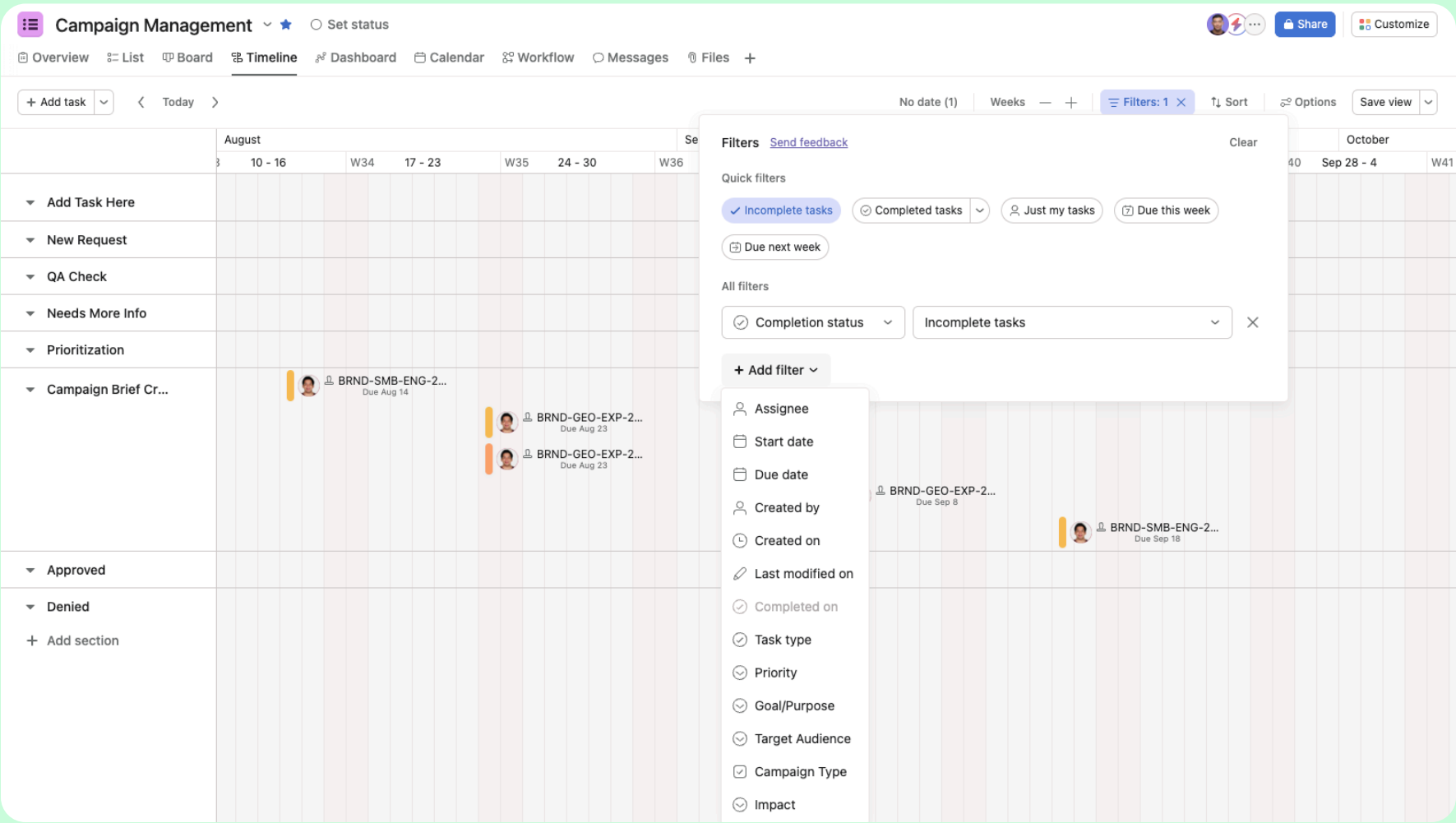
Key benefits

- Focus on specific work by combining different filter criteria
- Create more targeted views of your project timelines
- Maintain consistency in how you filter across different project views



Key use cases

- Project management
- Campaign management
- Product launches



How it works

In project timeline view, access the view options panel to add multiple filters when your project is sorted by 'None' or 'Assignee'.

Build workflows seamlessly with an improved custom task type creation flow

[RESOURCES](#) →



Overview

Streamline workflow management with a redesigned custom task type creation experience featuring an intuitive modal interface, simplified color options, and new progress icons for better visualization of work stages.



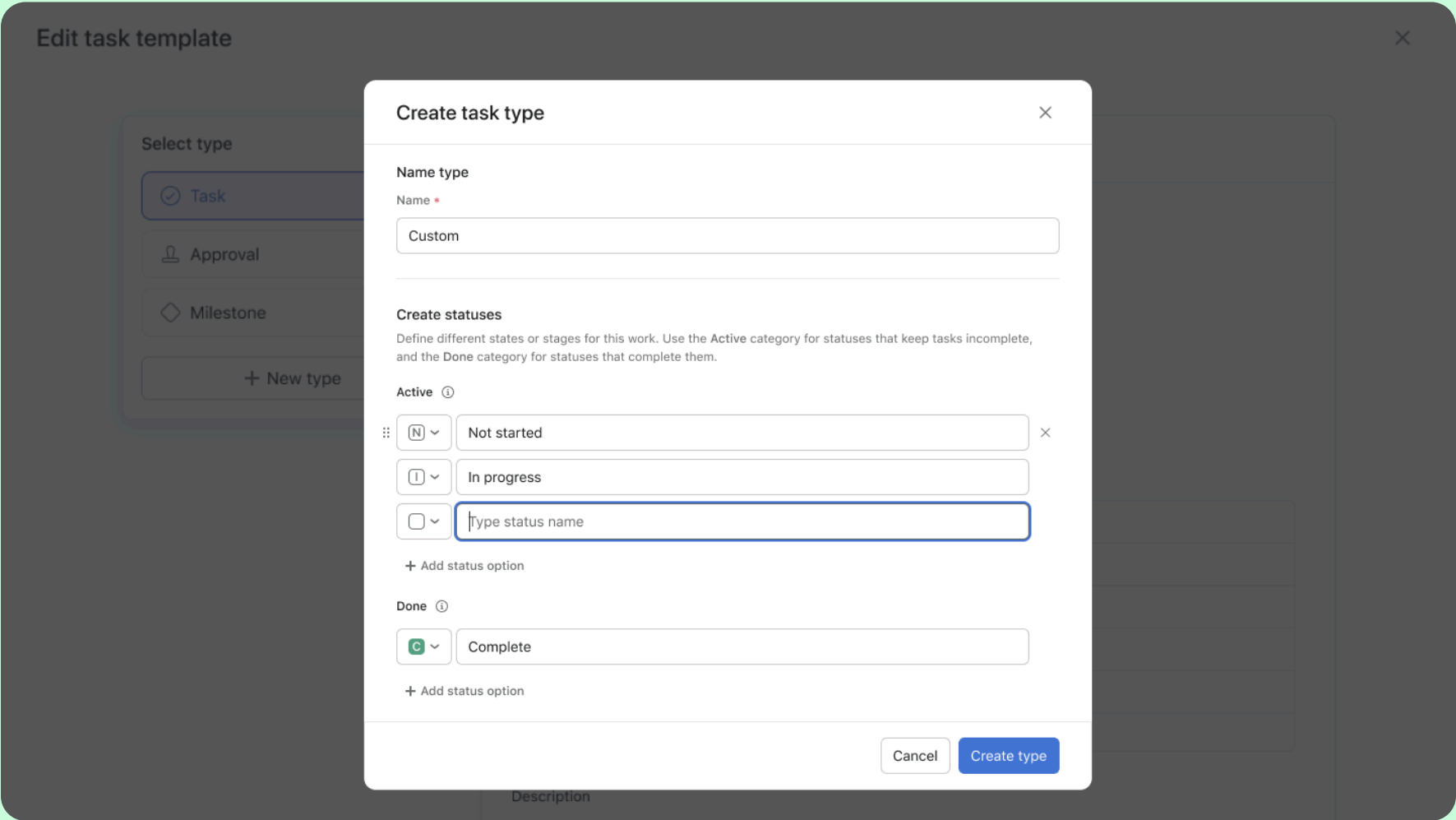
Key benefits

- Save time with a streamlined creation process directly within the task template editor
- Enhance visual clarity with simplified color selection and new progress icons for statuses
- Improve workflow standardization with better custom task type management tools



Key use cases

- Project management
- Campaign management
- Request tracking
- Project intake



How it works

Access the new custom task type creation modal directly within the task template editor through the Customize menu, where you can define task categories, customize statuses with visual indicators, and map them to completion states.

Use natural language to create smart workflows

[RESOURCES →](#)



Overview

Simplify workflow creation in AI Studio by describing what you want to achieve in plain English, and AI will automatically set up the appropriate triggers, conditions, and actions for you.



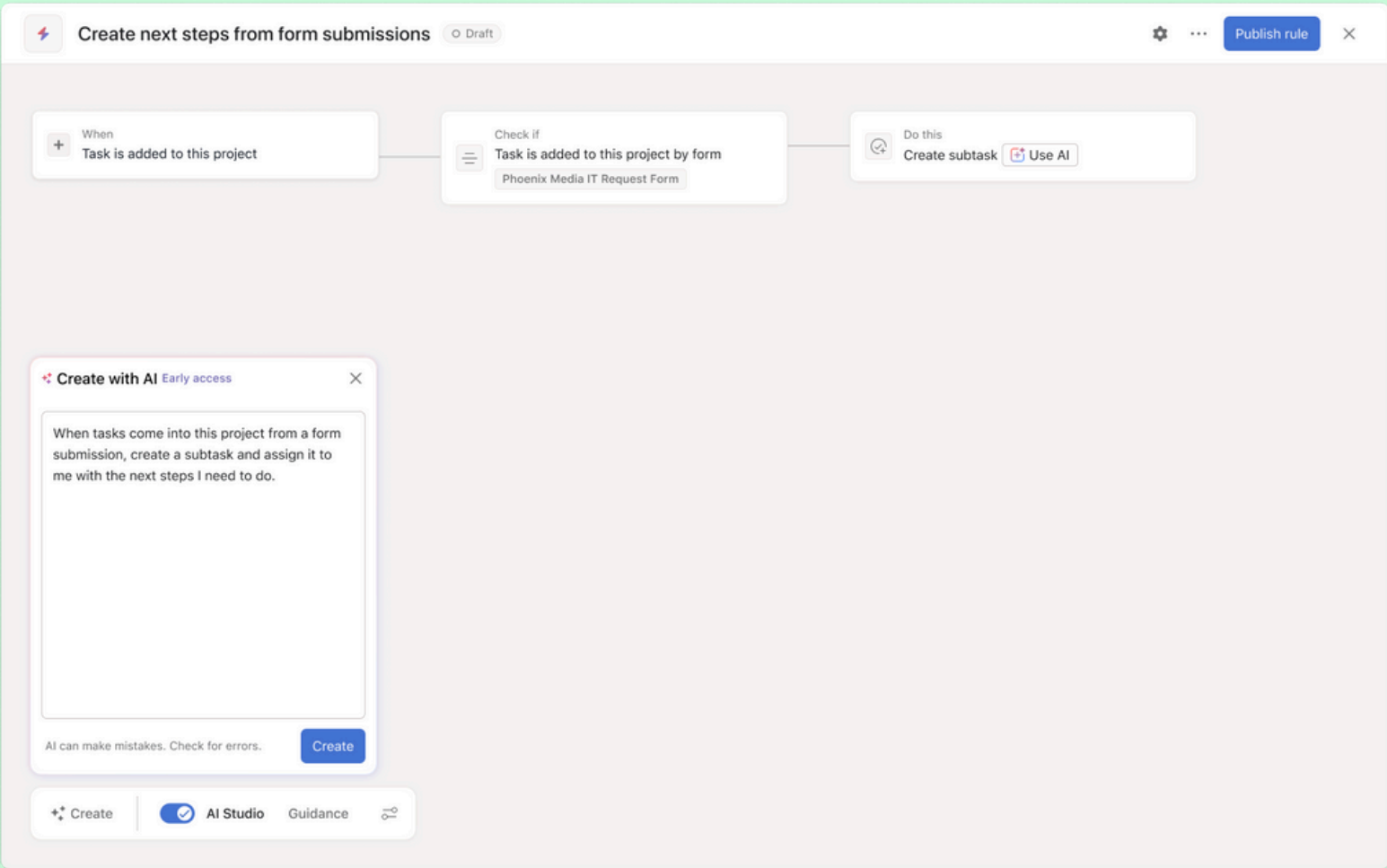
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See automation recommendations tailored to your workflows with proactive rule suggestions from AI Studio

