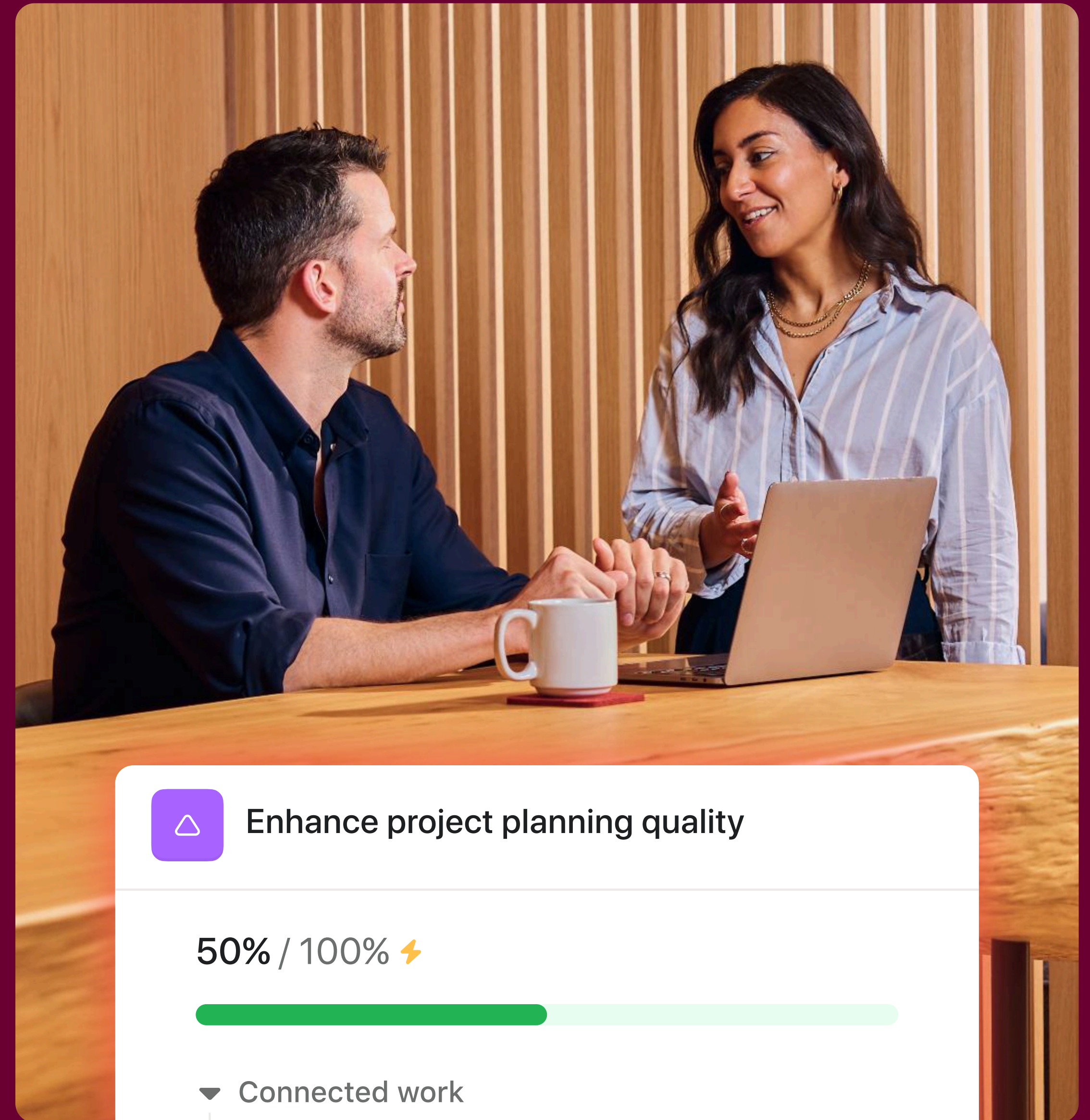


# The PMO Reporting Playbook

3 Actionable strategies to drive impact



Enhance project planning quality

50% / 100% ⚡



▼ Connected work



Template Compliance



75%



The hidden cost of traditional PMO reporting—and how to fix it	01
<b>Strategy 1</b> Progress monitoring: Stay on track before it’s too late	04
<b>Strategy 2</b> Reporting: Present your work into a story stakeholders trust	08
<b>Strategy 3</b> Unify your integrations to amplify impact	13
Your strategic PMO advantage starts here	16



# The hidden cost of traditional PMO reporting—and how to fix it

The role of the PMO is changing fast. Teams are increasingly being asked to step beyond coordination and into strategic leadership to guide project execution, track progress across departments, and enable team performance at scale.

