asana

Fall 2025 Release

Q4 • NOVEMBER
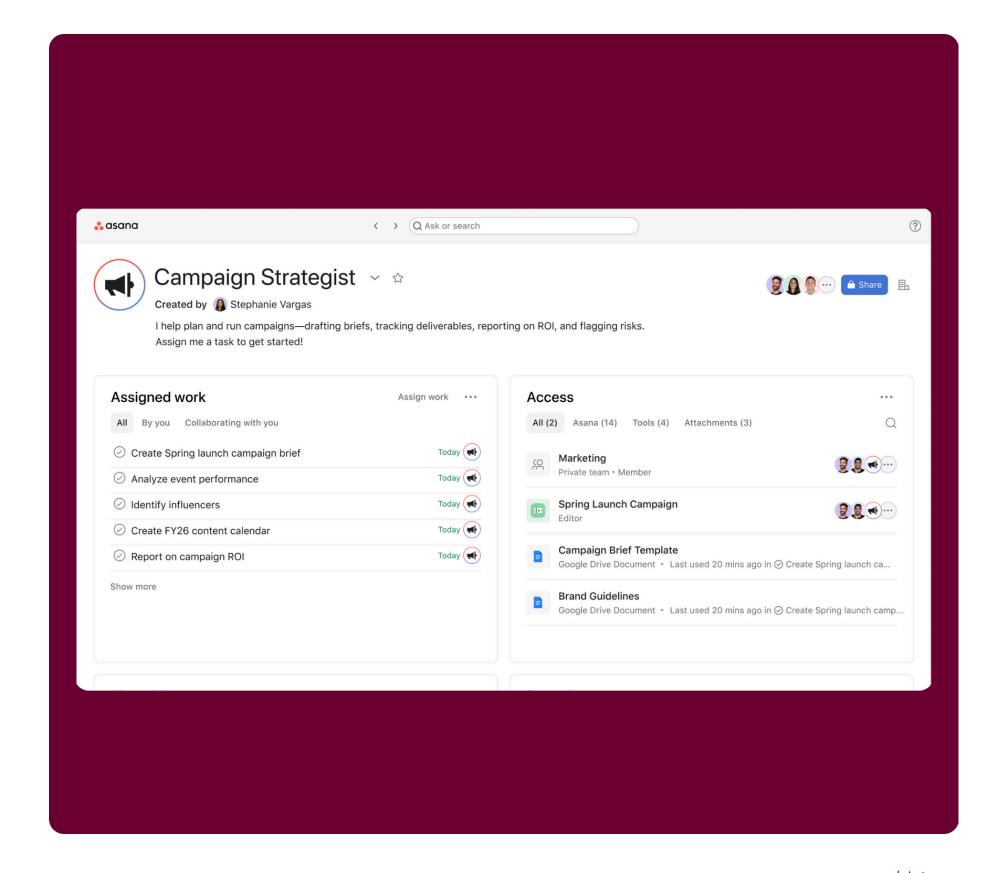
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Asana AI

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Asana AI

✓ **AI Teammates (beta)**
Collaborate with AI agents that deliver real outcomes

✓ **Multilingual semantic AI search**
Find the work you need faster

✓ **AI risk reports**
Proactively surface project risks

✓ **AI Studio integrations: Dropbox & Box**
Provide better context for your AI workflows

✓ **Prebuilt smart workflows**
Deploy ready-to-use AI workflows

Collaborate with AI Teammates that deliver real outcomes

Overview
AI Teammates are collaborative AI agents that work alongside your teams, adapting to your team's workflows, and driving outcomes with context, checkpoints, and controls in place.
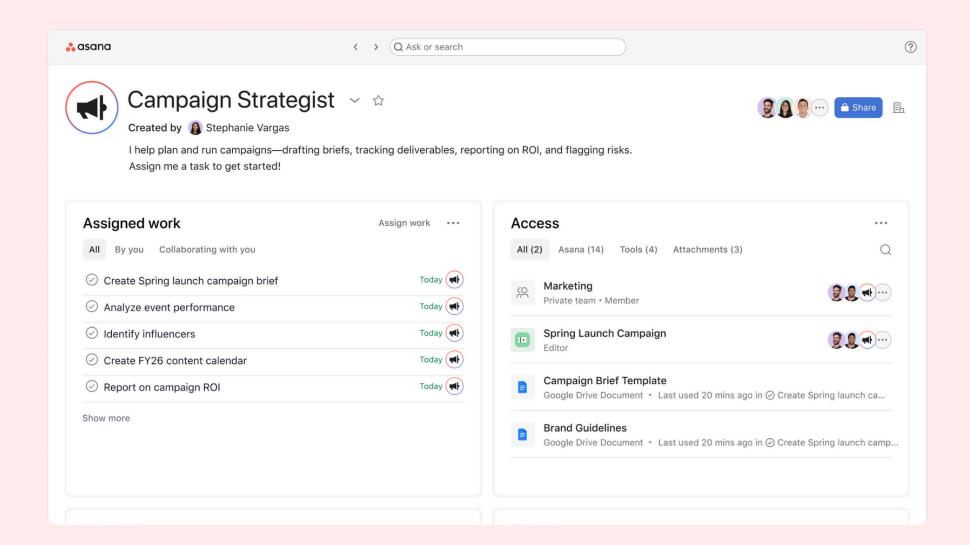
Key benefits
- Tackle complex work with the right context
- Adapt to how teams work with built-in checkpoints
- Operate securely with enterprise-grade controls

Key use cases
- Campaign management
- Creative production
- Product launches
- Strategic planning & portfolio management
- Request tracking

How it works
AI Teammates can collaborate like any other member of your team. You can assign work to an AI Teammate or ask questions in context, and the AI Teammate responds and updates work where your team already collaborates. Create a custom AI Teammate, or use one of the prebuilt AI Teammates.

Find the work you need faster with multilingual semantic AI search

Overview
Multilingual semantic AI search understands intent and context across languages, so users can find relevant work quickly. This reduces time spent searching and helps teams keep work moving forward.

Key benefits
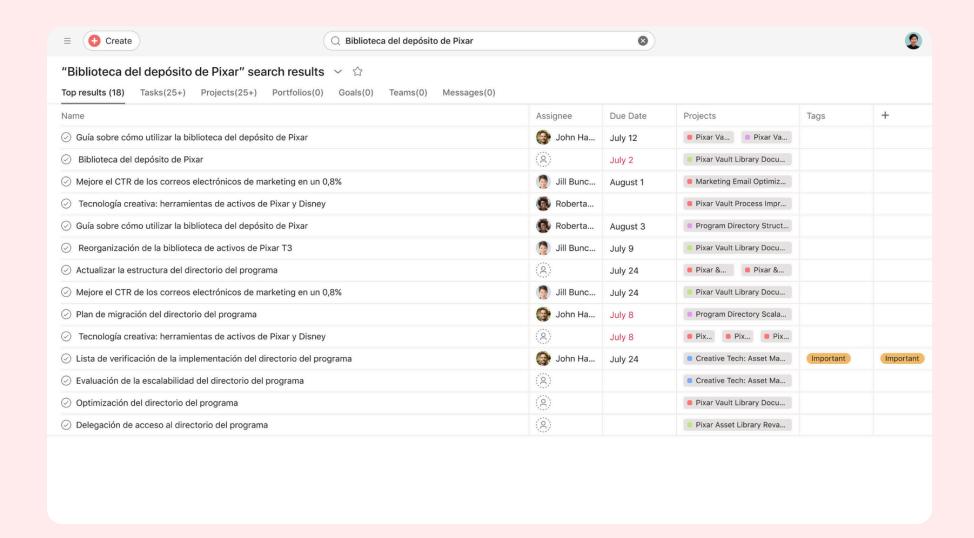- Get more helpful search results that understand what you mean
- Save time by quickly finding the right tasks and projects
- Enjoy a smoother search experience with results optimized across languages

Key use cases
- Strategic planning & portfolio management
- Project management
- Request tracking

How it works
Simply type your questions in the search bar, and you will receive precise, context-aware results.

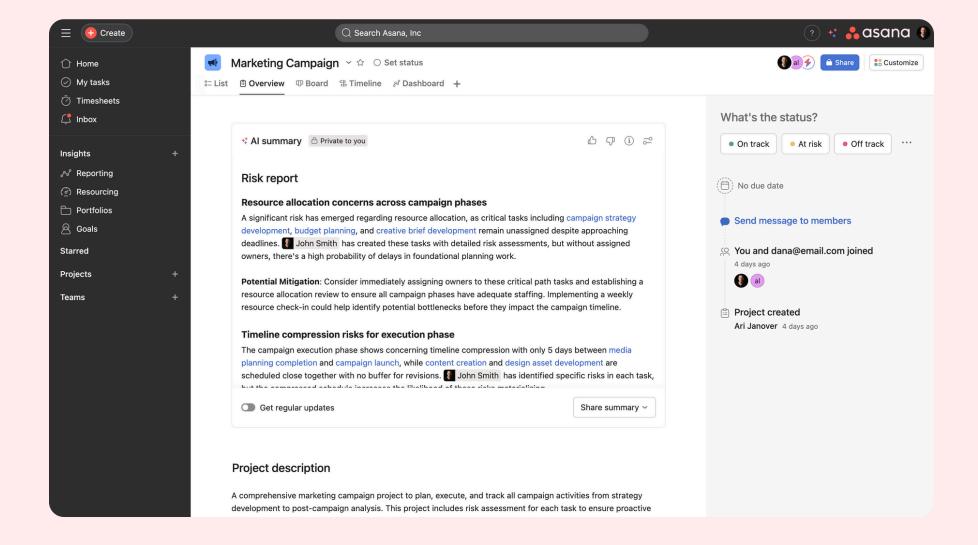# Proactively surface project risks with AI risk reports

Overview
Identify potential project risks with AI risk reports, now available as an option in project smart summaries. AI risk reports help your team stay ahead of issues before they impact project timelines.