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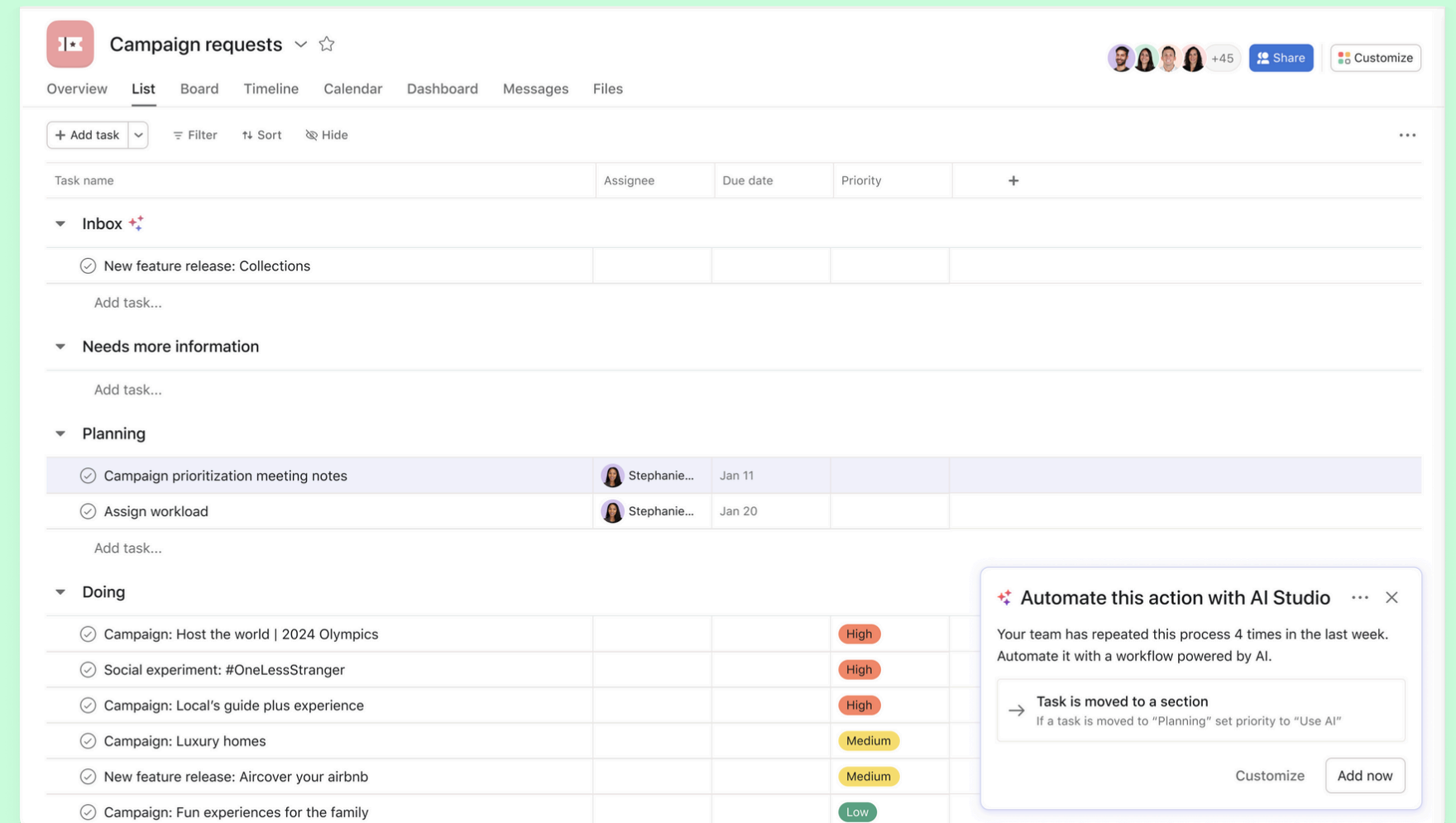
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- Streamline complex processes with intelligent suggestions delivered directly in your projects when automation opportunities are detected

Key use cases

- Project management
- Request tracking
- Project intake



How it works

Asana analyzes your team's workflow patterns to identify repetitive manual processes, then delivers personalized rule suggestions directly in context within your projects, including smart rules for more complex automations.

SUMMER RELEASE 2025

Business reviews and reporting





Business reviews and reporting

[RESOURCES →](#)

✓ **Dashboard exports to PowerPoint**
Create compelling executive summaries

✓ **Multi-metric charts**
Track multiple metrics in one view

✓ **Multiple dashboard tabs**
Get richer project insights

✓ **Enhanced reporting API**
Build custom business intelligence connectors

Export settings

Your export will match your current views.
Adjust them in Asana to control what appears in
your PowerPoint.

List 1

20 rows and 6 columns from list will be
exported. For each work, 20 most relevant
milestones or nested work will be included.

Include latest status update for

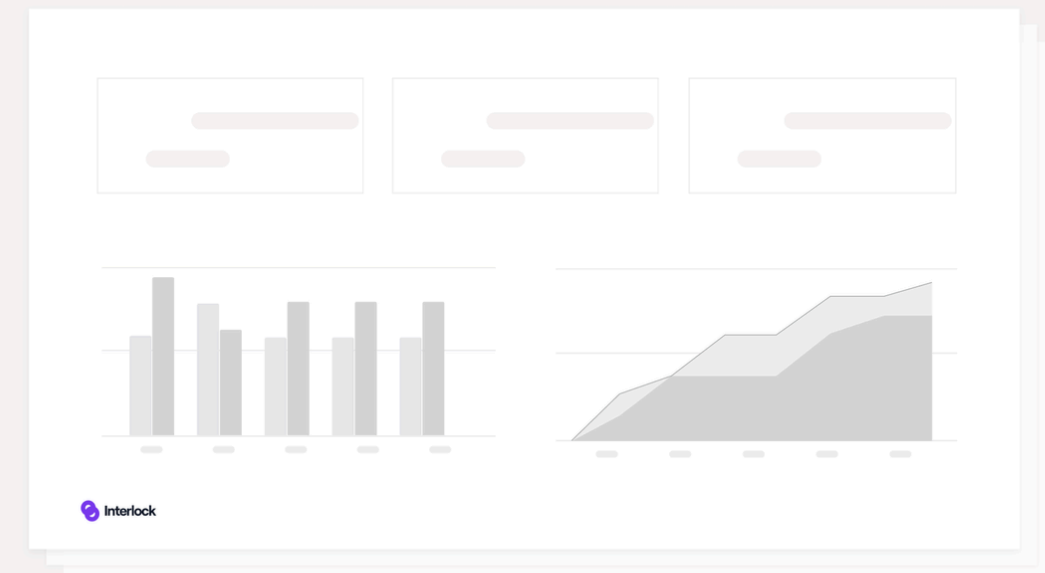
- ☒ Portfolio
- ☒ Each work in portfolio

Dashboard

Widget display per slide

- ☒ Multiple
- ☐ Single

+ Add view



① This sample slide shows the layout of your PowerPoint

[Send feedback](#)

Create compelling executive summaries with dashboard exports to PowerPoint

RESOURCES →



Overview

Export portfolio dashboards directly to PowerPoint presentations, allowing you to create polished executive summaries with customizable native charts that can be styled to match your company branding.



Key benefits

- Create comprehensive executive reports by including dashboards alongside list views and status updates
- Customize exported charts directly in PowerPoint by changing colors, sizes, and applying company branding
- Save time by eliminating manual recreation of charts for presentations



Key use cases

- Executive reporting
- Business reviews
- Strategic planning and portfolio management

Export settings

Your export will match your current views. Adjust them in Asana to control what appears in your PowerPoint.

List 1

20 rows and 6 columns from list will be exported. For each work, 20 most relevant milestones or nested work will be included.

Include latest status update for

☒ Portfolio

☒ Each work in portfolio

Dashboard

Widget display per slide

☒ Multiple

☐ Single

+ Add view

Track multiple metrics in one view with multi-metric charts

[RESOURCES](#) →



Overview

Compare up to four different numeric and time metrics on the same chart to gain comprehensive insights into project performance, resource allocation, and progress tracking.



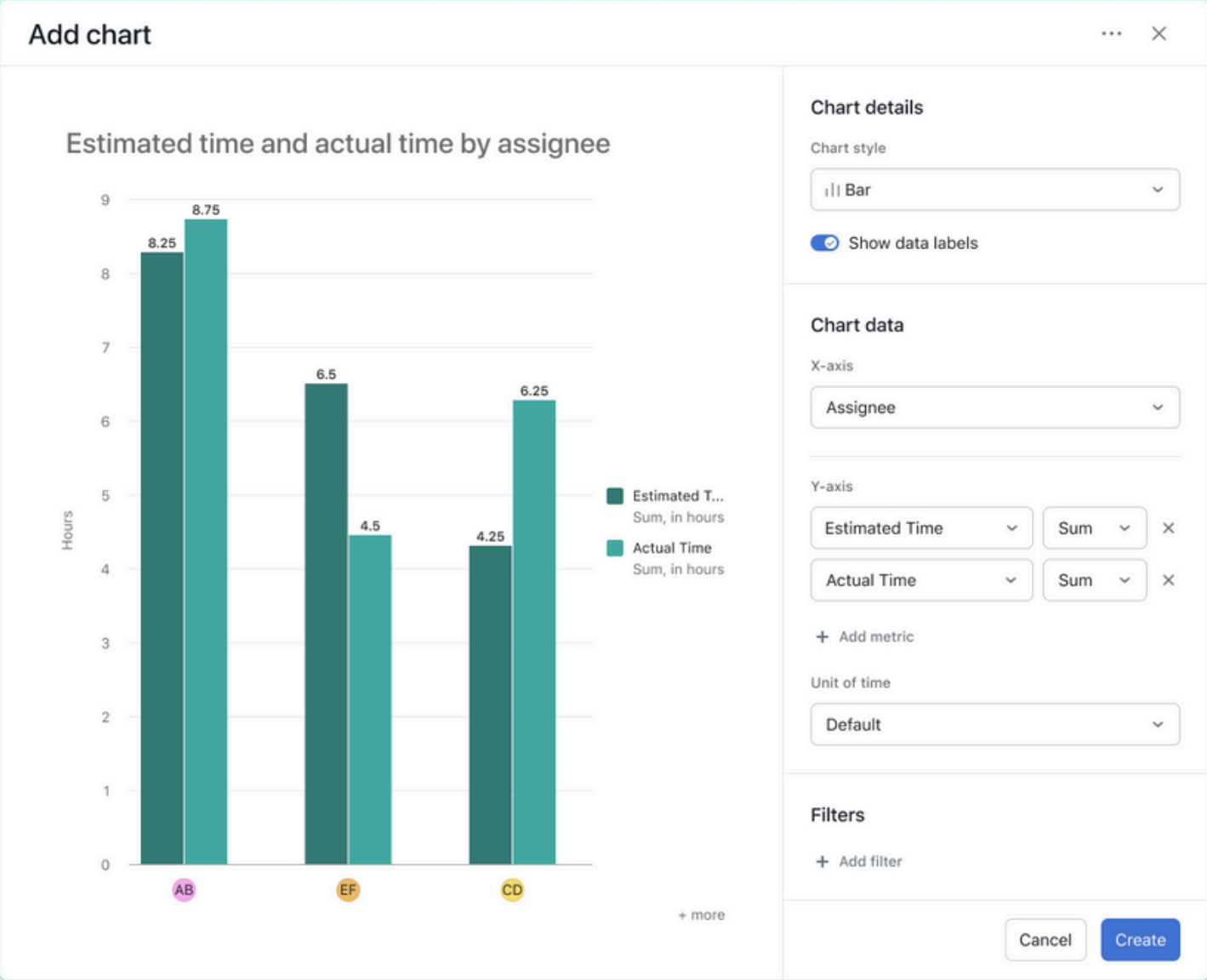
Key benefits

- Get a 360° view of project performance by comparing related metrics side-by-side
- Make data-driven decisions by visualizing relationships between different measurements
- Streamline reporting by eliminating the need for multiple charts



Key use cases

- Resource management
- Business reviews and reporting
- Strategic planning and portfolio management



How it works

In dashboards, select Bar, Line, or Lollipop chart types and add multiple Y-axis metrics (up to four) to create multi-metric visualizations that provide deeper insights into your work.

Get richer project insights by organizing dashboards with multiple tabs



Overview

Enhance visibility into performance by creating multiple dashboard tabs within the same project, allowing teams to organize different timeframes, metrics, and configurations.



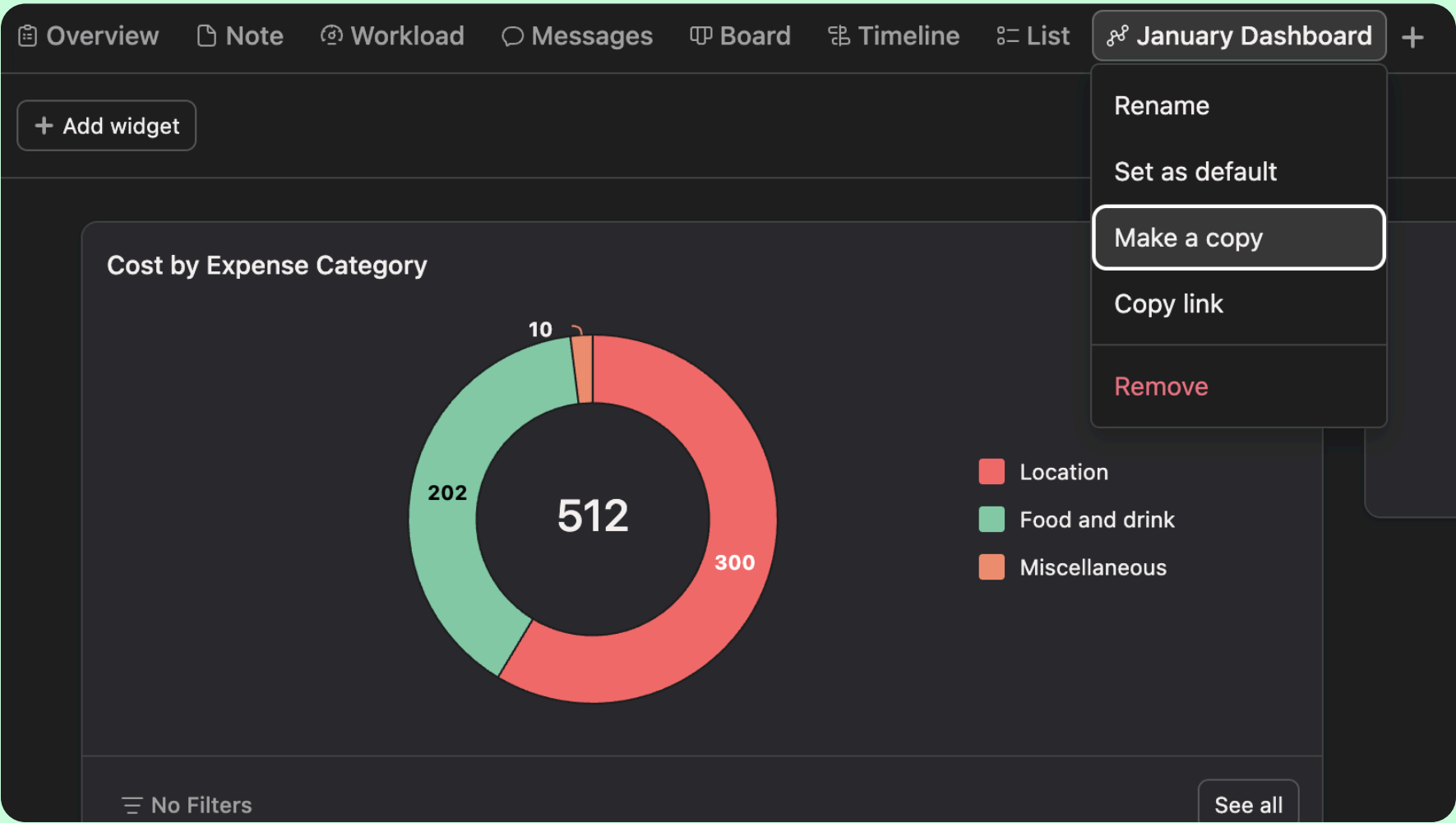
Key benefits

- Create multiple dashboard views within a single project for different reporting needs
- Duplicate dashboard tabs to quickly set up similar reports
- Select specific dashboard tabs when duplicating projects to maintain consistency



Key use cases

- Business reviews and reporting
- Project management
- Strategic planning



How it works

Add dashboard tabs from the "+" sign next to existing tabs, duplicate tabs by right-clicking and selecting "Make a copy," and choose which dashboard tabs to include when duplicating projects.