## The strategic shift is here

75% of PMOs will become strategic value drivers by 2025

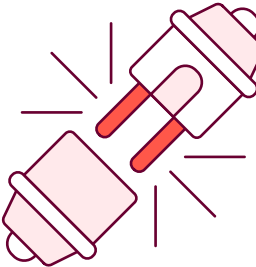
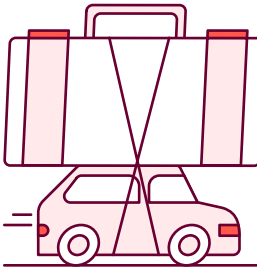
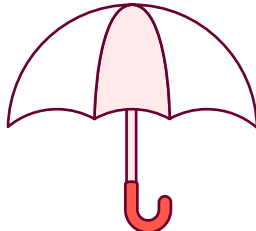

PMOs influence 73% of a company's ability to execute strategy

Gartner, PLOS ONE study

But for many teams, the way work is managed hasn’t kept pace with this shift.

Cross-functional collaboration is everywhere in today’s workplace, but Asana’s 2024 survey of PMO knowledge workers shows hidden dysfunction: only 10% say information flows easily between departments, just 19% believe cross-functional work is effective, and over half—54%—report delays caused by waiting on input from others.

This misalignment leads to hidden “taxes”: costly frictions that slow work down, erode trust, and drain team energy.

The 4 PMO Taxes	
<div>CONNECTIVITY TAX</div> <div></div> <div>1 in 5</div> <div>PMOs say their tools support effective cross-team collaboration</div>	<div>VELOCITY TAX</div> <div></div> <div>5 hours a week</div> <div>lost hunting for information</div>
<div>RESILIENCE TAX</div> <div></div> <div>70%</div> <div>observe toxic behaviors like workload exaggeration and credit-stealing</div>	<div>CAPACITY TAX</div> <div></div> <div>75%</div> <div>report workloads so heavy they’ve had to take time off to recover</div>



## And now, a new divide is emerging

As AI transforms how work gets done, PMOs must adopt systems built for AI-native reporting and coordination.

Our [Scaling AI in 2025](#) report shows that organizations successfully scaling AI (known as “AI Scalers”) already see 2–3x better outcomes across productivity, planning, and collaboration. This is echoed by similar research from PM Solutions. In their [The State of the PMO 2025 Research Report](#), a majority of high-performing PMOs (61%) say they use AI-supported processes to help them meet their goals. They’re redesigning how work flows, using AI to surface insights, reallocate resources, and guide decisions in real time.

## That shift mirrors how leading PMOs are evolving, from status checkers to strategic enablers

Instead of chasing updates, they maintain a real-time view of project health. They spot risks earlier, align work to strategy, and drive stronger outcomes across the portfolio.

But making that shift requires the right infrastructure. Spreadsheets and siloed tools won’t cut it. Context matters more than ever, and effective reporting depends on having centralized, connected data—and AI that turns that data into clarity.

With the right systems in place, they can scale operations, act faster, and build a more resilient, future-ready strategy.

In the pages ahead, you’ll discover how to use Asana to leverage AI, automation, and real-time dashboards to make this transformation in your own organization.



We haven’t had a slipped project since we’ve used Asana. We’ve either been able to proactively adjust timelines 3-4 weeks in advance, or just get things done with clear deadlines and deliverables.



Alysse Nockels,  
Sr. Director, Competitive Intelligence,  
[Palo Alto Networks](#)