Key benefits
- Surface potential risks early before they become project blockers
- Get AI-powered analysis of project activity to identify potential blockers
- Stay informed with weekly automated risk assessments based on the latest project updates

Key use cases
- Strategic planning & portfolio management
- Project management

How it works
Select risk reports when generating smart summaries for your project, and AI will analyze recent activity to identify potential risks and provide weekly updates.

Integrate Dropbox and Box attachments into your AI workflows for better context

Overview
AI Studio can read and process files from Dropbox and Box, improving guidance for AI workflows, task summaries, and other AI-powered actions.

Key benefits
- Provide context from relevant documents to improve guidance for AI workflows
- Enhance task summaries and other AI-powered actions with information from documents and other file types

Key use cases
- Strategic planning & portfolio management
- Request tracking
- Project management

How it works
Connect Dropbox and Box files directly to AI Studio guidance or enable AI to read these attachments in AI rule actions to create more accurate outputs.

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 event planning and product launches are available now.
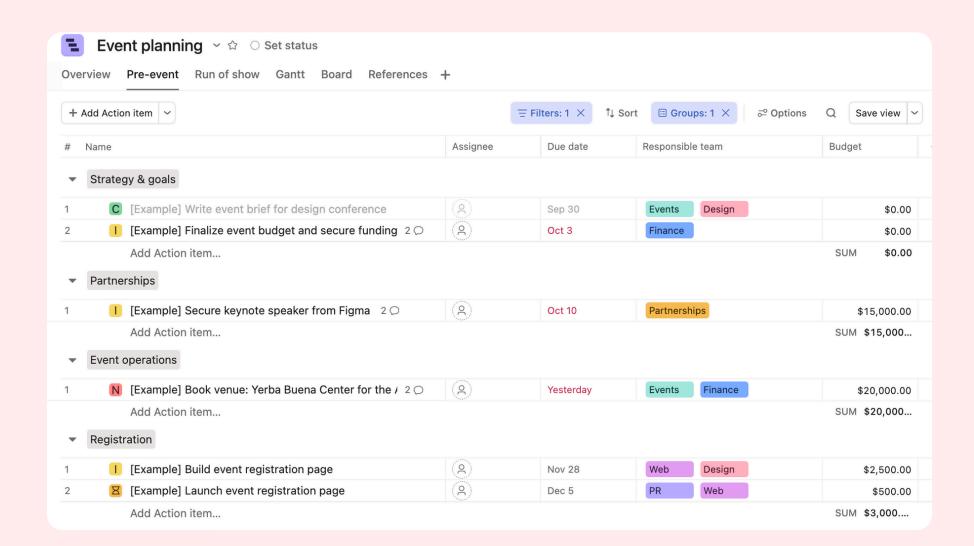
Key benefits
- Launch workflows faster with prebuilt templates
- Customize each workflow to fit your team's needs
- Boost efficiency with seamless human and AI collaboration

Key use cases
- Event planning
- Product launches

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

Project management
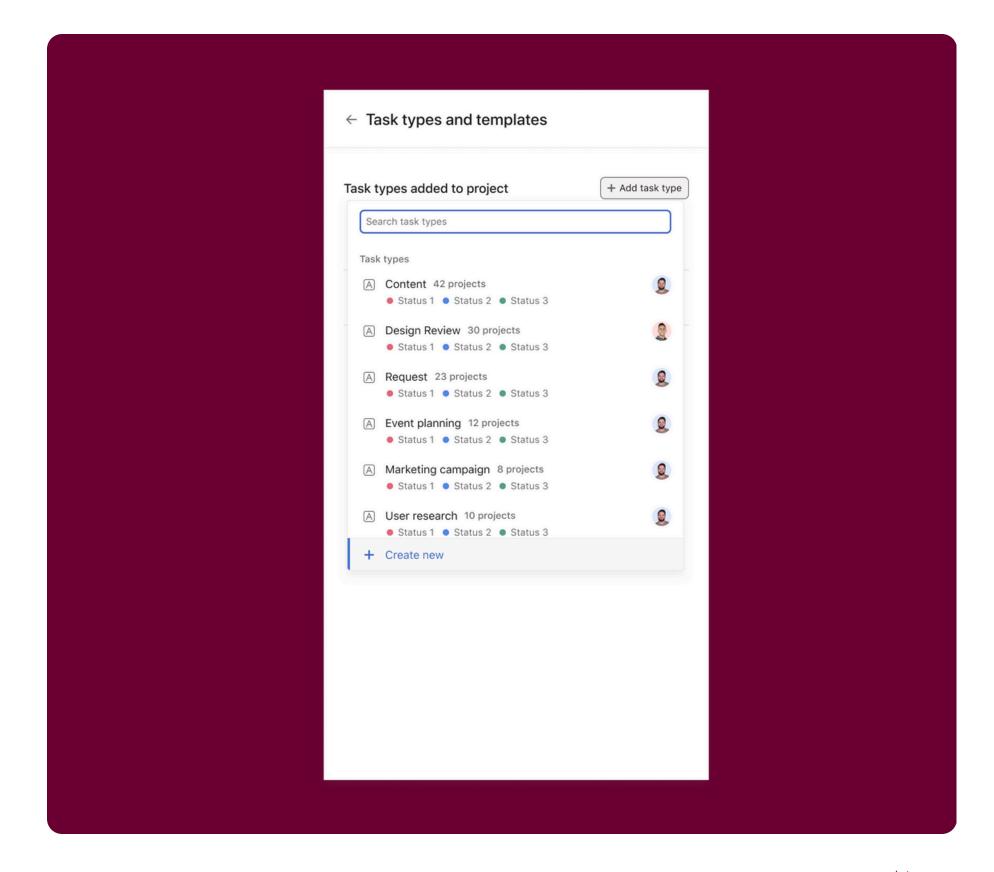
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Project management

✓ **Reference custom fields**
Build meaningful connections by capturing work object relationships

✓ **Subtask visibility**
Keep complex projects on track

✓ **Work schedules for rules**
Align automations with your team's working hours

✓ **Relative date triggers for rules**
Stay ahead of project deadlines

✓ **Shareable custom task types**
Standardize workflows

✓ **Multilingual semantic AI search**
Find the work you need faster

✓ **Prebuilt smart workflows**
Deploy ready-to-use AI workflows

← Task types and templates

Task types added to project   + Add task type

Search task types

Task types

Ⓐ Content 42 projects
  ● Status 1 ● Status 2 ● Status 3

Ⓐ Design Review 30 projects
  ● Status 1 ● Status 2 ● Status 3

Ⓐ Request 23 projects
  ● Status 1 ● Status 2 ● Status 3

Ⓐ Event planning 12 projects
  ● Status 1 ● Status 2 ● Status 3

Ⓐ Marketing campaign 8 projects
  ● Status 1 ● Status 2 ● Status 3

Ⓐ User research 10 projects
  ● Status 1 ● Status 2 ● Status 3

+ Create new

Build meaningful connections by capturing work object relationships in custom fields

Overview
With reference custom fields, users can create dynamic links between tasks, projects, portfolios, and goals, resulting in more connected and robust workflows.
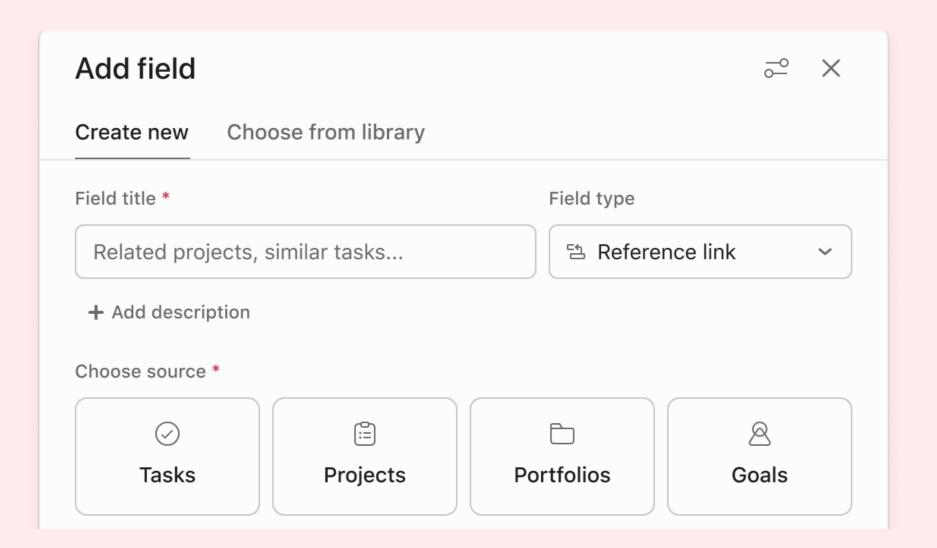
Key benefits
- Reference projects or other important data, keeping related work connected and visible
- Reference data from centralized libraries (e.g., codes, IDs)
- Enable more complex and interconnected AI workflows with these dynamic custom fields

Key use cases
- Strategic planning & portfolio management
- Resource management
- Business reviews & reporting

Add field

Create new   Choose from library

Field title *   Field type

Related projects, similar tasks...   Reference link

+ Add description

Choose source *

| Tasks | Projects | Portfolios | Goals |

How it works
Add a new custom field of the type "Reference link" within your task, project, or portfolio. You can then link this field to another Asana work object.