Build custom business intelligence connectors with a robust reporting API



Overview

The reporting API enables you to build custom business intelligence (BI) connectors for tools beyond PowerBI and Tableau, allowing you to seamlessly export data from portfolios, projects, tasks, subtasks, and custom fields.



Key benefits

- Save development time by eliminating the need to manage export performance and infrastructure load balancing
- Integrate with any BI tool including AWS QuickSight, Google Data Studio, and other platforms
- Access comprehensive Work Graph data including portfolios, projects, tasks, subtasks, and custom fields



Key use cases

- Business reviews and reporting
- Strategic planning and portfolio management
- Custom BI connector development

Example JSON for GraphExport :

JSON

```
{
  "gid": "12345",
  "resource_type": "job",
  "resource_subtype": "graph_export_request",
  "status": "succeeded",
  "new_graph_export": {
    "gid": "12345",
    "resource_type": "graph_export",
    "created_at": "2012-02-22T02:06:58.147Z",
    "download_url": "https://asana-export-us-east-1.s3.us-east-1.amazonaws.com/256",
    "completed_at": "2012-02-22T03:06:58.147Z"
  }
}
```

How it works

Use the /reporting_export endpoint via the Asana API to initiate exports of your Work Graph data in a standardized format for integration with your preferred BI tools.

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Resource management

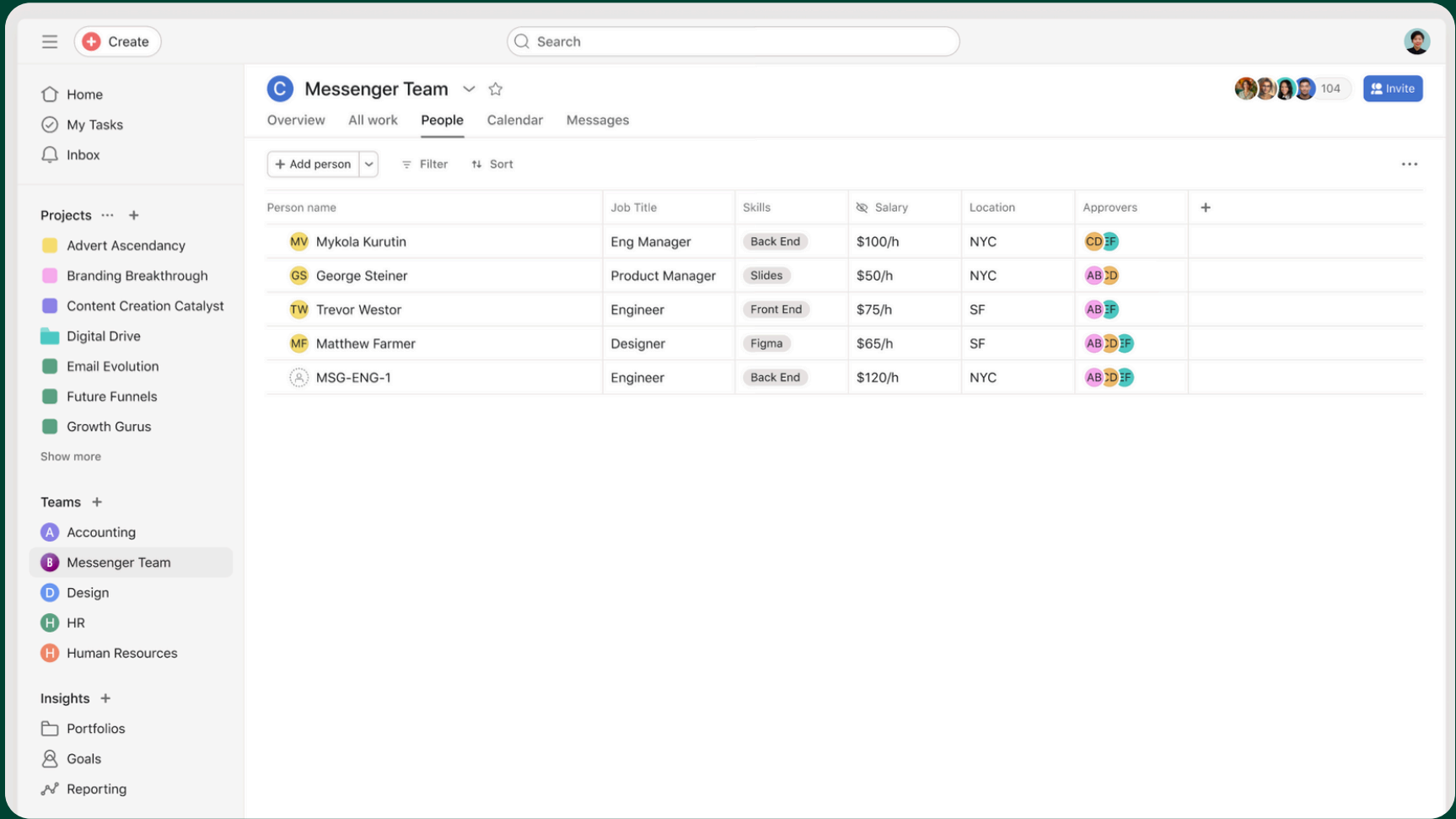




Resource management

[RESOURCES →](#)

- ✓ Custom fields on users
Match talent to the right work
- ✓ Project-specific time attribution
Accurately reflect where time is spent
- ✓ CSV exports for time tracking data
Do more accurate reporting and analysis
- ✓ Asana AI can read custom fields on users
Automatically assign work to the right person



The screenshot shows the Asana interface for the 'Messenger Team'. The left sidebar contains navigation links: Home, My Tasks, Inbox, Projects (with a list of projects like Advert Ascendancy, Branding Breakthrough, etc.), Teams (with Accounting, Messenger Team, Design, HR, Human Resources), and Insights (with Portfolios, Goals, Reporting). The main content area is titled 'Messenger Team' and has tabs for Overview, All work, People, Calendar, and Messages. The 'People' tab is active, displaying a table of team members with columns for Person name, Job Title, Skills, Salary, Location, and Approvers. The table lists five team members: Mykola Kurutin (Eng Manager, Back End, \$100/h, NYC), George Steiner (Product Manager, Slides, \$50/h, NYC), Trevor Westor (Engineer, Front End, \$75/h, SF), Matthew Farmer (Designer, Figma, \$65/h, SF), and MSG-ENG-1 (Engineer, Back End, \$120/h, NYC). Each row also shows an 'Approvers' column with icons for assigned approvers.

Person name	Job Title	Skills	Salary	Location	Approvers	
Mykola Kurutin	Eng Manager	Back End	\$100/h	NYC		
George Steiner	Product Manager	Slides	\$50/h	NYC		
Trevor Westor	Engineer	Front End	\$75/h	SF		
Matthew Farmer	Designer	Figma	\$65/h	SF		
MSG-ENG-1	Engineer	Back End	\$120/h	NYC		

Match talent to the right work with skill-based custom fields on users

[RESOURCES →](#)



Overview

Track essential team member information like skills, hourly rates, and expertise directly within Asana teams to make informed resource allocation decisions and improve project planning.



Key benefits

- Make smarter staffing decisions by viewing team member skills and attributes at a glance
- Maintain data privacy with granular permissions, controlling who can see or edit sensitive information like hourly rates
- Streamline resource planning by keeping crucial team member details centralized in Asana



Key use cases

- Resource management
- Strategic planning and portfolio management
- Team onboarding and development
- Project management

+ Create

Home

My Tasks

Inbox

Projects

Advert Ascendancy

Branding Breakthrough

Content Creation Catalyst

Digital Drive

Email Evolution

Future Funnels

Growth Gurus

Show more

Teams

Accounting

Messenger Team

Design

HR

Human Resources

Search

C Messenger Team

OverviewAll workPeopleCalendarMessages

+ Add person

Filter

Sort

Person name	Job Title	Skills	Salary	Location	Approvers
<div>MV</div> Mykola Kurutin	Eng Manager	Back End	\$100/h	NYC	<div>CD</div> <div>EF</div>
<div>GS</div> George Steiner	Product Manager	Slides	\$50/h	NYC	<div>AB</div> <div>DD</div>
<div>TW</div> Trevor Westor	Engineer	Front End	\$75/h	SF	<div>AB</div> <div>EF</div>
<div>MF</div> Matthew Farmer	Designer	Figma	\$65/h	SF	<div>AB</div> <div>DD</div> <div>EF</div>
<div></div> MSG-ENG-1	Engineer	Back End	\$120/h	NYC	<div>AB</div> <div>DD</div> <div>EF</div>

How it works

Navigate to a team's Members tab, add custom fields for skills, rates, or other attributes manually or via CSV import, and set appropriate permissions to control visibility and editing access. These custom fields will be visible on user profiles.

Accurately reflect the time spent with project-specific time attribution

[RESOURCES](#) →



Overview

Attribute tracked time to specific projects for accurate financial reporting by setting an attributable project for each time entry. This ensures proper billing and resource allocation even when tasks exist in multiple projects.



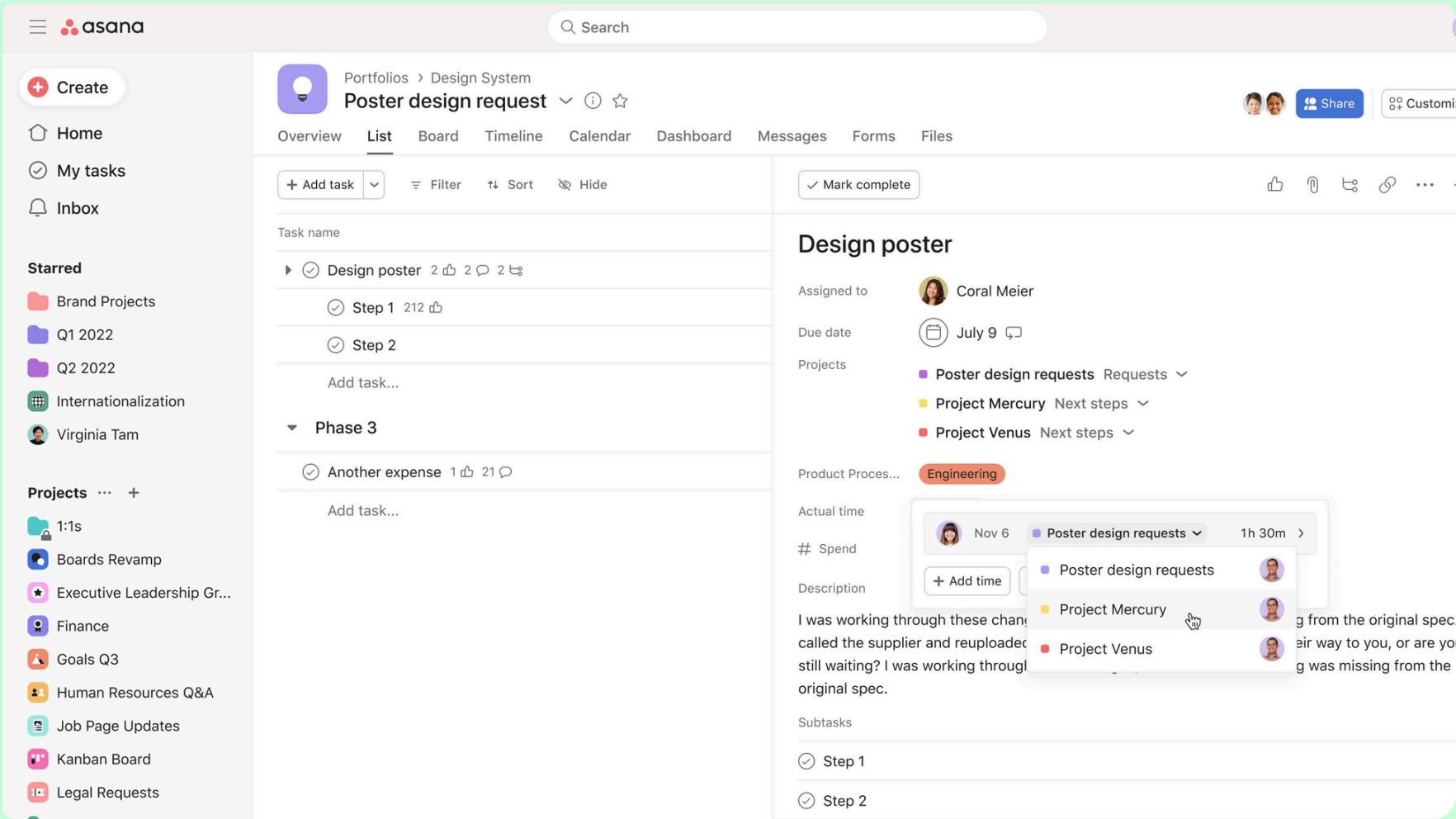
Key benefits

- Ensure accurate financial attribution by specifying which project time should be billed to
- Simplify accounting processes with clear project-level time tracking
- Maintain data consistency with intelligent defaults for single and multi-homed tasks



Key use cases

- Resource management
- Request tracking
- Business reviews and reporting



How it works

When creating time entries, users can specify which project the time should be attributed to. The system automatically defaults to the sole project for single-homed tasks or requires project selection for multi-homed tasks.