## Strategy 1

# Progress monitoring: Stay on track before it's too late

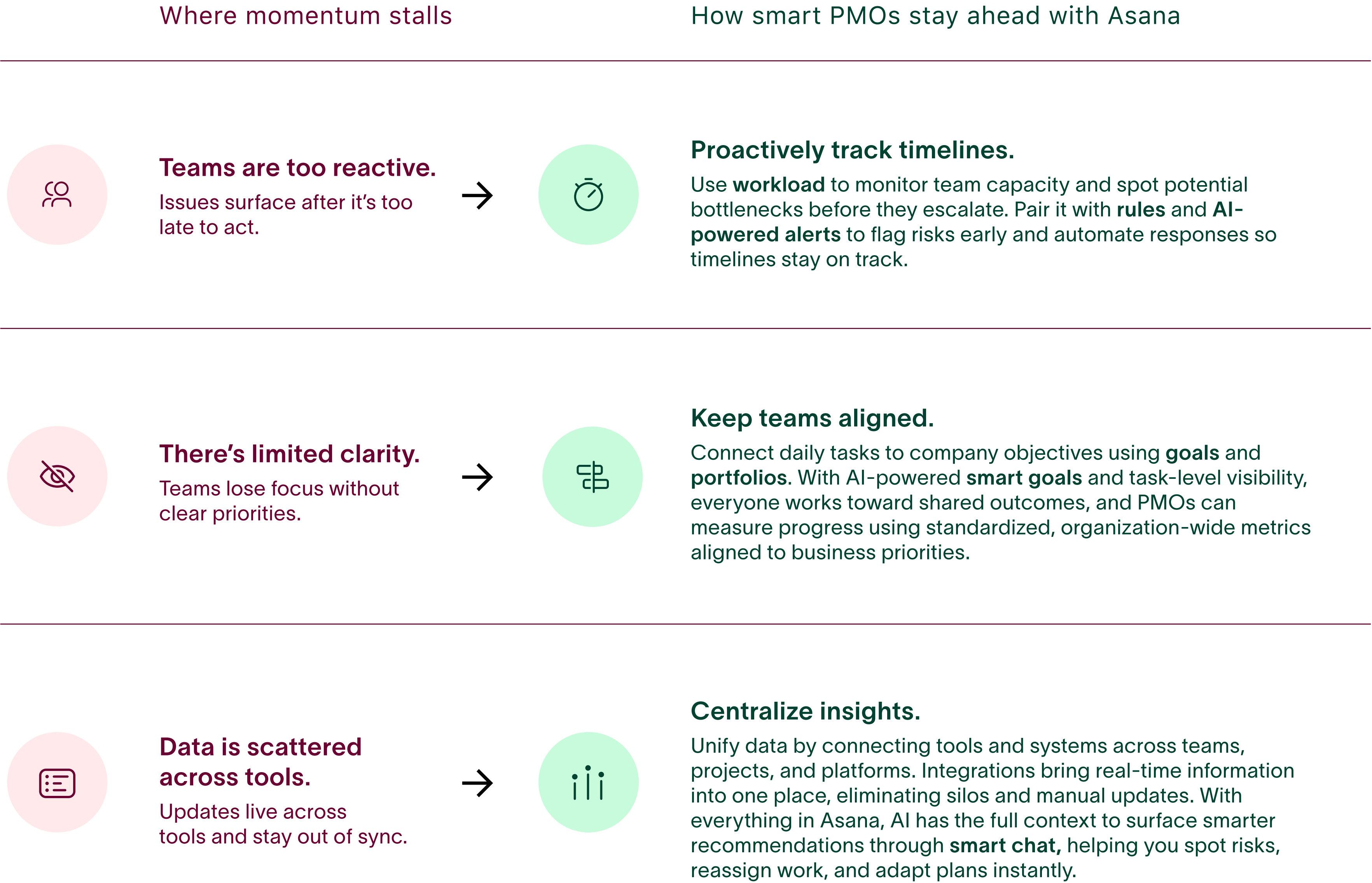
Progress monitoring goes beyond status updates. It's about staying connected to how work is unfolding so you can spot risks early, pivot fast, and keep teams aligned with strategic goals.

In fast-moving, cross-functional environments, that clarity is critical. With consistent, intentional monitoring, you're not just reacting to issues, you're preventing them. It's how PMOs deliver work on time, on scope, and with impact.

# From misalignment to momentum


PMO employees lose an average of three hours each week to unproductive meetings, 68% are pulled into non-urgent tasks weekly (often due to unclear priorities), and 41% say there's limited accountability when it comes to follow-through. Plus, 74% of workers report experiencing digital burnout.

But with the right approach, tracking progress actually becomes a strategic edge.







## Stay on track with smart goals and smart chat



Reduce project delivery by 15%





Suggestions tailored to your goal

Why this goal matters

Reducing project delivery time helps our teams operate more efficiently and deliver results faster. Shorter timelines improve resource utilization, reduce costs, and enable us to respond quickly to shifting business needs—creating a competitive advantage through operational excellence


Suggestion 2/3




Copy text

Description


This goal will be considered achieved if we reduce the average project delivery time by 15% in 12 months. This will be measured by comparing baseline delivery timelines from the previous year with current data across all major projects, using internal tracking systems and reporting dashboards.