Keep complex projects on track with improved subtask visibility

Overview
Users can effortlessly monitor and manage complex workflows with greater visibility into subtasks. Expand and collapse one level of subtasks with a single click, and create new subtasks directly in project list view, by dragging and dropping tasks, or with keyboard shortcuts.
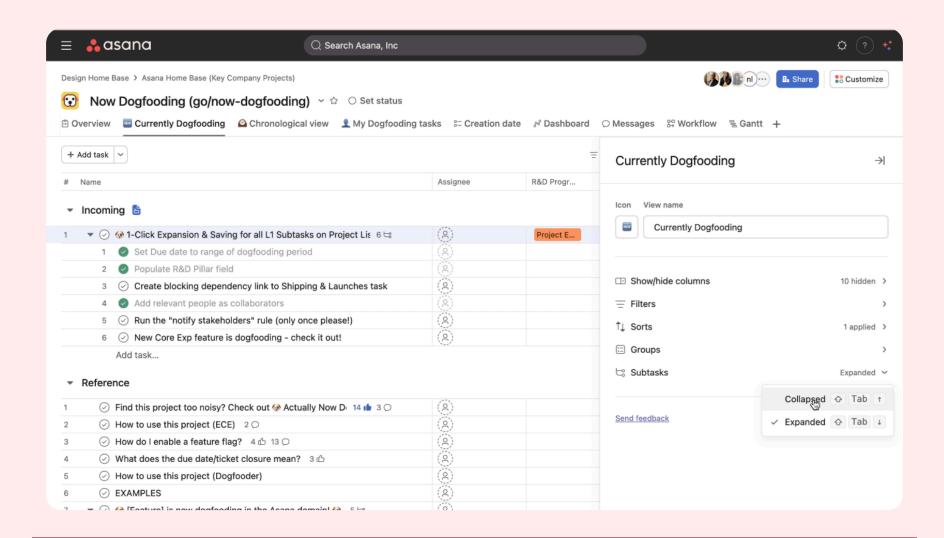
Key benefits
- Improve visibility of project work by viewing all subtasks
- Streamline navigation of complex projects with easier access to creating subtasks
- Cut time by saving subtask expansion or collapse settings

Key use cases
- Project management
- Strategic planning & portfolio management
- Resource management

How it works
Access the "Options" menu, or an individual section-level menu in project list view to expand or collapse one level of subtasks, then save this setting to get consistent visibility every time you or your team accesses the project. Create new subtasks by right-clicking on a parent task, adding a subtask directly within the expanded view of the parent task, dragging and dropping subtasks, or by using a keyboard shortcut (TAB+S, RETURN, SHIFT+RETURN).

Align automations with your team's working hours using work schedules in rules

Overview
Reference work schedules in rules to automatically adjust relative dates to respect your team's working hours, as well as to skip holidays and weekends.
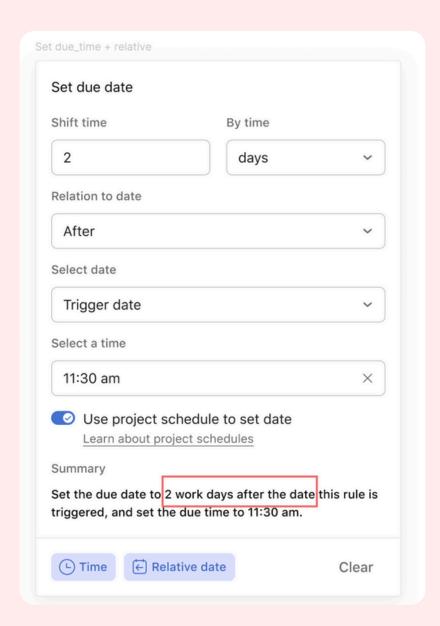
Key benefits
- Improve team coordination by syncing rules with team schedules
- Enhance workflow accuracy by aligning when rules run to working hours
- Build more tailored workflows by customizing automation schedules around team norms

Key use cases
- Strategic goal setting & tracking
- Project management
- Resource management

Set due_time + relative

Set due date

Shift time
2

By time
days

Relation to date
After

Select date
Trigger date

Select a time
11:30 am

Use project schedule to set date
Learn about project schedules

Summary
Set the due date to 2 work days after the date this rule is triggered, and set the due time to 11:30 am.

Time | Relative date | Clear

How it works
In the rule builder, enable "Use project schedule to set date" when setting relative dates to automatically adjust dates according to the team's work schedule.

Stay ahead of project deadlines with improvements to relative date triggers for rules
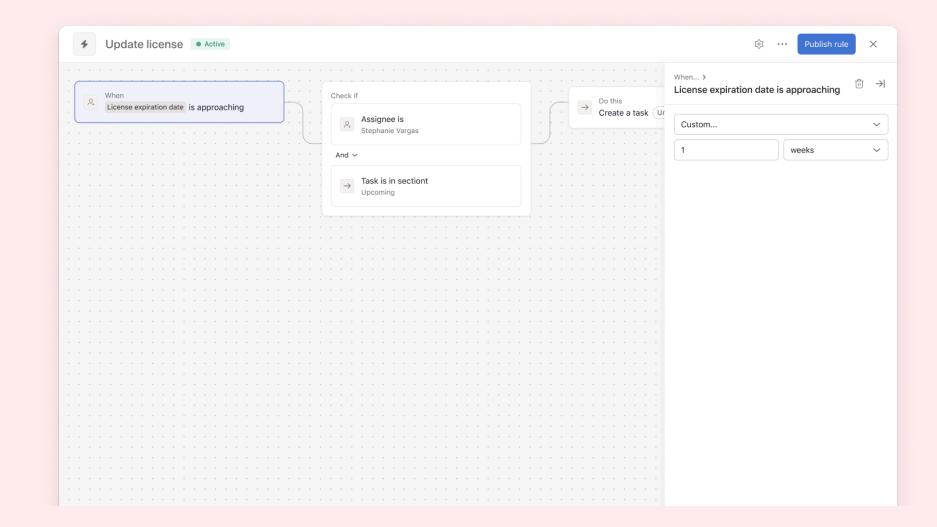
Overview
Enable relative date triggers on rules on subtasks and date custom fields to proactively manage project deadlines.

Key benefits
- Manage project work holistically by setting triggers for when due dates are approaching, tasks become overdue, or start dates are approaching
- Extend date-based triggers to subtasks, ensuring timely completion of more complex work
- Apply triggers to date custom fields for more control over project timelines

Key use cases
- Project management
- Strategic planning & portfolio management
- Resource management

How it works
Select "Run on subtasks" in the menu for these triggers to run on both tasks and subtasks. Access the menu of triggers in the rule builder to see the option to enable relative date triggers on custom fields.

Deploy custom task types across multiple projects to standardize workflows

Overview
Shareable custom task types allow users to apply a custom task type beyond a single project, enabling more consistent and efficient workflows by not recreating task types from scratch.
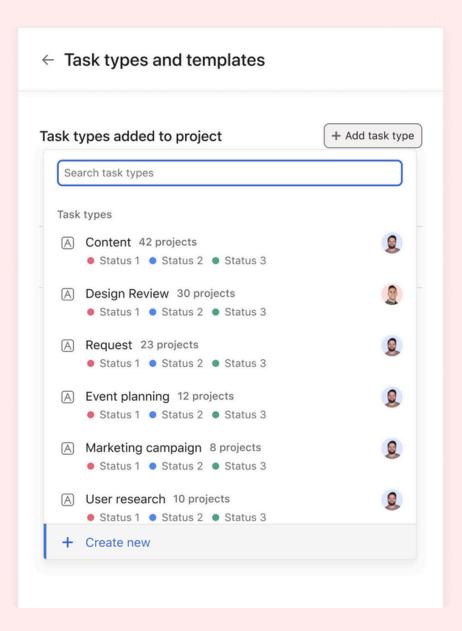
Key benefits
- Improve team efficiency by reducing time spent on recreating task templates
- Maintain standardization across projects with centralized access to custom task types

Key use cases
- Project management
- Request tracking
- Team onboarding & development

How it works
Create custom task types in one project, then share them with specific users or teams. Add shared task types to any project through the Customize menu's searchable menu.