Do more accurate reporting and analysis with CSV exports for time tracking data

RESOURCES →



Overview

Export comprehensive time tracking data from your projects into CSV format for easy analysis and reporting. Download all time entries for a project, with data organized by person and date, enabling better visibility into how time is being spent across your projects.



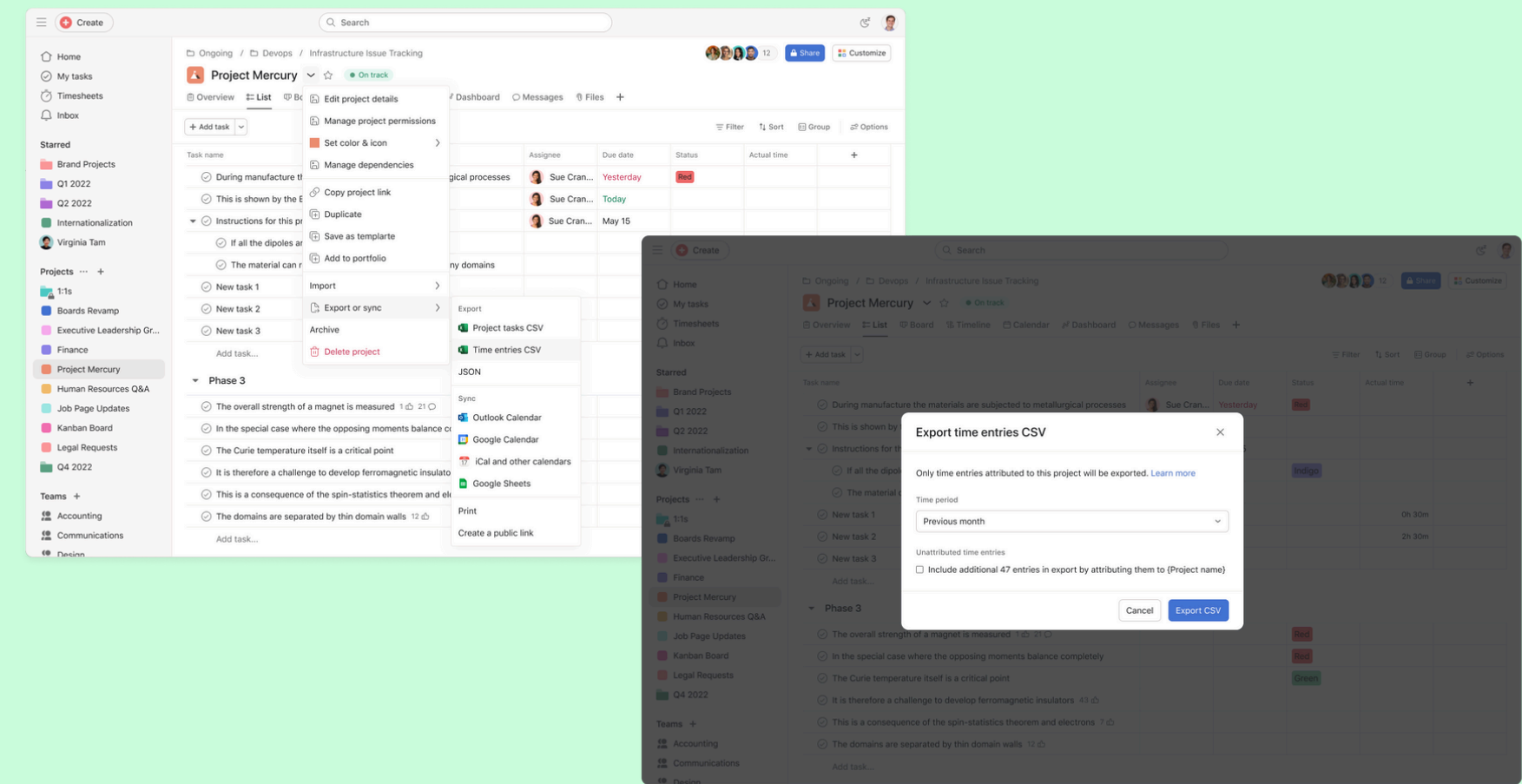
Key benefits

- Generate accurate time tracking reports by exporting data for analysis and billing
- Avoid double-counting time entries for multi-homed tasks with project attribution
- Track time allocation across team members and projects for better resource management



Key use cases

- Resource management
- Client billing
- Project reporting



How it works

Navigate to your project, access the export menu, and select "Time entries as CSV" to download a comprehensive spreadsheet of all time tracked on that project, including who tracked the time, when it was tracked, and the duration.

Automatically assign work to the right person with AI Studio

RESOURCES →



Overview

AI Studio can now read custom fields on users to intelligently assign tasks to team members who have certain qualifications, hourly rates, and capacity.



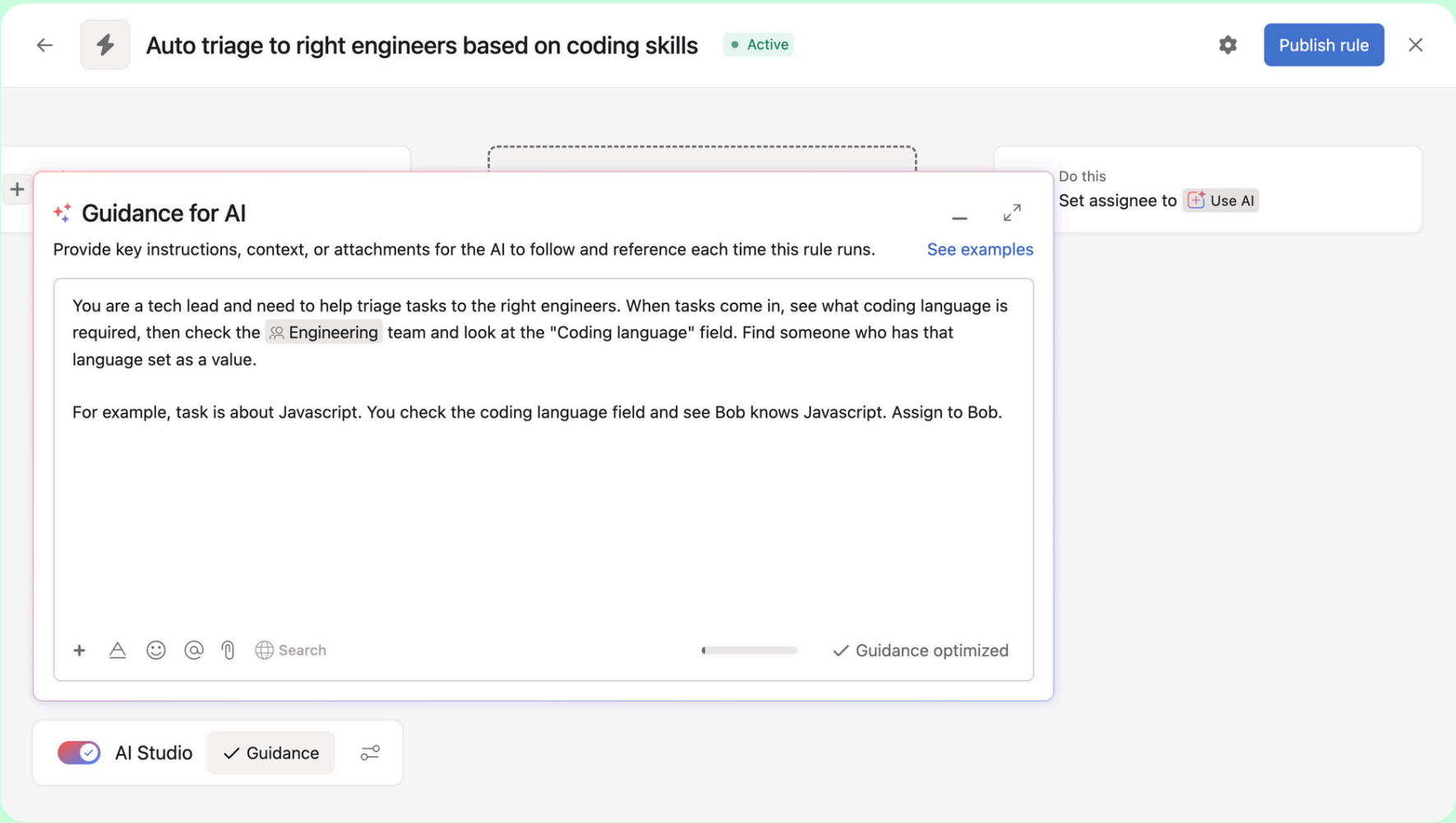
Key benefits

- Streamline resource allocation by automatically matching tasks to team members with relevant attributes (e.g. qualifications)
- Reduce manual assignments while ensuring tasks go to qualified people based on human-reviewed criteria
- Optimize team efficiency by combining skill-based assignment with workload awareness



Key use cases

- Resource management
- Project management
- Request tracking
- Strategic planning and portfolio management



How it works

Simply @mention teams in your AI Studio guidance, and AI will analyze task requirements, check team member custom fields for relevant skills, and assign work to the most appropriate person based on both expertise and availability.

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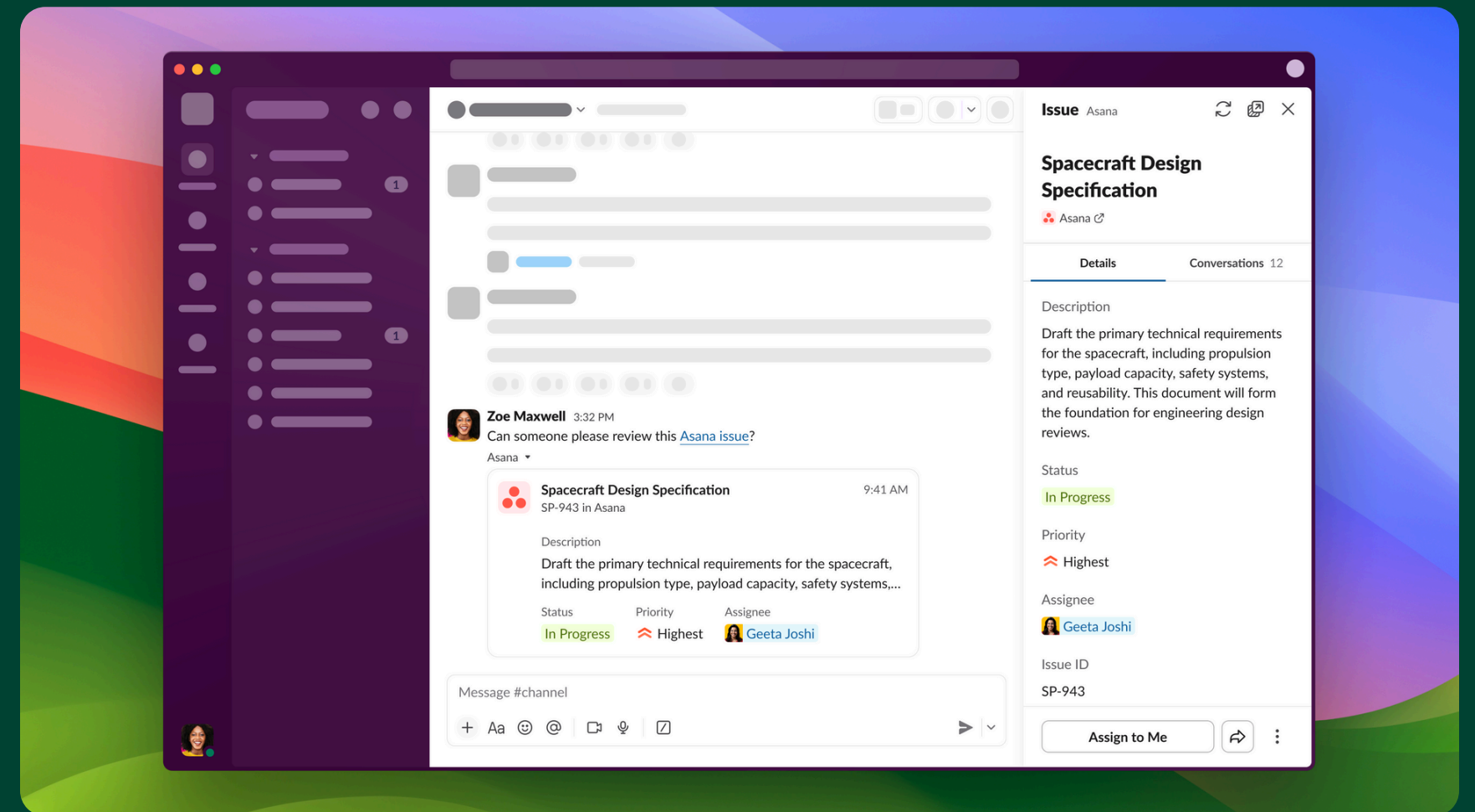
Integrations



Integrations

[RESOURCES →](#)

- ✓ **Smart chat in Microsoft 365 CoPilot**
Surface insights and recommendations to accelerate work
- ✓ **Improved PowerBI connector**
Enhance executive reporting
- ✓ **Improved Tableau connector**
Enhance executive reporting
- ✓ **Asana + Amazon Q Index**
Power AI workflows at scale with critical data from everyday tools
- ✓ **Enhanced content views in Slack**
Share insights and work from Asana
- ✓ **Asana AI can process Zoom transcripts**
Automate meeting follow-ups



Surface insights and recommendations to accelerate work with smart chat in Microsoft 365 Copilot



Overview

Access smart chat directly in Microsoft 365 Copilot to get project summaries, identify bottlenecks, and surface AI-driven insights for better prioritization without switching between applications.