Smart goals, powered by AI, help you and your teams write more effective goals and standardizes them across your organization so priorities are clear.






Can you give me context on this task?





Here's the context:

See these milestones below for context on how to complete this task.




Kickoff product launch

May 15



Review Q2 sales report

May 18

Type your reply...

Smart chat speeds up the pace of work, surfacing information and helping you take action from one central place in Asana.

How our customers use Asana



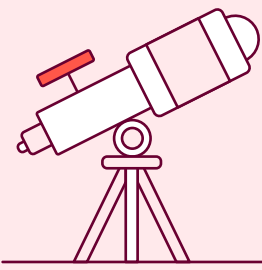
Real-time visibility in action:  
How Coupa saved 135 workdays a year

Before Asana, Coupa’s Value Services team lacked a clear view into project statuses or portfolio priorities. Fragmented tools and no formal intake process made it difficult to report on progress or guide strategic decisions.

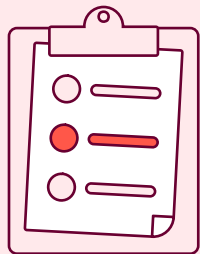
By establishing a PMO and implementing Asana, they gained the real-time visibility needed to operate with greater precision and impact.



**135 workdays saved each year**  
by streamlining execution and  
eliminating silos



**Stronger portfolio oversight**  
through a unified roadmap and  
centralized project tracking



**Smarter prioritization**  
with intake forms that align work to  
business value



The biggest change I’ve seen with Asana is that we don’t work in silos and there’s a lot more visibility. Everyone has shifted from ‘what’s best for my team?’ to ‘what’s best for the company?’



Rhonda Cusack, Senior Project Manager,  
PMO, Coupa

## Strategy 2

# Reporting: Present your work into a story stakeholders trust

Reporting helps PMOs connect day-to-day work with long-term strategy. It brings progress into focus, highlights trends, and keeps priorities aligned.

With historical and real-time reporting, PMOs can clearly communicate progress and keep stakeholders aligned. Clear reporting also builds trust: When leaders can rely on the data, they can move faster, stay aligned, and make smarter decisions.



## The bottleneck between information and insights

Despite its value, reporting often becomes a point of friction. Here’s why:

**Inconsistent formats**  
Different tools and templates make it hard to tell a clear story. PMOs spend time reshaping data instead of sharing insights.

**Manual processes**  
Teams waste hours chasing updates and formatting reports—time that should go to execution.

**Outdated information**  
Without real-time data, decisions rely on stale insights, leading to delays and missed opportunities.

**Excessive follow-up**  
Unclear reports create more questions than answers, forcing PMOs to clarify instead of move forward.

## How smart PMOs execute reporting

Strong reporting doesn’t come from chasing down updates or stitching together data from disconnected third-party tools. It comes from a system that keeps information current so that decisions happen faster and with greater confidence.

With Asana, reporting becomes a strength. PMOs save time, reduce errors, and give leadership a clear view of what’s happening and why it matters.

### Send regular status updates automatically

AI-powered **smart status** instantly generates structured updates at the **project**, **portfolio**, and **goal levels** so you can share the right information with the right stakeholders, from team leads to executives. Automatically surface progress, blockers, milestones, and next steps without chasing down updates or duplicating work.

### Visualize progress with real-time insights

Stay on top of execution with **dashboards** that update automatically as work moves forward. Use **timeline view** to track progress and adjust plans as priorities shift. And with AI-powered **smart summaries**, you can quickly understand what’s happened across projects and portfolios, no digging required.