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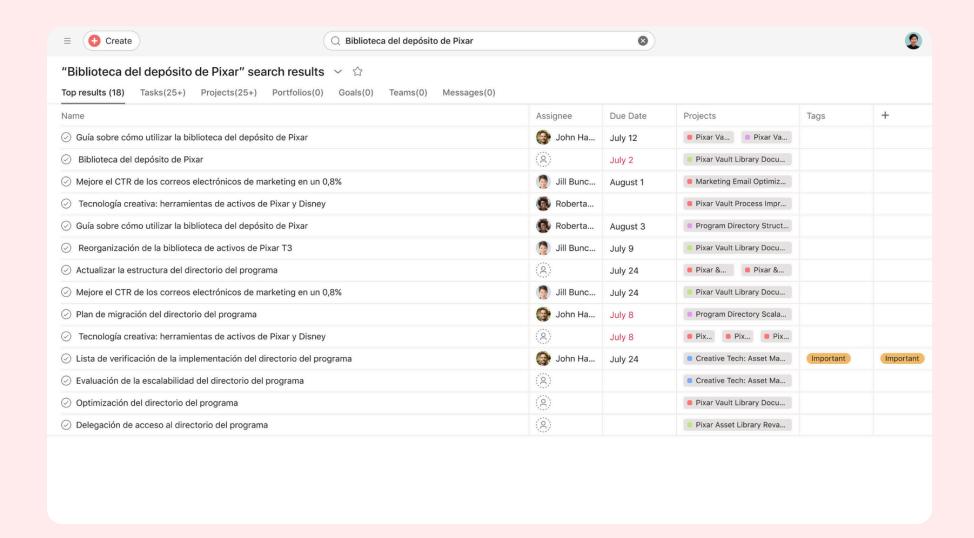
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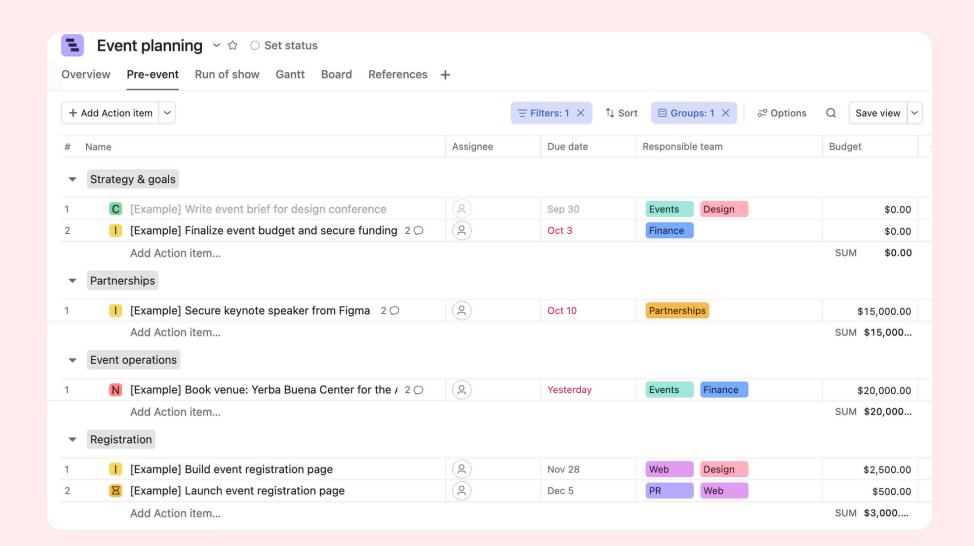
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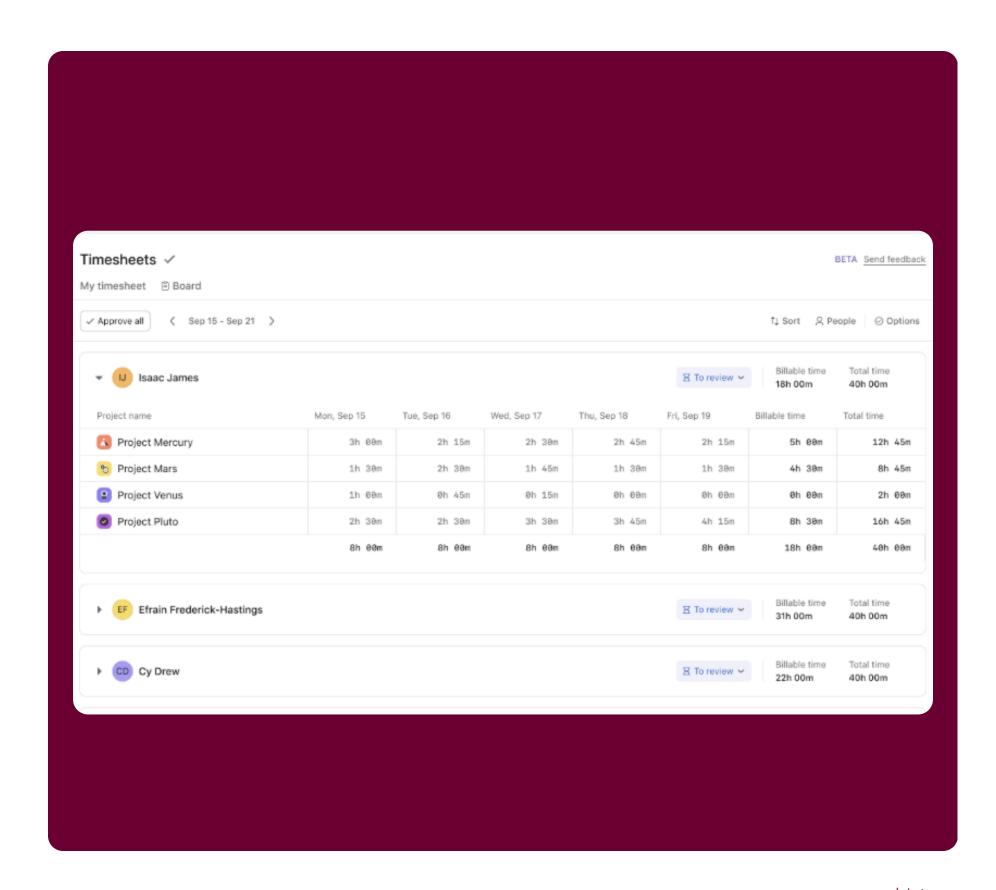
Resource management

asana

Resource management

Timesheets and budgets add-on
Optimize decision making with real-time visibility into budgeting and time

Timesheets and budgets add-on: Timesheets
Track progress and drive efficiency

Timesheets and budgets add-on: Project budgets
Monitor project health and improve outcomes

Timesheets and budgets add-on: Billing rate cards
Accurately track resource and budget costs

Mobile app time tracking
Keep track of your time on-the-go

Placeholders in capacity planning
Plan ahead with placeholders for capacity

Improvements to custom fields for users
Match talent to the right work

Timesheets ✓   BETA Send feedback

My timesheet   Board

✓ Approve all   ‹ Sep 15 - Sep 21 ›   ↑↓ Sort   People   Options

▾ IJ Isaac James						To review ⌄	Billable time 18h 00m	Total time 40h 00m
Project name	Mon, Sep 15	Tue, Sep 16	Wed, Sep 17	Thu, Sep 18	Fri, Sep 19		Billable time	Total time
Project Mercury	3h 00m	2h 15m	2h 30m	2h 45m	2h 15m		5h 00m	12h 45m
Project Mars	1h 30m	2h 30m	1h 45m	1h 30m	1h 30m		4h 30m	8h 45m
Project Venus	1h 00m	0h 45m	0h 15m	0h 00m	0h 00m		0h 00m	2h 00m
Project Pluto	2h 30m	2h 30m	3h 30m	3h 45m	4h 15m		8h 30m	16h 45m
	8h 00m	8h 00m	8h 00m	8h 00m	8h 00m		18h 00m	40h 00m

▸ EF Efrain Frederick-Hastings	To review ⌄	Billable time 31h 00m	Total time 40h 00m

▸ CD Cy Drew	To review ⌄	Billable time 22h 00m	Total time 40h 00m

Optimize decision making with real-time visibility into budgeting by tracking time and project costs

ADD ON   Timesheets and budgets

RESOURCES →

Overview
The timesheets and budgets add-on helps teams track time and manage project costs, ensuring optimal resource allocation and on-budget project execution.
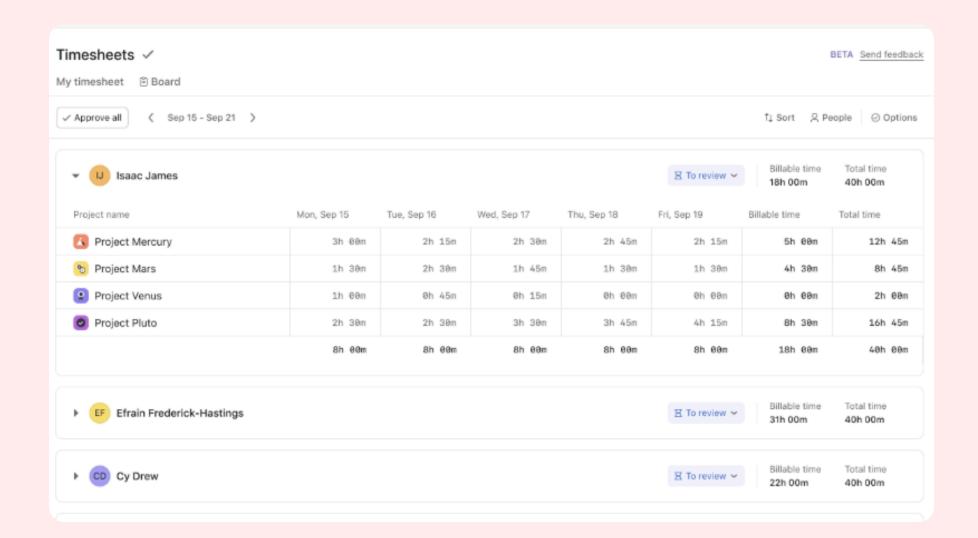
Key benefits
- Track actual time spent on tasks with timesheets and approvals
- Monitor costs and potential earnings using billable rates
- Manage project budgets to track project health and efficiency
- Ensure accurate billing with exportable timesheet data
- Improve planning with reports comparing estimated versus actual time and expenses
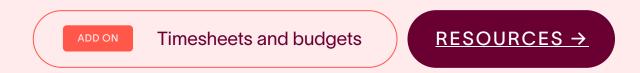
Key use cases
- Resource management
- Project management
- Business reviews & reporting

Timesheets ✓   BETA Send feedback

My timesheet 🗓 Board

✓ Approve all   ‹ Sep 15 - Sep 21 ›   ⇅ Sort 👤 People ⊘ Options

Project name	Mon, Sep 15	Tue, Sep 16	Wed, Sep 17	Thu, Sep 18	Fri, Sep 19	Billable time	Total time
Isaac James (To review)						18h 00m	40h 00m
🔴 Project Mercury	3h 00m	2h 15m	2h 30m	2h 45m	2h 15m	5h 00m	12h 45m
🟡 Project Mars	1h 30m	2h 30m	1h 45m	1h 30m	1h 30m	4h 30m	8h 45m
🟣 Project Venus	1h 00m	0h 45m	0h 15m	0h 00m	0h 00m	0h 00m	2h 00m
🟣 Project Pluto	2h 30m	2h 30m	3h 30m	3h 45m	4h 15m	8h 30m	16h 45m
	8h 00m	8h 00m	8h 00m	8h 00m	8h 00m	18h 00m	40h 00m

| **Efrain Frederick-Hastings** (To review) | | | | | | 31h 00m | 40h 00m |
| **Cy Drew** (To review) | | | | | | 22h 00m | 40h 00m |

How it works
Contact your Asana sales representative to purchase the timesheets and budgets add-on. Your organization must be on the Advanced, Enterprise, or Enterprise+ paid plans.