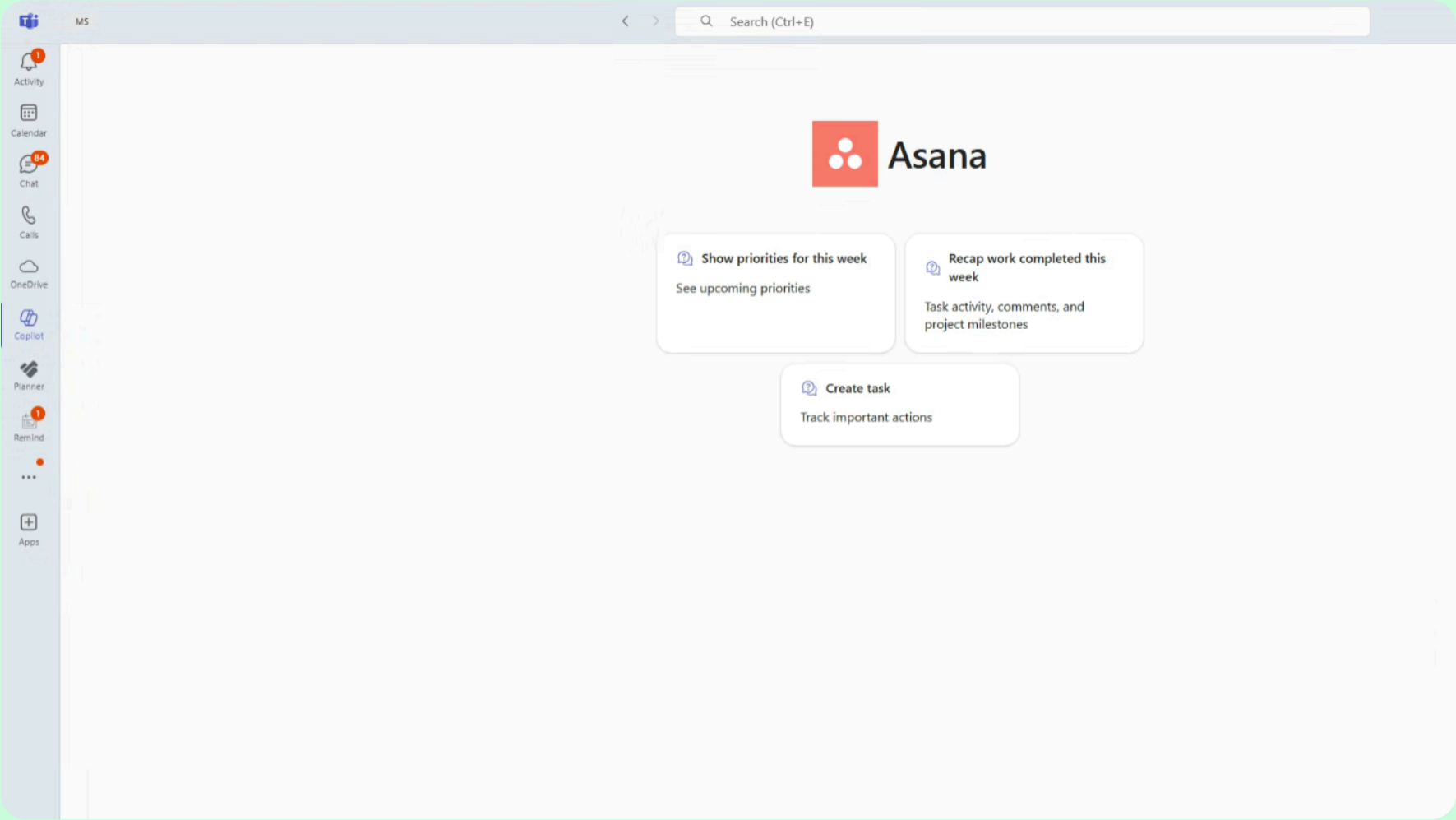
Key benefits

- Reduce context switching by getting immediate answers about work status, project risks, and next steps directly in Microsoft 365 Copilot
- Stay on track by identifying bottlenecks before work falls behind
- Prioritize effectively with AI-driven insights on trends, next steps, and project owners



Key use cases

- Project intake
- Campaign management
- Strategic planning and portfolio management
- Product launches



How it works

Search for Asana’s smart chat in Microsoft 365 Copilot, log in, and ask questions to get real-time project insights and recommendations.

Enhance executive reporting with comprehensive Asana data in PowerBI

[RESOURCES →](#)



Overview

The improved PowerBI connector enables seamless export of portfolios, projects, tasks, subtasks, and custom fields to PowerBI with improved refresh frequency and optimized data structure for better business intelligence reporting.



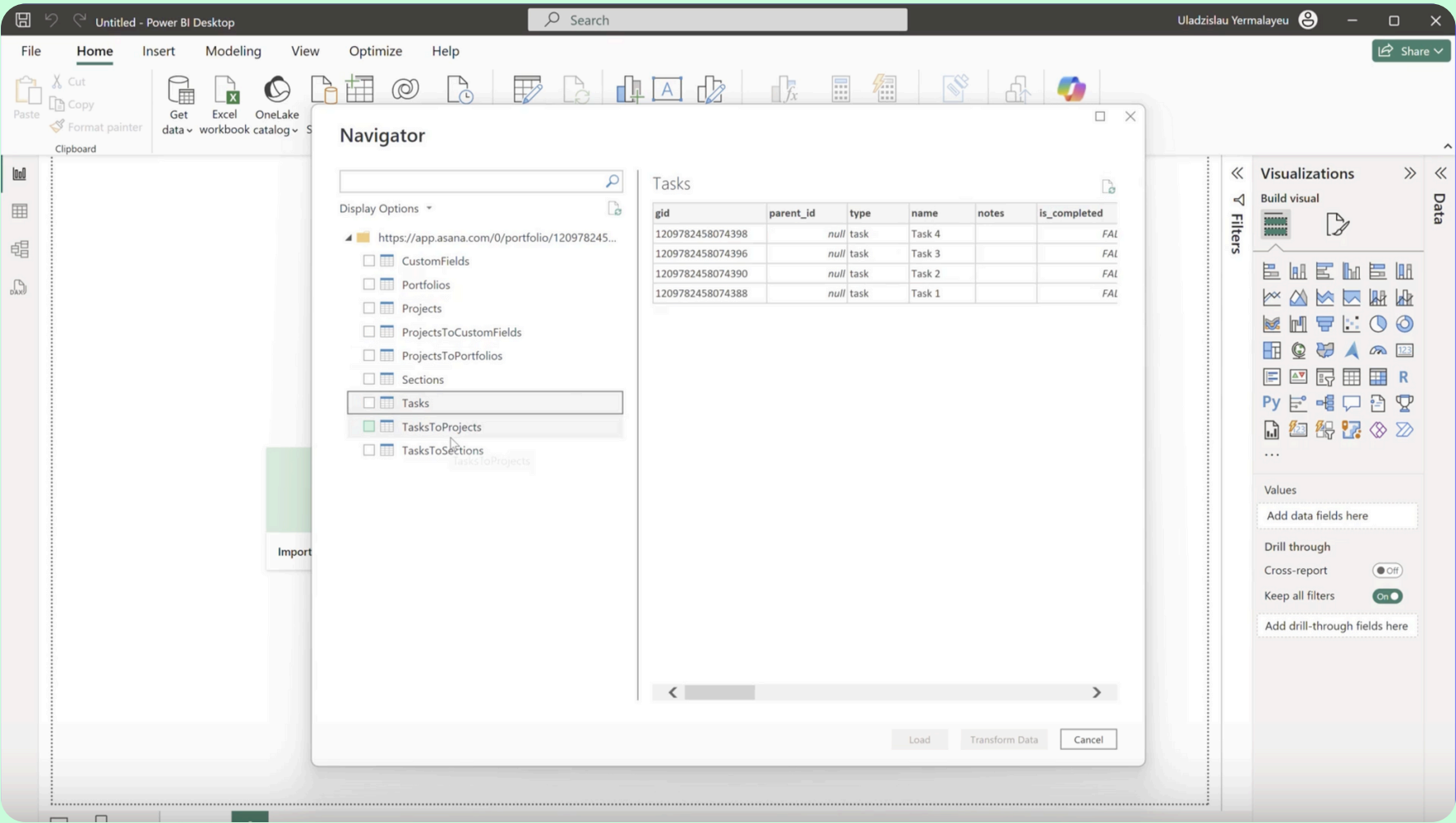
Key benefits

- Get comprehensive data access with support for portfolios, projects, tasks, subtasks, and custom fields in dedicated tables
- See faster refresh cycles with a 4-hour periodic refresh for datasets over 1,000 tasks
- Join tables and transform data with each Work Graph object in a separate data table



Key use cases

- Business reviews and reporting
- Strategic planning and portfolio management
- Resource management



How it works

Connect PowerBI to Asana by selecting portfolios, teams, or projects as data sources, then leverage the improved table structure to build custom reports and dashboards with real-time data synchronization.

Enhance executive reporting with comprehensive Asana data in Tableau

[RESOURCES](#) →



Overview

The improved Tableau connector enables seamless export of portfolios, projects, tasks, subtasks, and custom fields to Tableau with improved refresh frequency and optimized data structure for better business intelligence reporting.



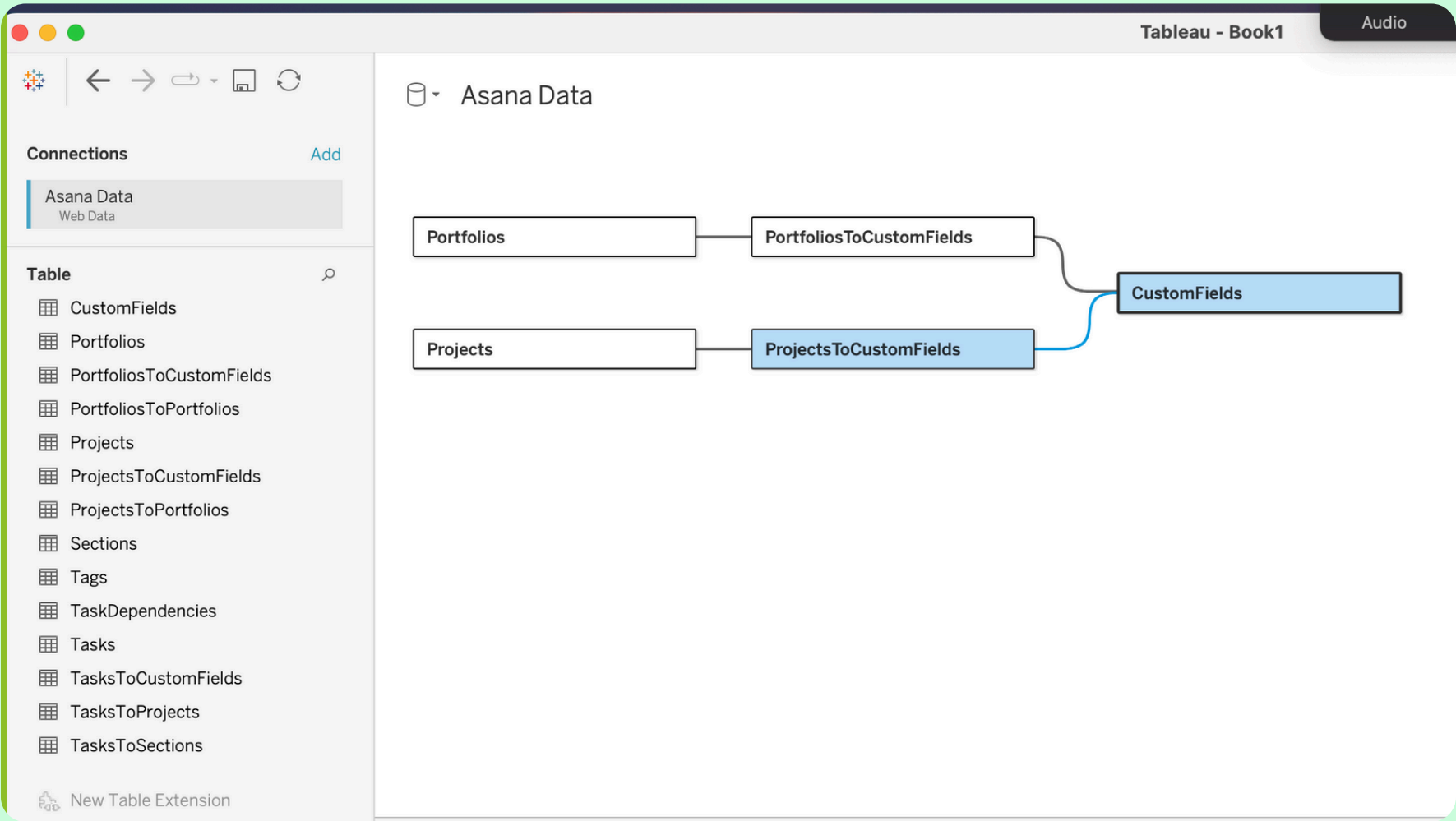
Key benefits

- Get comprehensive data access with support for portfolios, projects, tasks, subtasks, and custom fields in dedicated tables
- See faster refresh cycles with a 4-hour periodic refresh for datasets over 1,000 tasks
- Join tables and transform data with each Work Graph object in a separate data table



Key use cases

- Business reviews and reporting
- Strategic planning and portfolio management
- Resource management



How it works

Connect Tableau to Asana by selecting portfolios, teams, or projects as data sources, then leverage the improved table structure to build custom reports and dashboards with real-time data synchronization.

Power AI workflows at scale with critical data from everyday tools with Asana AI + Amazon Q Index

RESOURCES →



Overview

Unlock powerful cross-app insights by connecting Asana AI to your existing Amazon Q Index, enabling smart chat and AI Studio to access and analyze data from Google Drive, SharePoint, Slack, Gmail, Outlook, Salesforce, and 45+ other data sources.