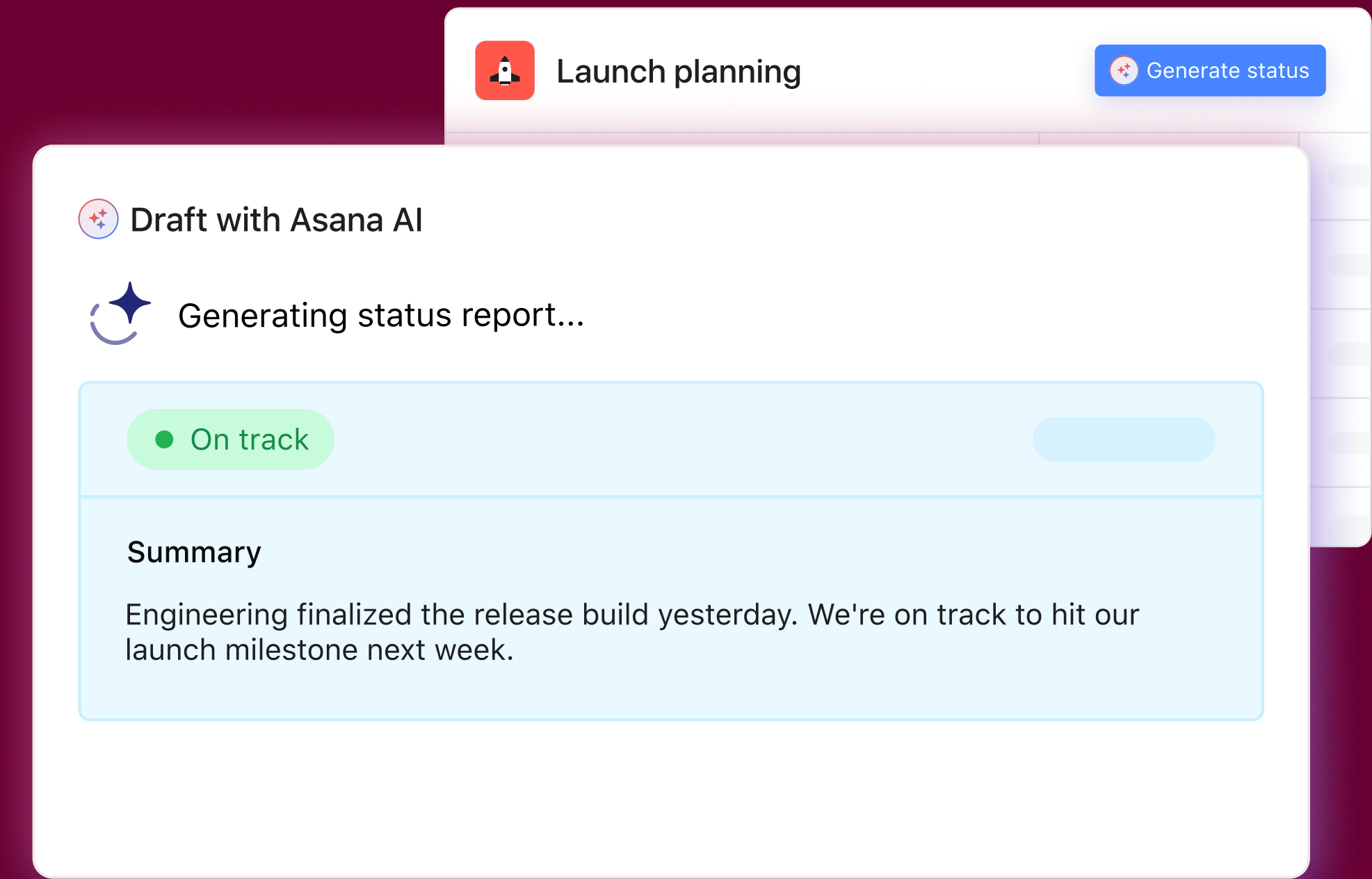
### Tailor reporting for every stakeholder

Create customizable **dashboards** with charts, filters, and real-time project data to deliver the right level of visibility, whether you’re presenting to executives, team leads, or cross-functional partners.