Track progress and drive efficiency with accurate timesheet data

Overview
Timesheets allows for granular time tracking across projects, easy timesheet approvals with manager views, and insights into how teams are spending their time.
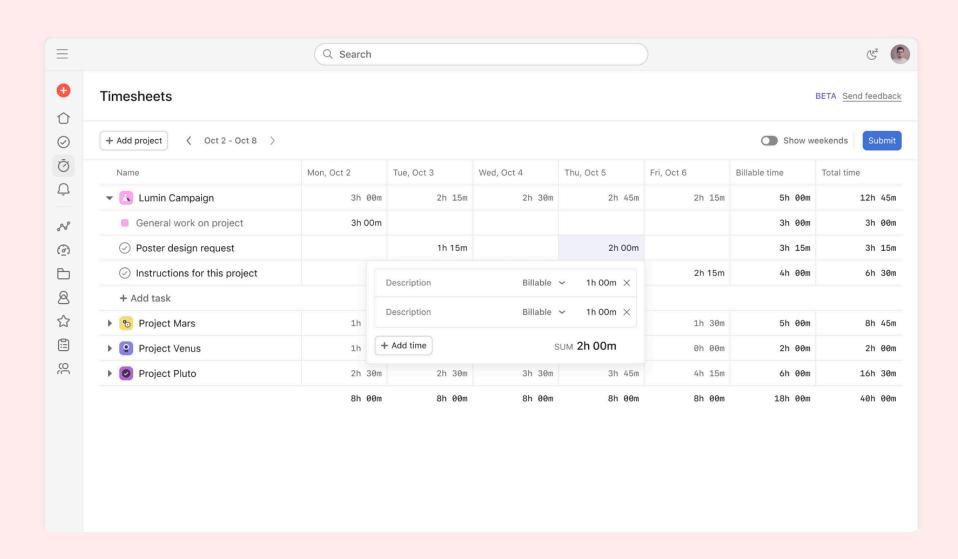
Key benefits
- Get visibility into where teams are spending time and where projects stand in real time
- Categorize billable and nonbillable hours to keep guesswork out of invoicing and accounting
- Spend less time chasing down timesheets and easily manage and approve them from a centralized source

Key use cases
- Resource management
- Strategic planning & portfolio management
- Admin controls & security
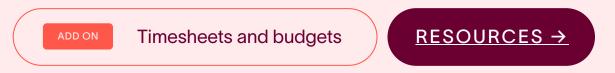
How it works
Contact your Asana sales representative to purchase the Timesheets and Budgets add-on. Your organization must be on the Advanced, Enterprise, or Enterprise+ paid plans.

Monitor project health and improve outcomes with project budget tracking

Overview
Project budgets give you tools to accurately plan, track, and adjust your project costs and spending.
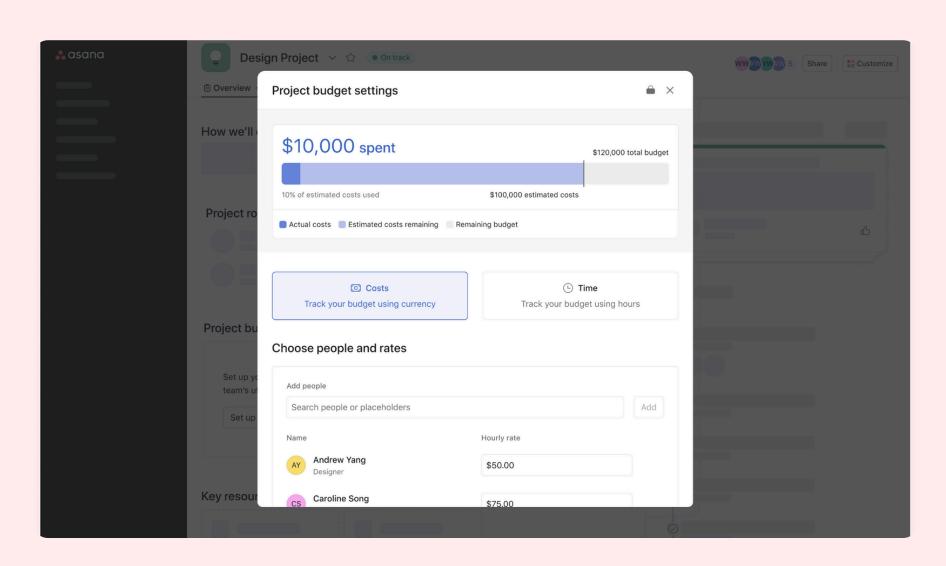
Key benefits
- Create project plans by using billing rates and time data to estimate budgets
- Adjust budgets on the go by comparing planned versus actual spending and using dashboards to guide decisions
- Tailor budget tracking by pulling in data that matters most to your project needs

Key use cases
- Business reviews & reporting
- Strategic planning & portfolio management
- Project management

How it works
Contact your Asana sales representative to purchase the timesheets and budgets add-on. Your organization must be on the Advanced, Enterprise, or Enterprise+ paid plans.

Accurately track resource and budget costs with flexible billing rate cards

ADD ON   Timesheets and budgets

RESOURCES →

Overview
Billing rate cards allow you to set specific rates and costs per colleague, per project, ensuring you get accurate budget and cost tracking on every workstream.
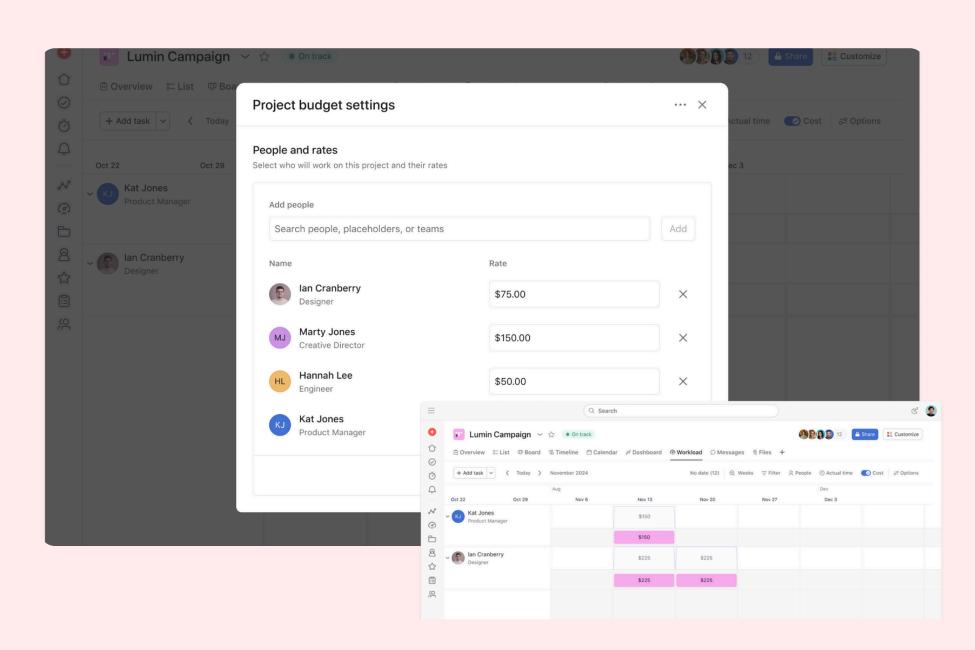
Key benefits
- Set billing rates for team members on each project to accurately calculate individual costs
- Aggregate estimated and actual costs for all team members across workstreams
- Securely manage project budgets and ensure only admins and managers have visibility to sensitive data

Key use cases
- Resource management
- Project management
- Business reviews & reporting

How it works
Contact your Asana sales representative to purchase the timesheets and budgets add-on. Your organization must be on the Advanced, Enterprise, or Enterprise+ paid plans.

Keep track of your time on-the-go with mobile time tracking

Overview
Mobile time tracking lets you log and manage the time you spend on tasks directly from your mobile device, helping you stay organized even when away from your desk.
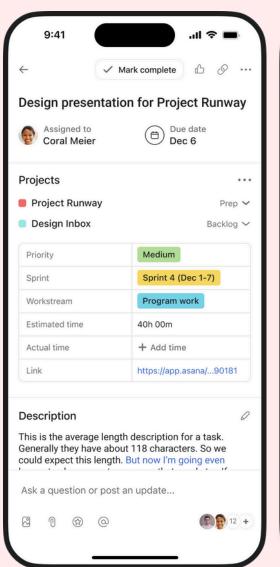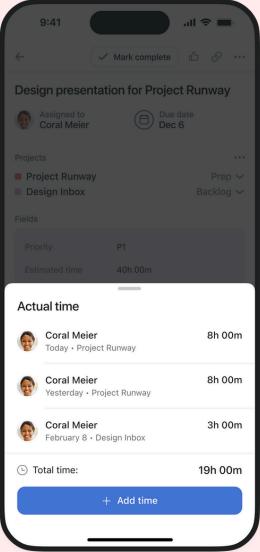
Key benefits
- Log time on-the-go, updating your work hours from anywhere
- Improve accuracy of project time spent with real-time time entry
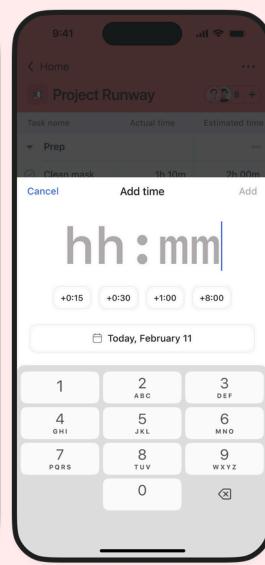- Support timesheet and budget management via mobile

Key use cases
- Resource management
- Project management
- Business reviews & reporting

How it works
Download the Asana mobile app and add time to any tasks using the actual time custom field.