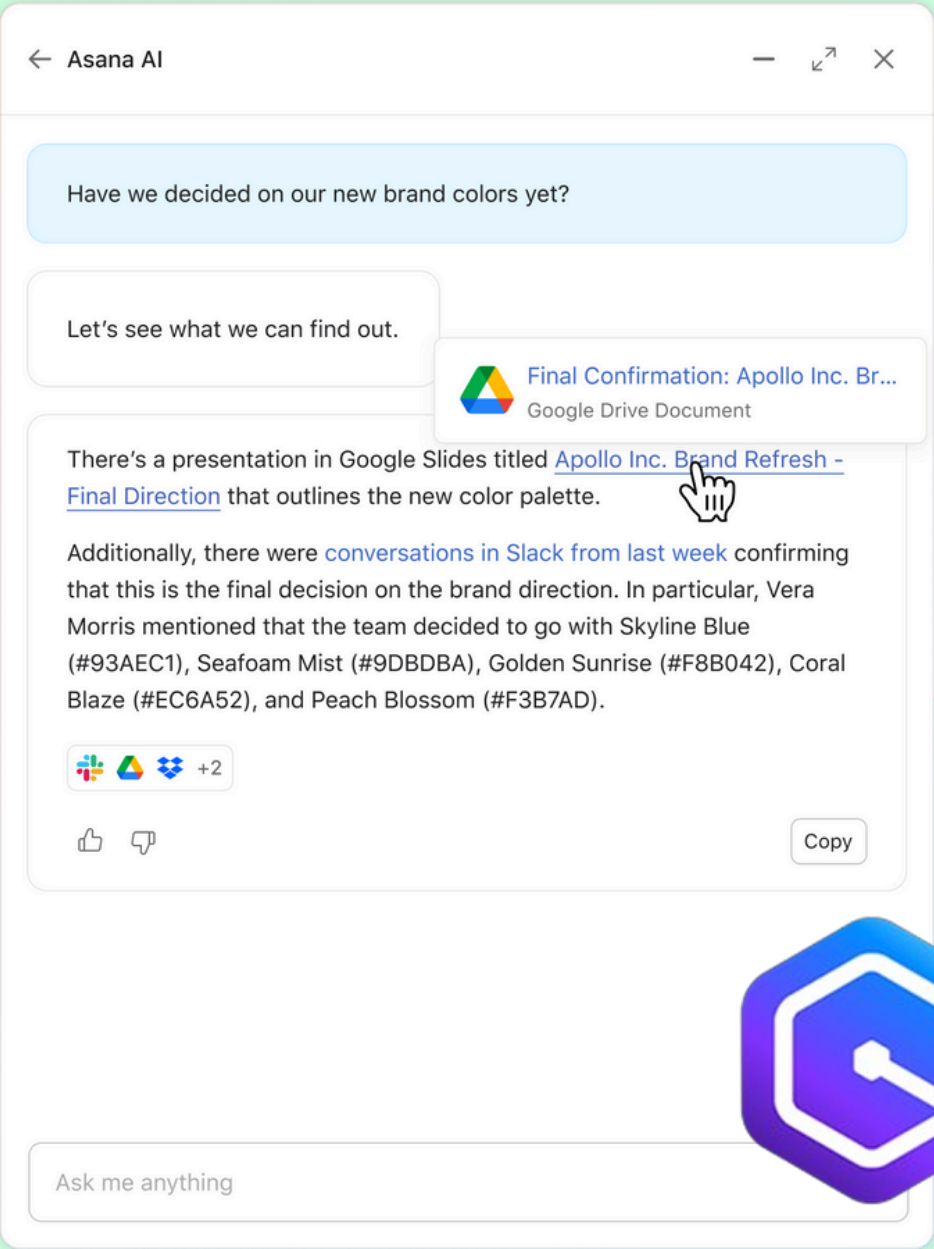
Key benefits

- Get comprehensive answers from Asana AI using data across all of your connected business applications
- Maintain security with user-specific permissions that respect existing access controls from each data source
- Streamline workflows in AI Studio by referencing external documents, emails, and conversations
- Eliminate context switching by accessing cross-app insights directly within Asana



Key use cases

- Strategic planning and portfolio management
- Business reviews and reporting
- Request tracking
- Project management



How it works

Super Admins perform a one-time setup in the Asana Admin Console to connect to their existing Amazon Q Index, after which users can immediately access cross-app data through smart chat and AI Studio without additional authorization.

Share insights and work from Asana in Slack with improved content views

RESOURCES →



Overview

Enhancements to the Slack integration to improve views that provide comprehensive, secure access to Asana work directly within Slack.



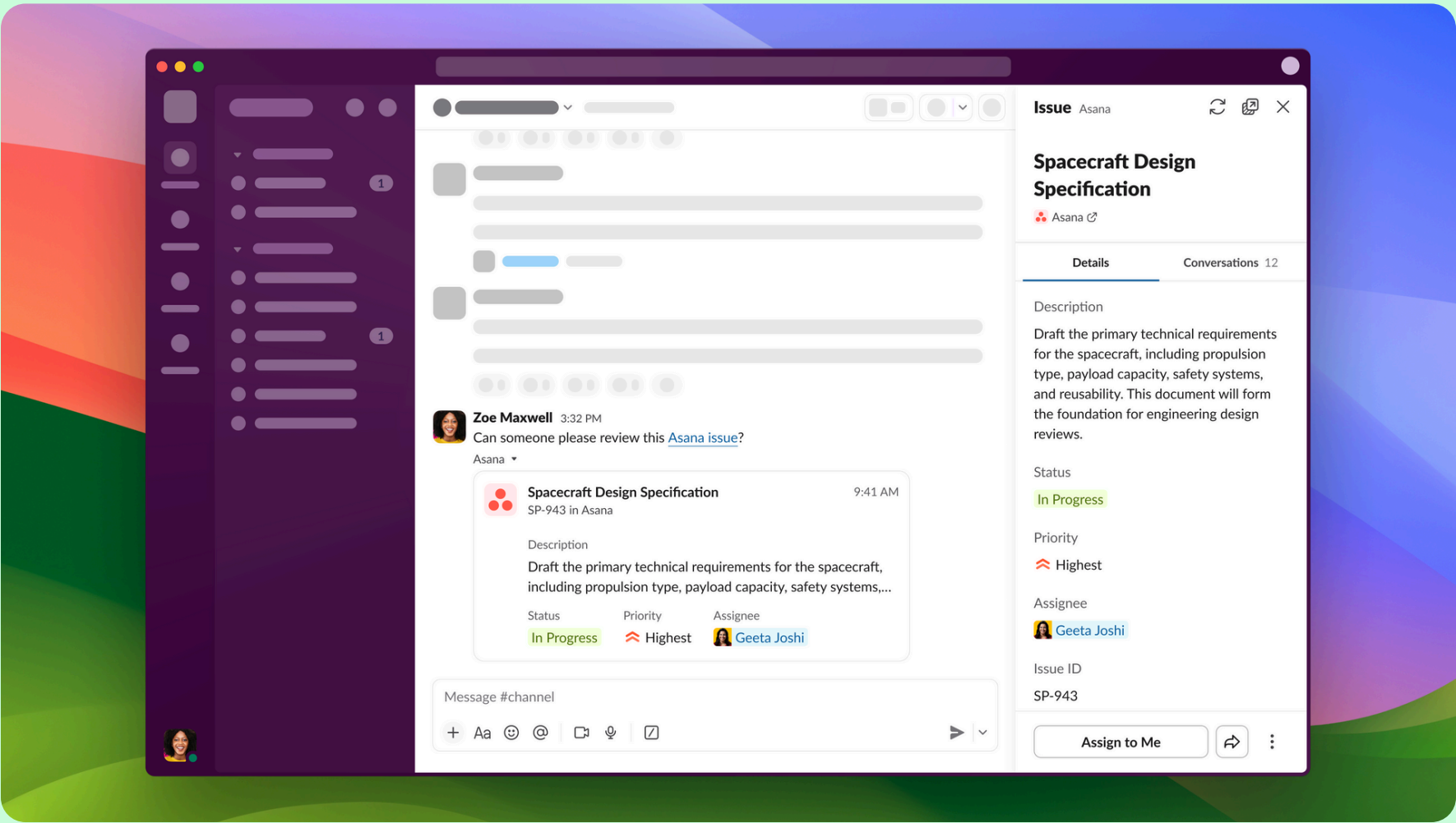
Key benefits

- Get richer, more informative previews when sharing Asana links in Slack
- Access detailed task and project information without leaving Slack
- Take meaningful action on Asana content with proper authorization and security



Key use cases

- Cross-functional collaboration
- Project management
- Project intake
- Team communication



How it works

When you share Asana links in Slack, you'll see richer previews and can access relevant details, aligned with your domain's authorization.

Automate meeting follow-ups with AI-powered Zoom transcript processing

[RESOURCES →](#)



Overview

Transform Zoom meeting recordings into actionable tasks and summaries automatically. AI Studio analyzes meeting transcripts to generate concise summaries, identify key decisions, and create action items, eliminating manual note-taking and ensuring accountability.



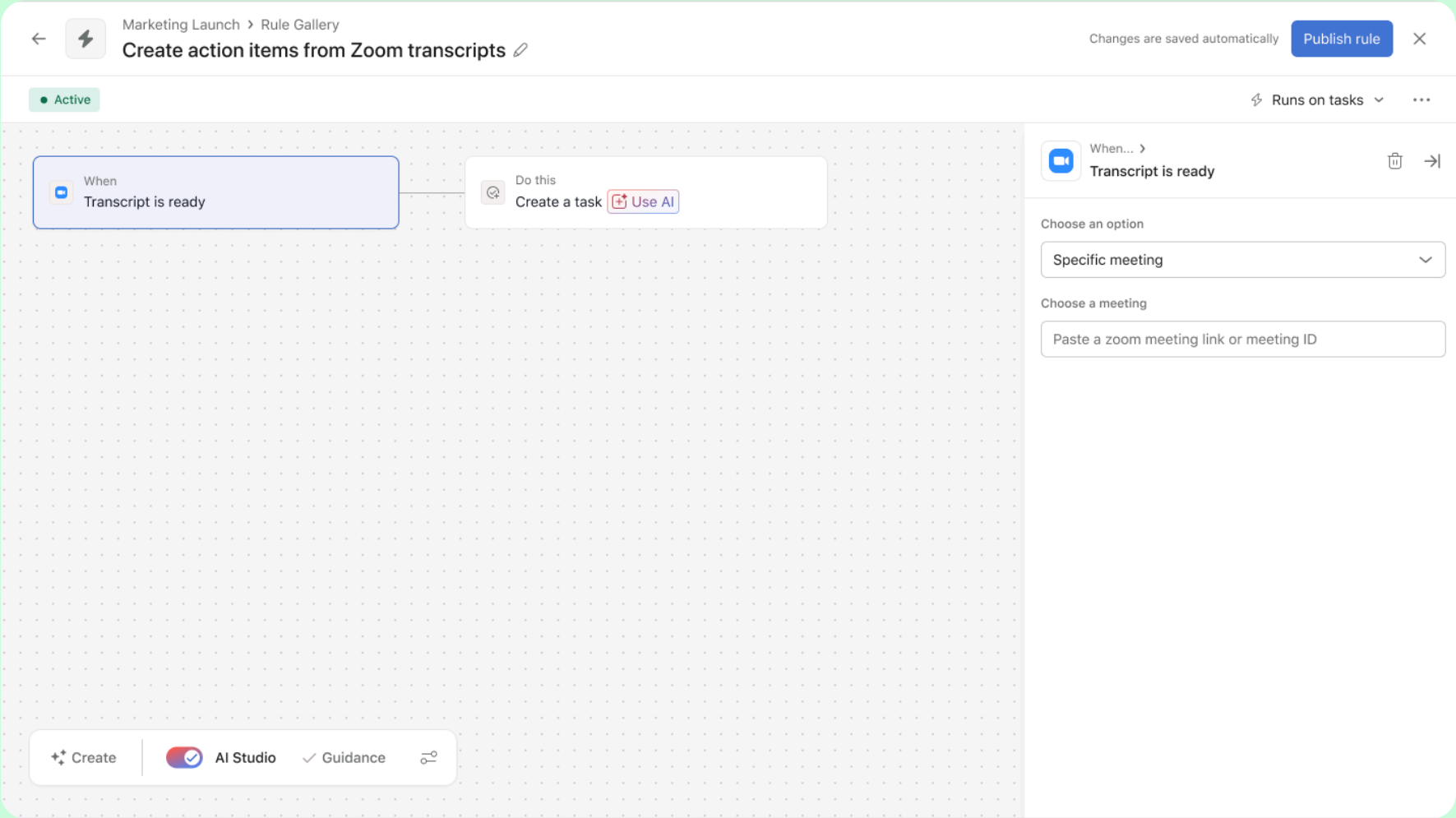
Key benefits

- Save time by automatically generating meeting summaries and action items from Zoom transcripts
- Increase accountability with clear tracking of decisions made and next steps
- Streamline post-meeting workflows without manual transcript review



Key use cases

- Personal task management
- Team meetings
- Project management
- Request tracking



How it works

Set up rules in AI Studio with "Transcript is ready" triggers for all meetings or specific recurring meetings, then let AI automatically analyze transcript content to create tasks, subtasks, and meeting summaries.

SUMMER RELEASE 2025

Enterprise security and controls



Enterprise security and controls

RESOURCES →

- ✓ **Role-based access controls**
Scale Asana with confidence
- ✓ **Permissions management add-on**
Secure internal and external collaboration
- ✓ **Compliance management add-on**
Fortify your digital workspace
- ✓ **Assignee and due date permissions**
Ensure data accuracy
- ✓ **Access levels for goals**
Share goals broadly while still maintaining control
- ✓ **Team sharing for custom fields**
Streamline permissions at scale
- ✓ **Improved access request experience**
Streamline access requests for goals, dashboards, workload and more
- ✓ **Rule ownership transfer**
Maintain workflow continuity
- ✓ **IP allowlisting**
Secure network access

asanaADMIN

Insights

Members

Manage members

Manage roles

Teams

Billing

Security

Settings

Apps

Resources

Launch Asana ↗

Our Customer Success team can help you achieve your goals.