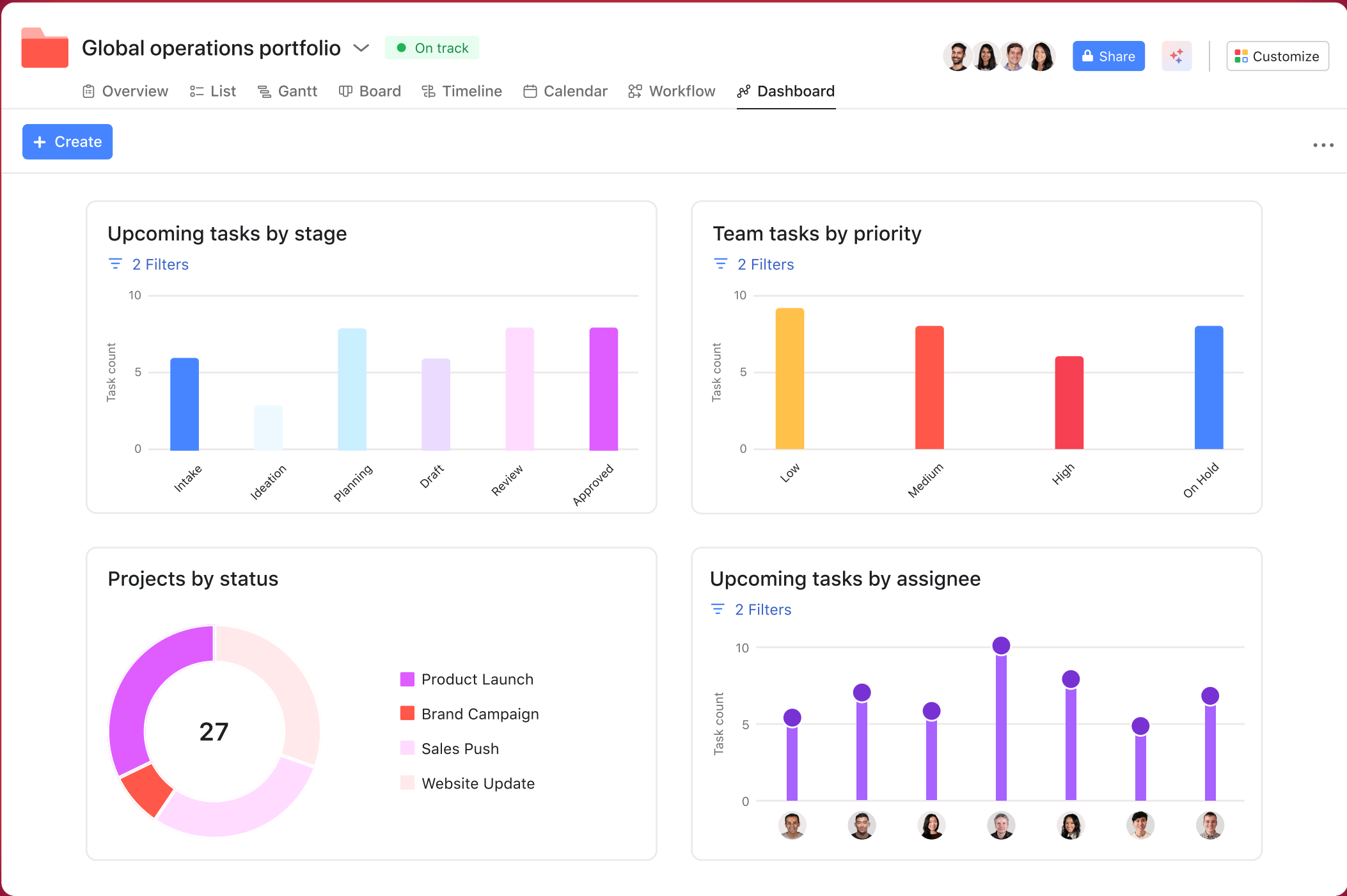
### Automate reporting workflows

Use AI **Studio** to reduce manual updates and keep information flowing. Automatically update fields, notify stakeholders, or trigger downstream workflows when tasks change—so reporting stays accurate and happens in the background.

Provide real-time reporting with smart status and dashboards



AI-powered smart status instantly generates structured updates at the project, portfolio, and goal levels, helping PMOs update key stakeholders and keep work on track.



Customizable dashboards with real-time data allow PMOs to track progress and provide the right level of visibility across executives, departments, and team members.

How our customers use Asana

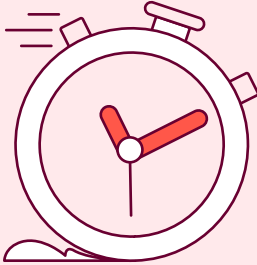


Clearer reporting, smarter decisions: How Palo Alto Networks cut costs and hit every R&D deadline

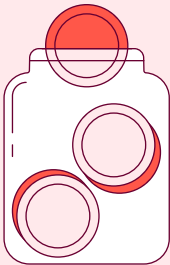
With five different work systems in place, Palo Alto Networks struggled to access consistent data. Visibility was limited, reporting was slow, and operational inefficiencies added up, including a 40% overspend.

By unifying teams in Asana, the PMO eliminated tool sprawl and built a foundation for real-time, reliable reporting:

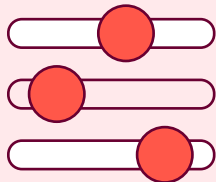
By unifying teams in Asana, the PMO eliminated tool sprawl and built a foundation for reliable reporting. With a single source of truth, reporting became a real-time signal, not just a retrospective update.