Plan ahead with placeholders in capacity planning

Overview
With placeholders, you can allocate capacity to projects without knowing exactly who will fill the roles. Use titles like "Designer" or "Backend Engineer" to manage resources before assigning team members.
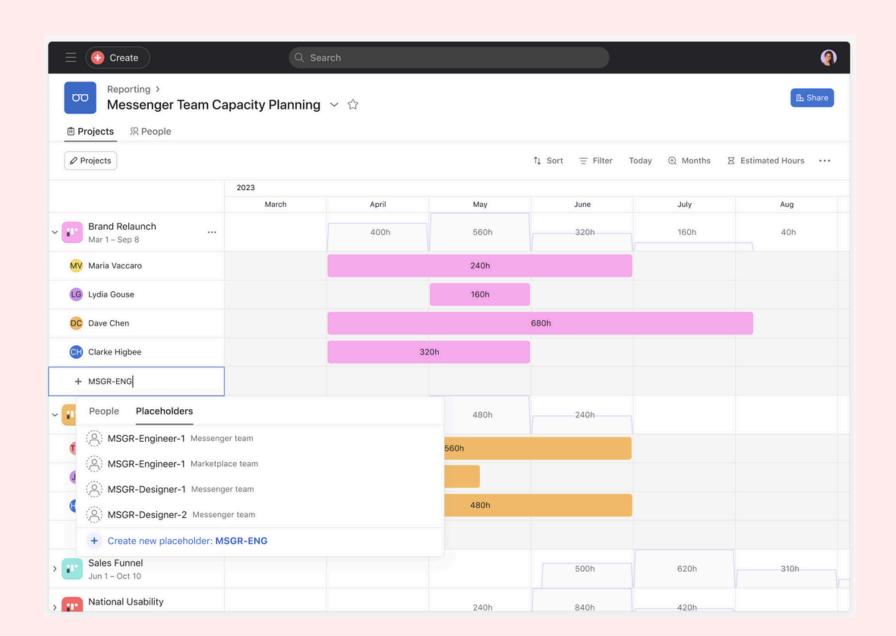
Key benefits
- Do long-term planning by setting up roles, even if specific team members aren't assigned to the work yet
- Improve capacity planning flexibility, ensuring the work can start as soon as it's kicked off

Key use cases
- Resource management
- Strategic planning & portfolio management
- Project management

How it works
Create placeholders with job titles in capacity plans, then allocate work to these roles before assigning specific team members.

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

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.
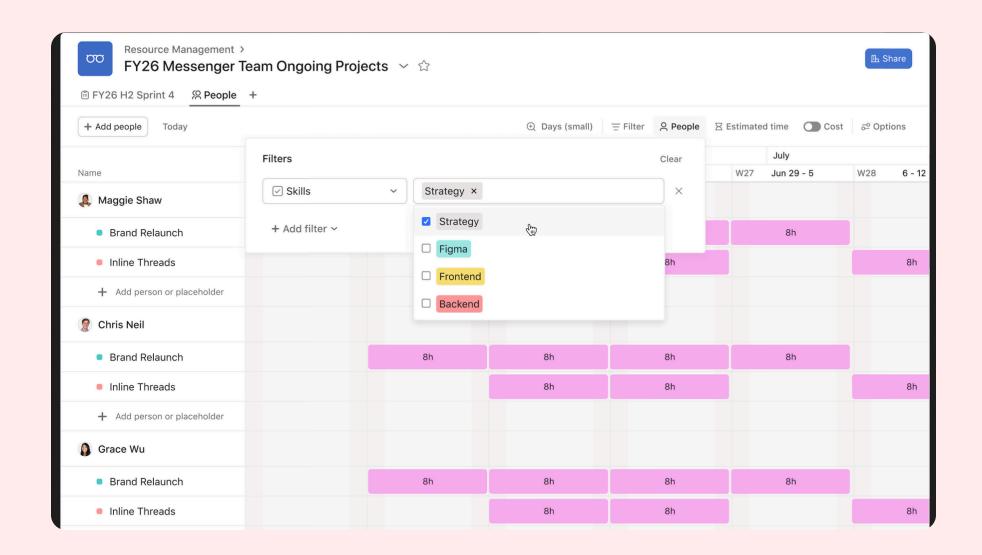
Key benefits
- Make smarter staffing decisions by viewing and filtering across team member skills and attributes
- Maintain data privacy with granular permissions, controlling who can see or edit sensitive information like hourly rates
- Streamline resource planning by keeping crucial team member details updated through CSV imports or the API

Key use cases
- Resource management
- Strategic planning & portfolio management
- Team onboarding & development
- Project management

How it works
Navigate to a team's Members tab to add custom fields for skills, rates, or other attributes manually or via CSV import or API. Set appropriate permissions to control visibility and edit access. Filter by skill, rate, or other attribute in capacity plans or workload. These custom fields will be visible on user profiles.
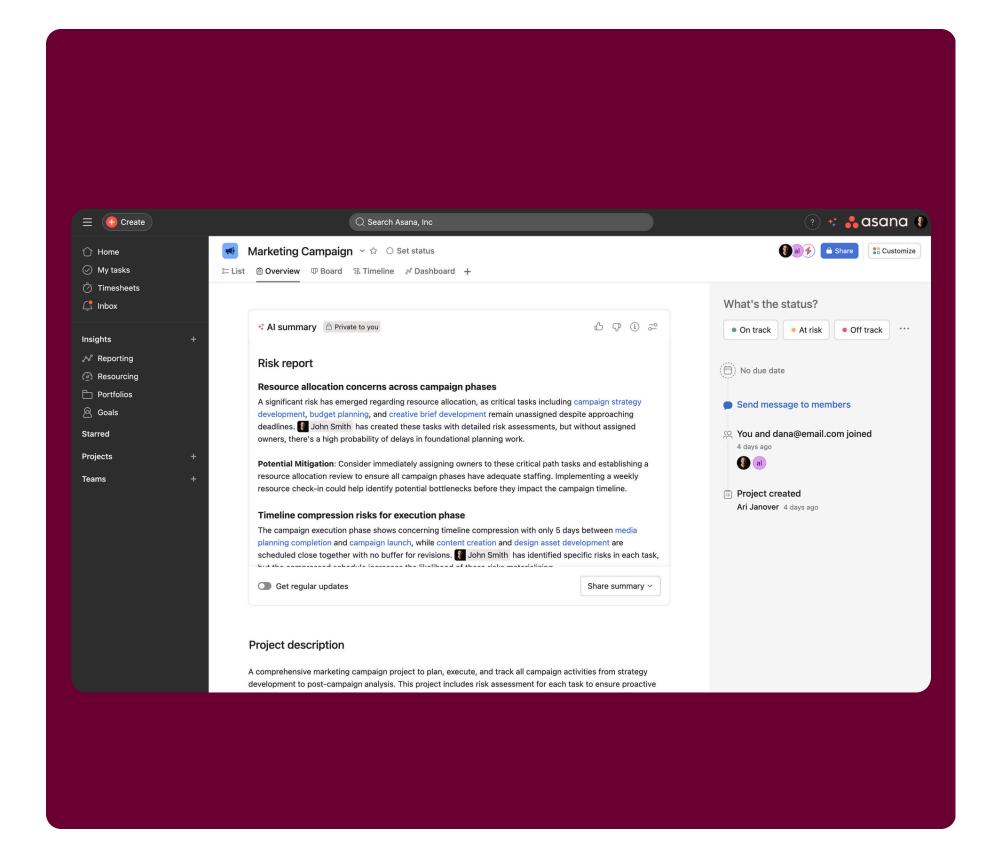
Business reviews & reporting

asana

✓ AI risk reports
Proactively surface project risks

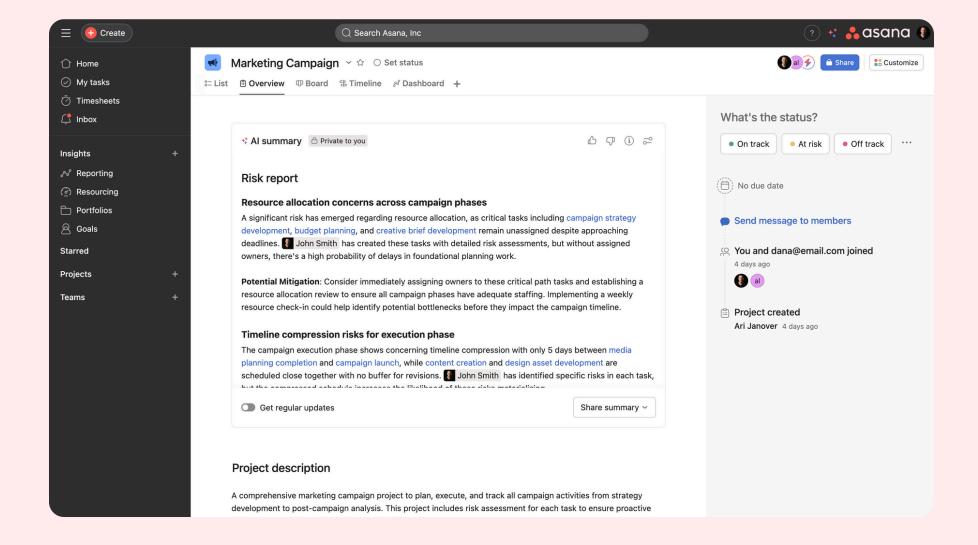# Proactively surface project risks with AI risk reports

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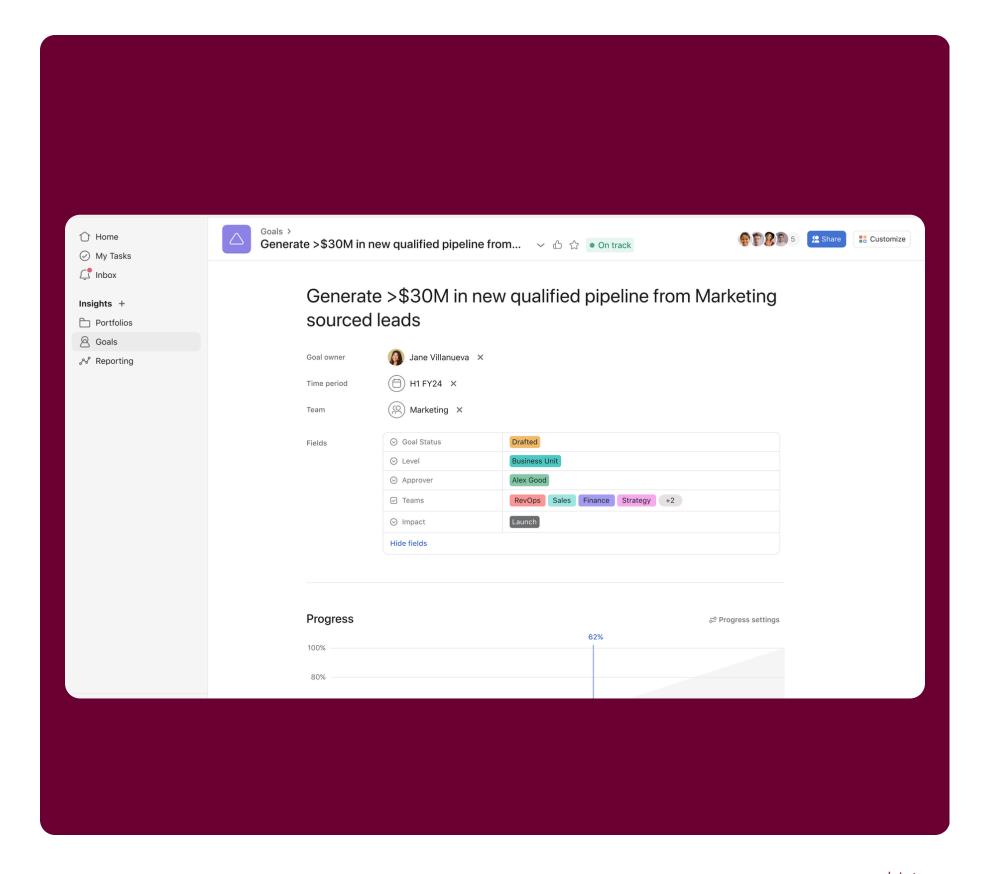
Goal management