Members >

Manage roles

Create role SA

Role	Members	Last edited	Type ▾	Based on	
Super admin Has unrestricted control over organization settings, security policies, and access to data.		N/A	Standard	N/A	...
Limited member No access to exporting data or inviting other people	N/A	1 min ago	Custom	Member	...
Admin Manages teams and members with limited control over domain settings.		N/A	Standard	N/A	...
Help desk For our help desk folks (no security access)		6 weeks ago	Custom	Admin	...
Member <small>Default for domain invites</small> Can collaborate on tasks and work that is shared with them.	10,058	N/A	Standard	N/A	...
Intern No access to exporting data or inviting guests	158	8 months ago	Custom	Member	...
Guest <small>Default for external invites</small> Limited access to specific tasks and projects. This role is for external collaborators.	408	N/A	Standard	N/A	...
Contractors No access to exporting data or inviting other people	408	4 days ago	Custom	Guest	...

Scale Asana with confidence using custom role-based access controls

RESOURCES →



Overview

Custom role-based access controls (RBAC) empower IT leaders to confidently scale Asana as their work management platform with enterprise-grade centralized permissions management, providing precise control over what users can do across the organization while reducing operational overhead.



Key benefits

- Meet security and compliance requirements with granular, centralized control over user permissions
- Standardize workflows by creating custom roles that define what users can do organization-wide
- Reduce operational overhead by managing permissions through roles rather than individual settings



Key use cases

- Enterprise security and controls
- Compliance management in regulated industries
- User access governance
- Role standardization across teams

asanaADMIN

Insights

Members

Manage members

Manage roles

Teams

Billing


Security

Settings

Apps

Resources

Launch Asana


















Our Customer Success team can help you achieve your goals.

Members >

Manage roles

Create roleSA

Role	Members	Last edited	Type	Based on	
 Super admin Has unrestricted control over organization settings, security policies, and access to data.		N/A	Standard	N/A	...
 Limited member No access to exporting data or inviting other people	N/A	1 min ago	Custom	Member	...
 Admin Manages teams and members with limited control over domain settings.		N/A	Standard	N/A	...
 Help desk For our help desk folks (no security access)		6 weeks ago	Custom	Admin	...
 Member <small>Default for domain invites</small> Can collaborate on tasks and work that is shared with them.		N/A	Standard	N/A	...
 Intern No access to exporting data or inviting guests		8 months ago	Custom	Member	...
 Guest <small>Default for external invites</small> Limited access to specific tasks and projects. This role is for external collaborators.		N/A	Standard	N/A	...
 Contractors No access to exporting data or inviting other people		4 days ago	Custom	Guest	...

How it works

Super admins navigate to the Admin Console to create custom roles with specific permission sets, manage member role assignments, and control organization-wide permissions from a centralized interface.

Secure internal and external collaboration with the Permissions Management add-on

RESOURCES →



Overview

The Permissions Management add-on provides granular permission controls and automated guest management to enhance operational security. It includes advanced permission settings, guest controls, and app controls.



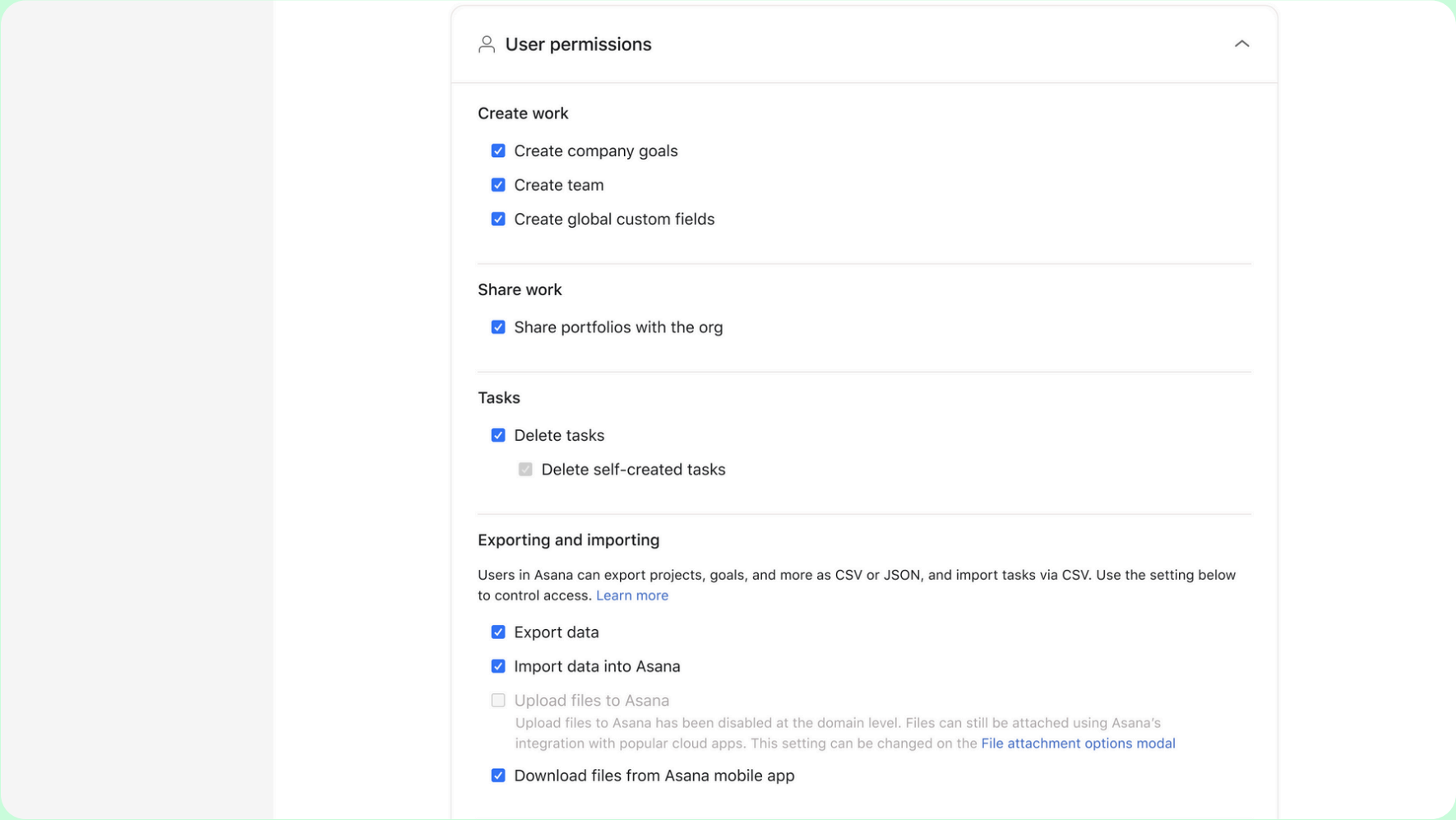
Key benefits

- Simplify access controls for external partners with automated guest management and trusted external domains
- Maintain compliance across all applications, including mobile, without disrupting how your teams work
- Set up users automatically with identity management and two-factor authentication, while keeping oversight simple through a central dashboard



Key use cases

- Automated guest management
- Mobile and integration security
- Scalable user management
- Access controls



How it works

Contact your Asana sales representative to purchase the Permissions Management add-on. Your organization must be on the new Enterprise paid plan.

Fortify your digital workspace with the Compliance Management add-on

RESOURCES →



Overview

The Compliance Management add-on delivers comprehensive audit capabilities with actionable insights for enterprise-level threat protection. It includes advanced audit, export and event APIs that enable additional third party integrations and domain access controls.



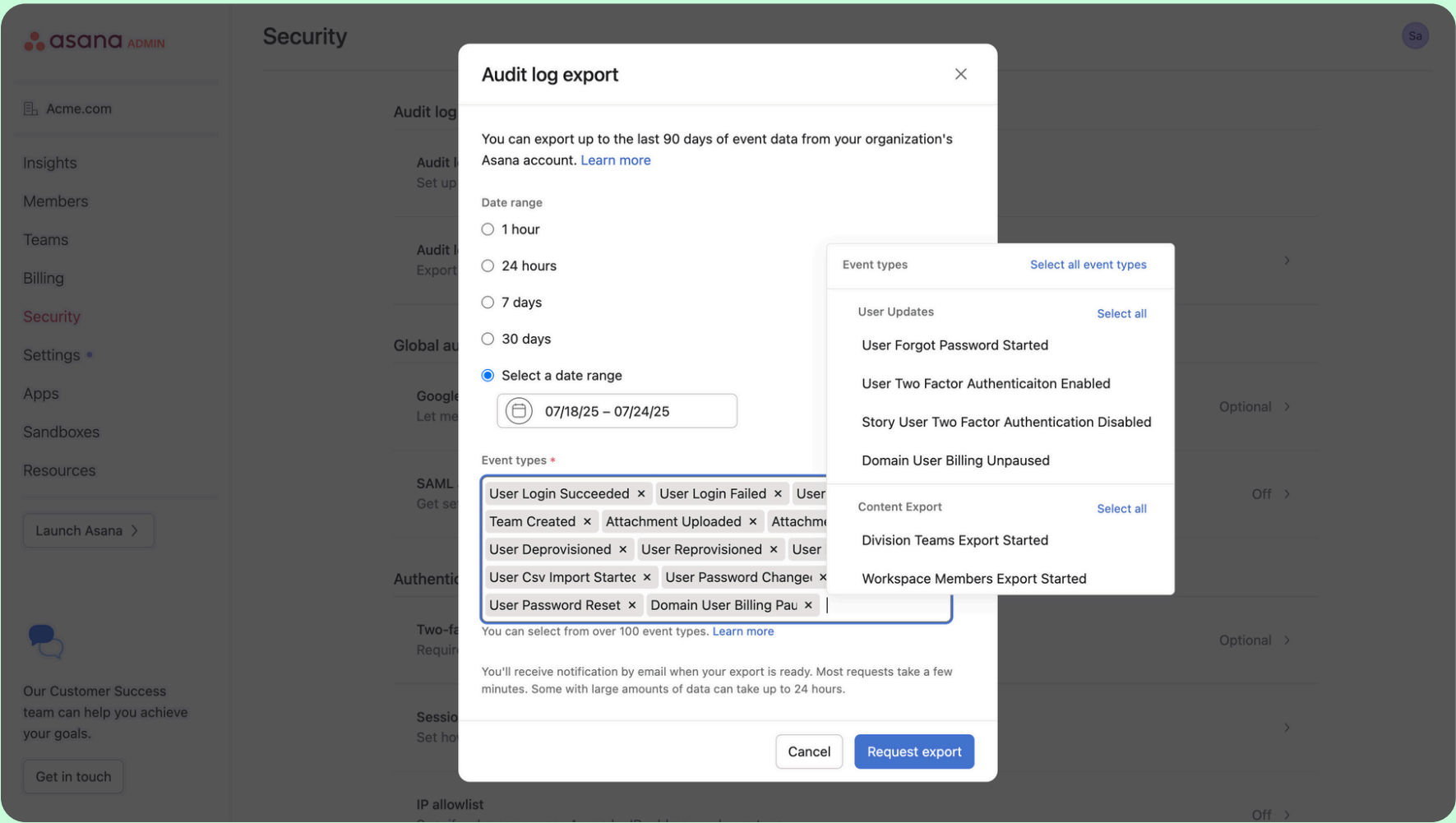
Key benefits

- Track user activities and system events to establish behavior baselines and identify anomalous actions that could indicate potential risks
- Access detailed audit trails that enable your security team to reconstruct events and respond effectively to potential breaches
- Extract and preserve comprehensive activity logs that satisfy regulatory requirements and simplify audit preparation



Key use cases

- Security threat detection
- Incident investigation
- Third-party integrations
- Domain access management



How it works

Contact your Asana sales representative to purchase the Compliance Management add-on. Your organization must be on the new Enterprise paid plan.

Ensure data accuracy with assignee and due date permissions

[RESOURCES](#) →



Overview

Project admins can now control who can edit assignee and due date fields in tasks, extending existing custom field edit restrictions to provide control over critical task information.



Key benefits

- Prevent unauthorized changes to maintain workflow and task integrity
- Restrict access to protect sensitive assignment and timeline information
- Ensure only the right team members can make updates to critical task fields



Key use cases

- Enterprise security and controls
- Project management
- Request tracking

Fields

Select a field and set who can update values in the **2024 Marketing Creative** project.
Note: Bundles and rules will continue to run, despite any restrictions.

Assignee	Project admins only ▾
Due date	Project admins only ▾

Add restriction

How it works

Project admins can configure permissions to restrict editing of assignee and due date fields to either project admins only or both project admins and editors.

Share goals broadly while still maintaining control with access levels

RESOURCES →



Overview

Share goals more flexibly with Editor and Viewer access levels, allowing organizations to share strategic objectives while maintaining appropriate editing restrictions and creating consistency with other Asana work.



Key benefits

- Share goals broadly while controlling who can make changes
- Maintain data integrity with granular permission controls
- Create consistency with other Asana work using standard access levels
- Enable wider goal visibility across the organization without compromising security



Key use cases

- Strategic goal setting and tracking
- Enterprise security and controls
- Executive reporting

Share goal

Very Important Goal

Asana has new access levels for goal permissions and sharing.
[Send feedback](#)

Invite

Add members by name or email...

Editor

Invite

Visibility

Visible to Alpha, Inc

People with access

Everyone at Alpha, Inc

Viewer

JM Jimmy Merchant
jimmy@alpha.com

Goal admin

DC Dave Chen
davechen@alpha.com

Editor

CS Christopher Smeder
chrissmeder@alpha.com

Commenter

CM Coral Meier
coralmeier@alpha.com

Viewer

Copy goal link

How it works

Set individual goal permissions by clicking Share in a goal and assigning users as Admin (full control), Editor (can edit but not manage permissions), Commenter (can comment only), or Viewer (view-only access).

Streamline permissions at scale with team sharing for custom fields

[RESOURCES](#) →



Overview

Enable custom field admins to grant access to entire teams at once, reducing manual effort and making it easier to scale secure workflows across large organizations.