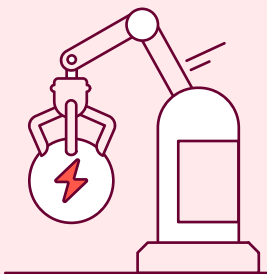
Status reports now take **minutes, not hours**



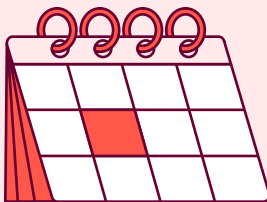
**40% reduction** in redundant operational costs



**Global custom fields standardized** reporting for leadership



**Automation improved** budget tracking and forecasting



Accurate reporting helped **R&D meet 100% of deadlines**



# 55% of PMOs believe gen AI will positively impact their work

Asana 2024 State of Work Innovation Report







With AI-generated reports, PMOs spend less time gathering updates and more time acting on them. Summaries are faster, more consistent, and grounded in real data, so teams stay aligned and decisions happen sooner, without the back-and-forth.



Strategy 3

# Unify your integrations to amplify impact

Common integration pain points

-  **Data silos:** Critical information locked in disconnected systems makes it hard to assess project status or impact with confidence.
-  **Manual syncing:** Teams spend time duplicating updates across tools, slowing momentum and increasing the risk of human errors.
-  **Inconsistent reporting:** When data doesn't align across platforms, it creates confusion and reduces stakeholder trust.
-  **Limited context:** Decisions made without a complete picture often lead to rework, delays, or missed opportunities.

PMOs manage a mix of tools, from Jira and Salesforce to Tableau and PowerBI. Each adds value, but without integration, they create silos that slow progress and limit visibility.

The toll is significant: 60% of PMOs say their work is disrupted by tool overload, 73% report feeling digitally exhausted, and 72% agree that they'd prefer everyone in their organization use the same set of core collaboration technologies.

## How smart PMOs integrate their tools

High-performing PMOs use Asana as the connective layer across their tech stack, centralizing project work, performance, and risk without losing the value of tools like Jira, Salesforce, Tableau, Slack, and Outlook.

With **AI Studio**, and integrations, Asana goes beyond data syncing. AI can use context from connected tools to trigger workflows, generate summaries, and suggest next steps to help PMOs automate reporting, reduce handoffs, and act on what matters faster. Instead of switching tools or chasing updates, teams work from a single platform enriched by real-time context from across the tech stack. The result is smarter planning, clearer communication, and faster execution.

Asana offers a wide range of integrations designed to support the complex and dynamic needs of PMOs. For example:

### Turn scattered data into actionable insights Asana + Amazon Q index

Empower teams to spend less time searching and more time executing on what matters. With Asana + Amazon Q index, **Asana AI** can instantly access information from key apps like Google Drive, SharePoint, Slack, Gmail, Outlook, and Salesforce.

### Deliver real-time visibility into project health Tableau / Power BI

Turn Asana data into live dashboards that track timelines, resourcing, and risks. No manual reporting necessary.

### Keep work moving with smart chat and real-time task updates Slack / Microsoft Teams

Turn messages into **tasks**, get real-time updates, and stay in sync, right where conversations are happening. **Smart chat**, available in both Teams and Slack, help PMOs reduce follow-ups and stay aligned. And with emerging support for tools like Microsoft Copilot, Asana is building toward even deeper AI-connected workflows across your ecosystem.