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Goal management

✓ Custom fields for goals
Tailor your goal tracking for better insights

✓ Saved grid views for goals
Organize and monitor goals

Tailor your goal tracking for better insights with custom fields for goals

Overview

Custom fields for goals let teams add the same rich custom metadata to goals that they already use on tasks, projects, and portfolios—enabling accurate categorization, filtering, and reporting.
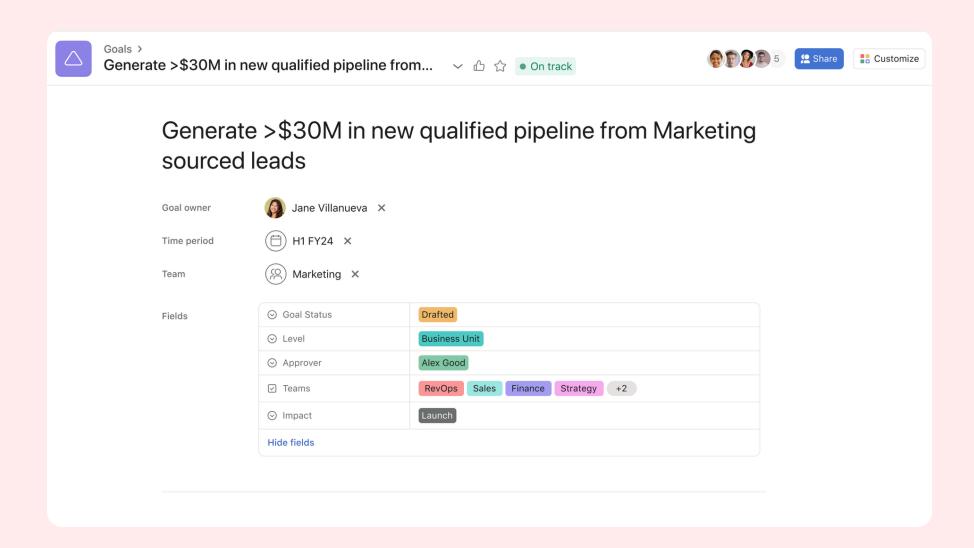
Key benefits

- Organize goals by strategic initiative, level, or other category
- See goal progress by showing custom fields in grid view with applied filters
- Run reports and advanced searches based on custom fields to get detailed insights around goals

Key use cases

- Strategic goal setting & tracking
- Business reviews & reporting
- Resource management

Goals ›
Generate >$30M in new qualified pipeline from...   • On track   5   Share   Customize

Generate >$30M in new qualified pipeline from Marketing sourced leads

Goal owner	Jane Villanueva ✕
Time period	H1 FY24 ✕
Team	Marketing ✕

Fields	
⊙ Goal Status	Drafted
⊙ Level	Business Unit
⊙ Approver	Alex Good
☑ Teams	RevOps Sales Finance Strategy +2
⊙ Impact	Launch

Hide fields

How it works

Add or remove custom fields from a goal in the goal detail pane or grid view, then use those fields to filter, group, and report on goals across saved views, strategy map, charts, advanced search, exports, and the API.

Organize and monitor goals with saved grid views

Overview
Saved grid views for goals allow you to set up and share different views of goals in a grid layout. Create tailored views for different audiences for more impactful reporting.
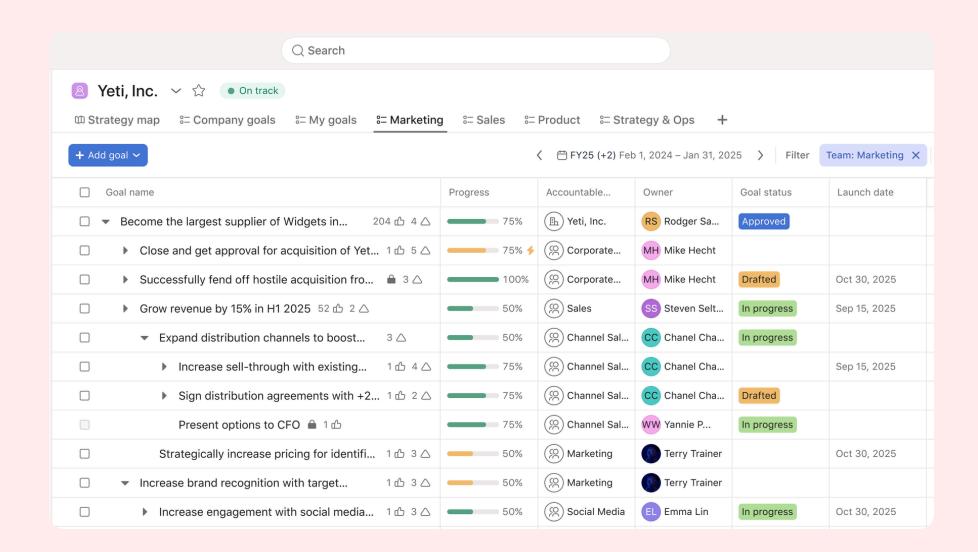
Key benefits
- Create custom views with filters, sorting, and grouping to organize goals by team, progress, or priority
- Save and share views with stakeholders for consistent goal monitoring across the organization
- Access the grid layout with columns for progress, time period, team, owner, status, and goal type for comprehensive goal tracking

Key use cases
- Strategic goal setting & tracking
- Business reviews & reporting
- Strategic planning & portfolio management

How it works
Filter and sort goals to create your ideal view, then click "Save view" to set it as the default, or create separate tabs for customized views.
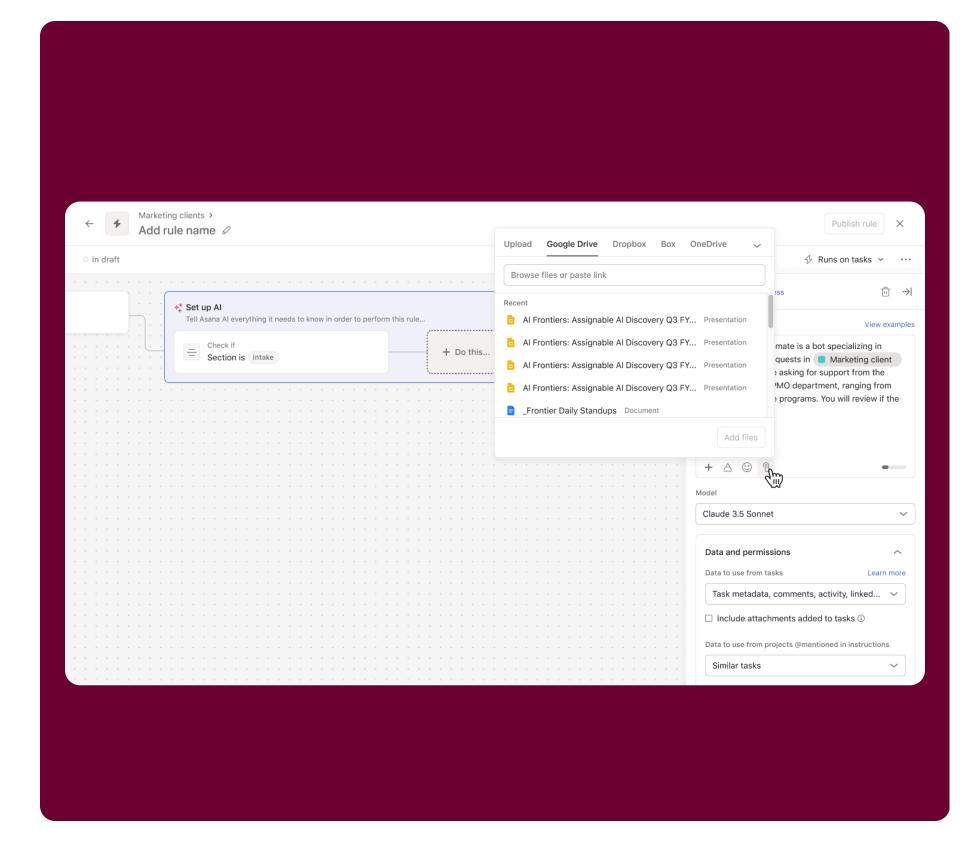
Integrations & API

asana

Integrations & API

✓ ## Emoji reaction in Slack to create a task
Quickly turn Slack messages into tasks

✓ ## AI Studio integrations: Dropbox & Box
Provide better context for your AI workflows