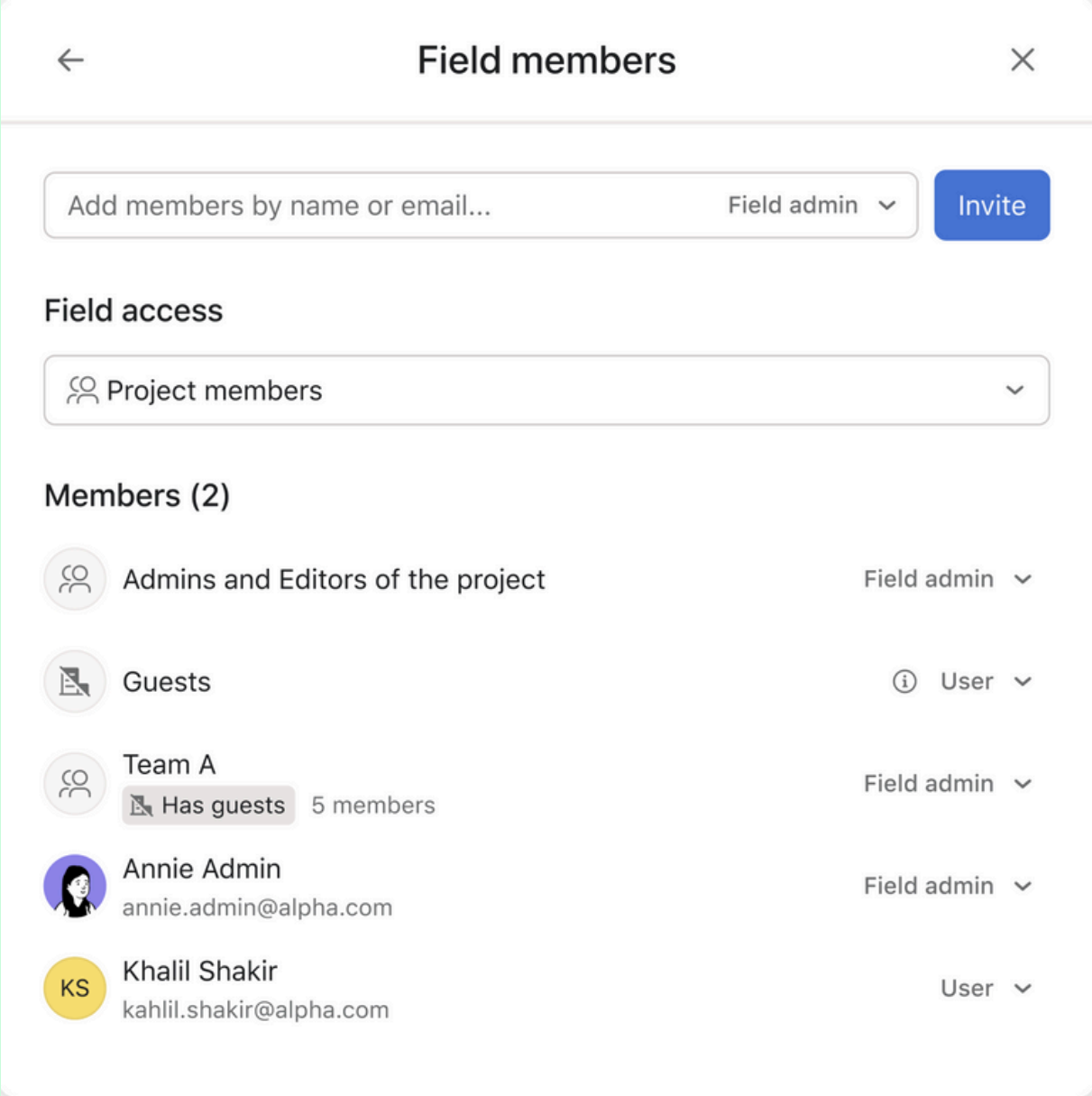
Key benefits

- Save time by granting custom field access to entire teams instead of individual users
- Maintain security while scaling workflows across departments
- Simplify onboarding new team members to existing workflows



Key use cases

- Enterprise security and controls
- Team onboarding and development
- Project management



How it works

In the custom field settings, custom field admins can now select teams in addition to individual users when managing access permissions.

Streamline access requests across goals, dashboards, workload, and more



Overview

The improved request access experience has been extended to goals, dashboards, workload, capacity plans, and bundles, making it easier to request access and grant permissions across workflows.



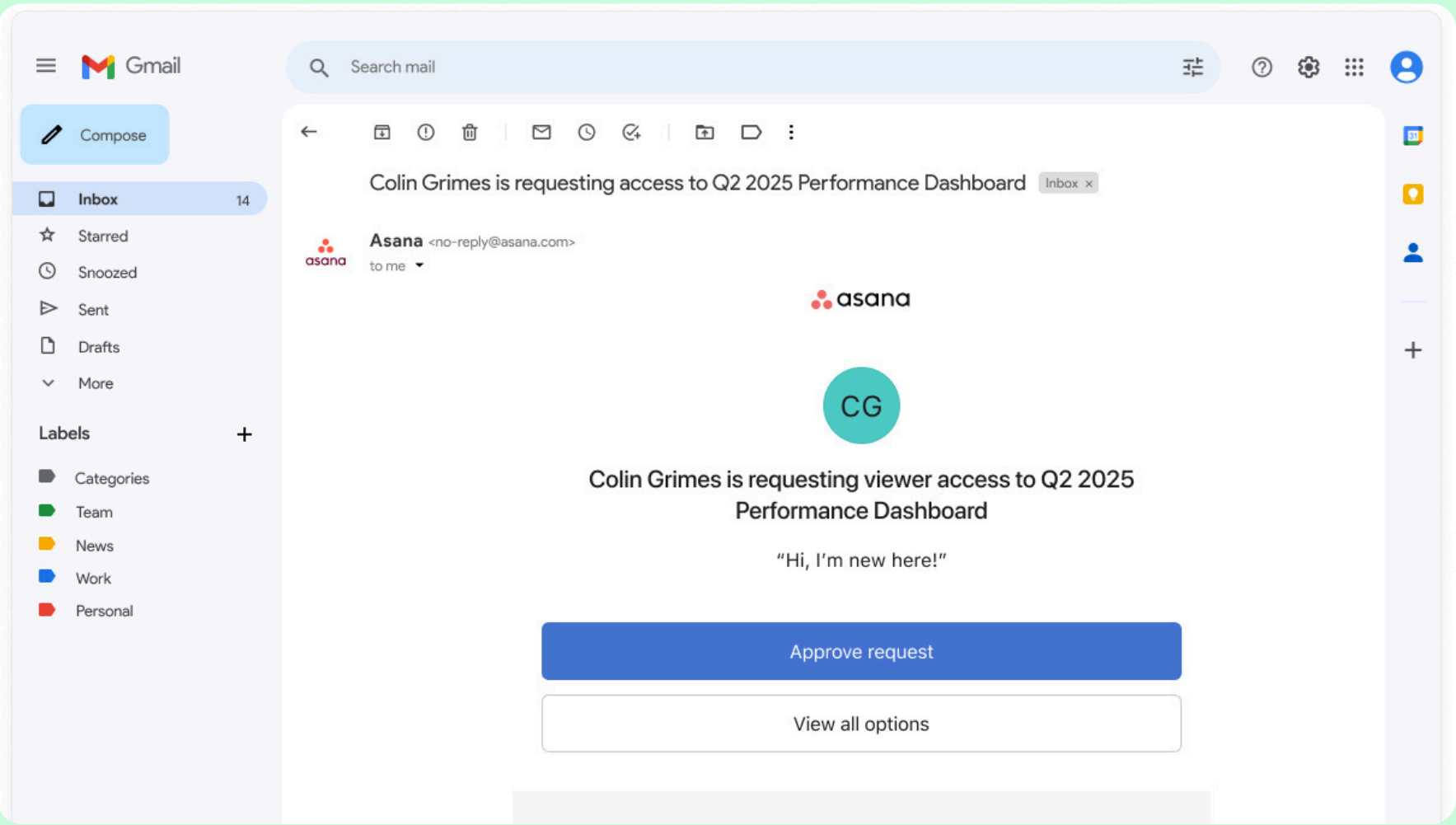
Key benefits

- Simplify access requests for a wider range of Asana Work Graph objects beyond projects and portfolios
- Create a consistent request experience across different types of work for better user adoption
- Improve collaboration by reducing permission-related bottlenecks and approval delays



Key use cases

- Enterprise security and controls
- Cross-functional collaboration
- Strategic planning and portfolio management
- Project management



How it works

Navigate to any goal, dashboard, workload view, capacity plan, or bundle you need access to, click "Request access," and owners will receive notifications to approve with the appropriate permission levels.

Maintain workflow continuity with rule ownership transfer

RESOURCES →



Overview

Transfer rule ownership seamlessly to ensure automations continue running when team members change roles or leave the organization, preventing workflow disruptions and maintaining business continuity.



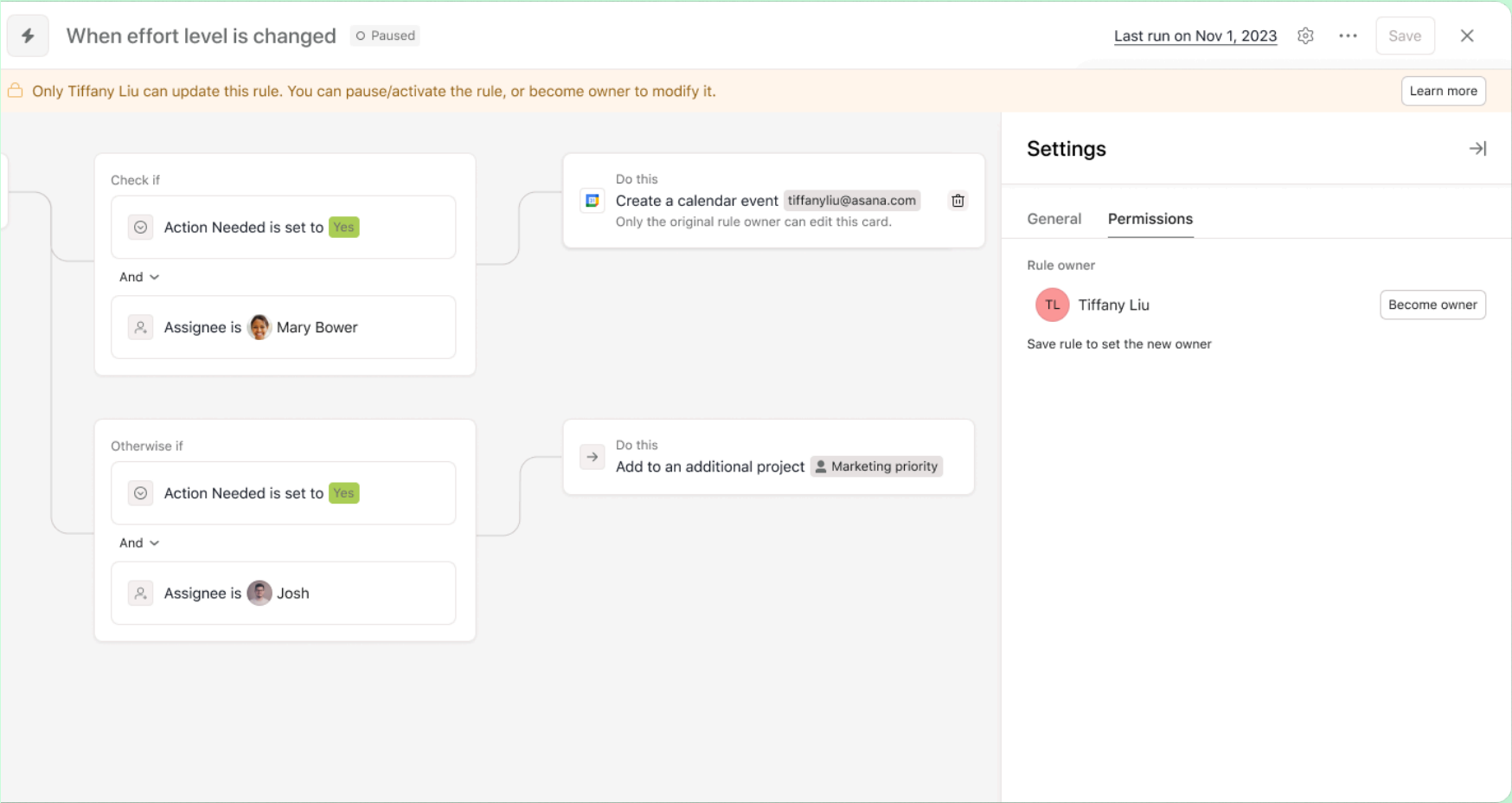
Key benefits

- Prevent automation failures by transferring rule ownership before team transitions
- Maintain business continuity with uninterrupted workflow execution
- Reduce support escalations from broken automations due to absent rule owners
- Streamline rule management with improved permissions and notifications



Key use cases

- Employee offboarding and role transitions
- Enterprise security and controls



How it works

Users can transfer rule ownership to another team member through the rule settings, with automatic notifications when ownership changes and improved edit history.

Secure network access with IP allowlisting

RESOURCES →



Overview

Restrict Asana access to approved IP addresses, ensuring your organization's data is only accessible from trusted networks and locations.



Key benefits

- Enhance security by limiting access to approved networks only
- Meet compliance requirements for regulated industries
- Prevent unauthorized access from non-approved locations
- Maintain control over organizational data access



Key use cases

- Enterprise security and controls
- Regulatory compliance
- Network access management
- Data governance

Security >

IP address allowlist

IP address allowlist

The IP allowlist lets you grant access to specific IP addresses. When this feature is turned on, users in your organization can only log in if they're using an IP address included in the list. You can use CIDR notation. Accepts IPv4 and IPv6. [Learn more.](#)

☒ Enable allowlist

Only IP addresses listed below will be able to access Asana

Applies to

☒ Members and guests

☐ Only members

☐ Only guests

Add IP address

Your IP (192.241.123.247) is not included in the allowlist [Add](#)

Description	IP address	
Home office	192.241.219.247/32	...
VPN	192.241.219.232/32	...

Discard changes

How it works

Super admins can configure IP allowlisting in the Admin Console by defining approved IP addresses or ranges that are permitted to access their Asana domain.