### Centralize and act on documentation Google Drive / Dropbox / OneDrive / Box

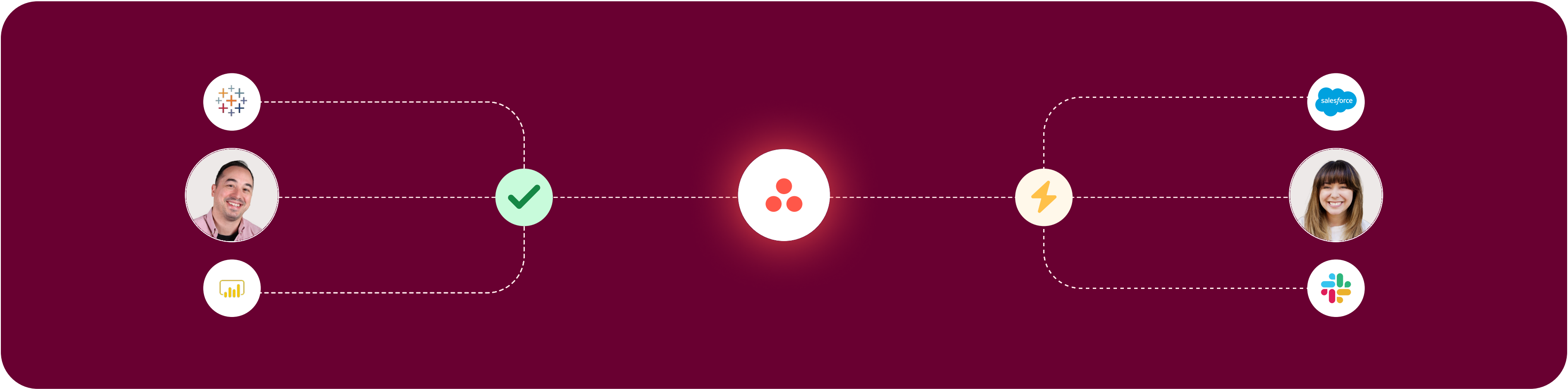
**AI Studio** can access and read connected files, making it easier to extract relevant context, like checking client standards or surfacing the right document.

### Stay on schedule with smart reminders and calendar sync Outlook Calendar / Google Calendar

Automatically create meetings in Outlook right from **Asana tasks**, and use **AI Studio** to auto-adjust schedules based on changing deadlines.

### Keep stakeholders in the loop automatically Gmail / Outlook

Use integrations to share updates with executives who aren't in Asana, or automate email follow-ups using AI-generated content.





How our customers use Asana



## Powering a 4-day workweek with Asana and Microsoft Teams

Integrating Asana with Microsoft Teams has been transformative for Awin, empowering their 1,200+ global employees to stay connected, streamline collaboration, and boost efficiency without leaving Teams. This seamless integration was key to enabling a successful four-day workweek pilot, driving greater transparency, cross-functional alignment, and motivation across Awin’s 17 offices.



I love the Asana and Microsoft Teams integration because it not only puts the comment in the task but also links back to the conversation when I need more context without the constant switching.



Rosario Messina,  
Group Marketing & Project Process Lead,  
Awin



# Your strategic PMO advantage starts here

The cost of fragmented tools and workflows is clear: delays, misalignment, and teams spending more time managing systems than delivering results. Modern PMOs need a unified platform that actively monitors progress, turns data into insights, and connects teams so work flows smoothly. This approach gives PMOs the visibility and influence they need to keep projects on track and aligned to business goals.

ASANA IN ACTION

# Keep everyone aligned, focused, and moving forward

Teams that use Asana

Marketing

Product

Engineering

Operations

And more



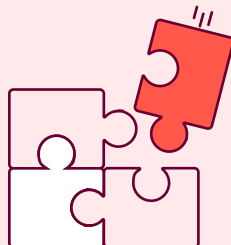
## Staying close to the work

Spot issues early.  
Stay proactive.



## Reporting that builds trust

Clarity builds confidence.



## Integrated tools, shared view

Break silos. Enable collaboration.

Together, these capabilities help PMOs connect marketing, product, engineering, and operations—keeping everyone aligned, focused, and moving forward toward real results.

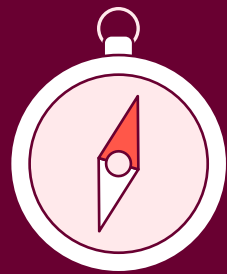


## Making the shift

By embracing smarter progress monitoring, clear reporting, and seamless integrations, PMOs can:

- Keep a real-time pulse on projects and portfolios
- Provide stakeholders with reliable, actionable insights
- Scale oversight efficiently as the organization grows
- Spend less time chasing updates and more time guiding strategy
- Evolve from task managers into strategic partners who drive outcomes

This transformation positions PMOs as the trusted leaders who help their organizations move faster and with greater confidence.



## Your path forward

Start by auditing your current tools and workflows. Identify where manual processes create bottlenecks, where data lives in silos, and where stakeholders struggle to get the information they need. Then build your integration strategy around connecting the systems that matter most to your organization's success.

When PMOs have the tools and clarity to tell the full story of their work, they become indispensable strategic partners.

Want to see what this looks like for PMOs like yours? Visit our [PMO hub](#) to explore real-world examples and implementation strategies.

# Bridge the gap between strategy and execution.

See how Asana helps operations teams connect goals to action.

[Learn more](#)