Quickly turn Slack messages into tasks with emojis

Overview
Create tasks from Slack messages by reacting with an emoji like 📝 or :asana-create-task:, making it easy to capture important tasks in Asana without leaving Slack.
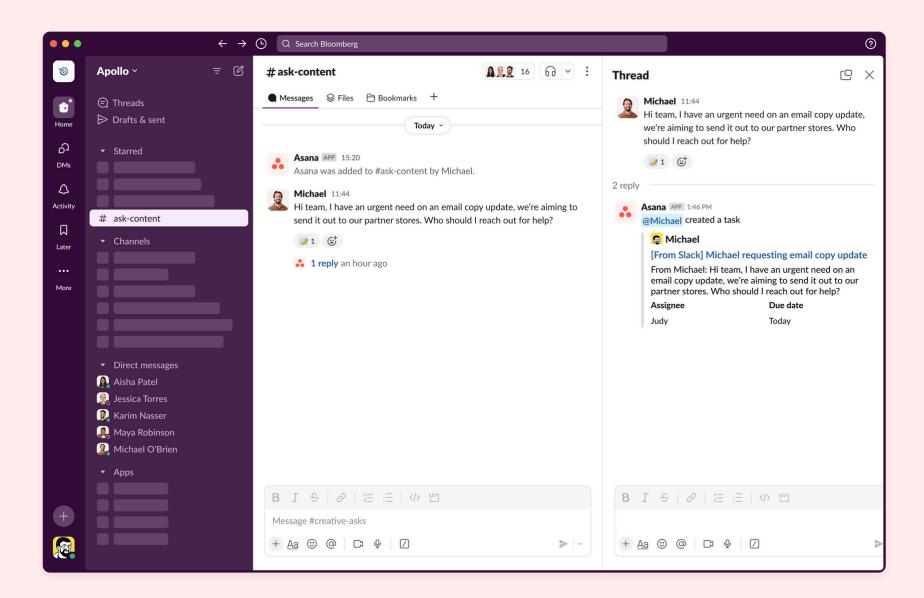
Key benefits
- Save time by creating Asana tasks instantly, without leaving your Slack conversations
- Preserve context by automatically including thread replies in tasks
- Reduce friction in capturing new requests by eliminating the need to copy and paste information into Asana

Key use cases
- Request tracking
- Project management

How it works
Add the Asana bot to your Slack channels, then react to any message with 📝 or an :asana-create-task: emoji to automatically create a task in your my tasks with the message content and thread context.

Integrate Dropbox and Box attachments into your AI workflows for better context

Overview
AI Studio can read and process files from Dropbox and Box, improving guidance for AI workflows, task summaries, and other AI-powered actions.
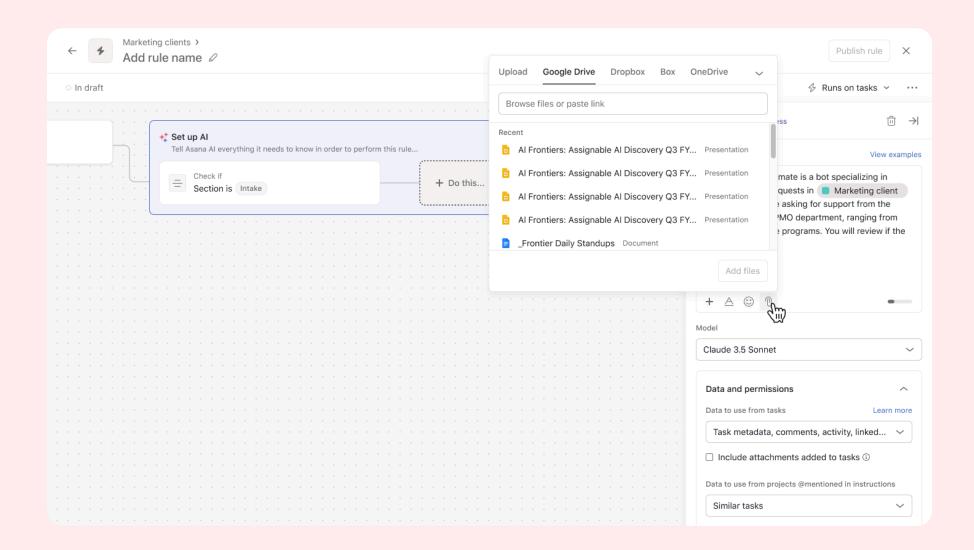
Key benefits
- Provide context from relevant documents to improve guidance for AI workflows
- Enhance task summaries and other AI-powered actions with information from documents and other file types

Key use cases
- Strategic planning & portfolio management
- Request tracking
- Project management

How it works
Connect Dropbox and Box files directly to AI Studio guidance or enable AI to read these attachments in AI rule actions to create more accurate outputs.
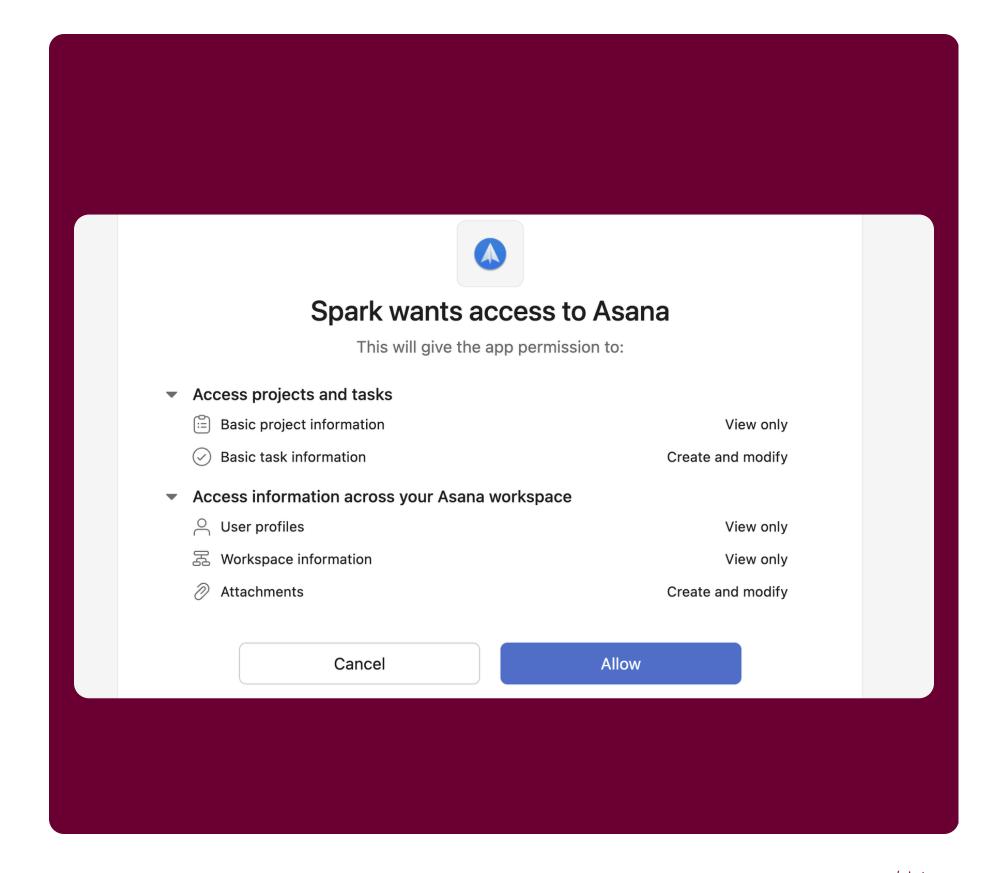
Admin controls & security

asana

Admin controls & security

✓ **License controls for divisions**
Manage costs and users more effectively

✓ **Granular OAuth API access**
Enable granular API access controls

✓ **Custom role assignments via SCIM**
Streamline user role management at scale

Spark wants access to Asana
This will give the app permission to:

▼ Access projects and tasks
Basic project information — View only
Basic task information — Create and modify

▼ Access information across your Asana workspace
User profiles — View only
Workspace information — View only
Attachments — Create and modify

Cancel | Allow

Manage costs and users more effectively with license controls for divisions
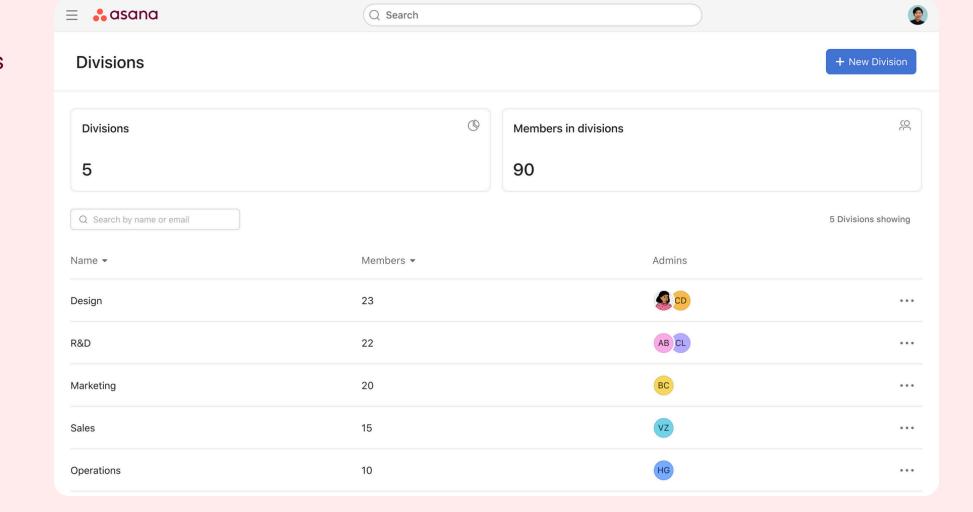
Overview

Division-level license controls give customers the ability to manage licenses and user access according to their internal organization structures, avoiding unexpected costs and maintaining access oversight.

Key benefits

- Prevent unexpected costs by managing license requests and approvals at the division level
- Align licenses with your organizational structure to maintain accurate billing

Key use cases

- Admin controls & security
- Resource management

How it works

Admins can set up license request and approval workflows at the division level, requiring approval before new licenses are automatically assigned.

Enable granular API access controls with OAuth API scopes

Overview
Enhance API security by allowing developers to request only the specific permissions they need instead of full API access. Integration partners can now create OAuth applications with granular scopes, giving users precise control over what data and actions apps can access.
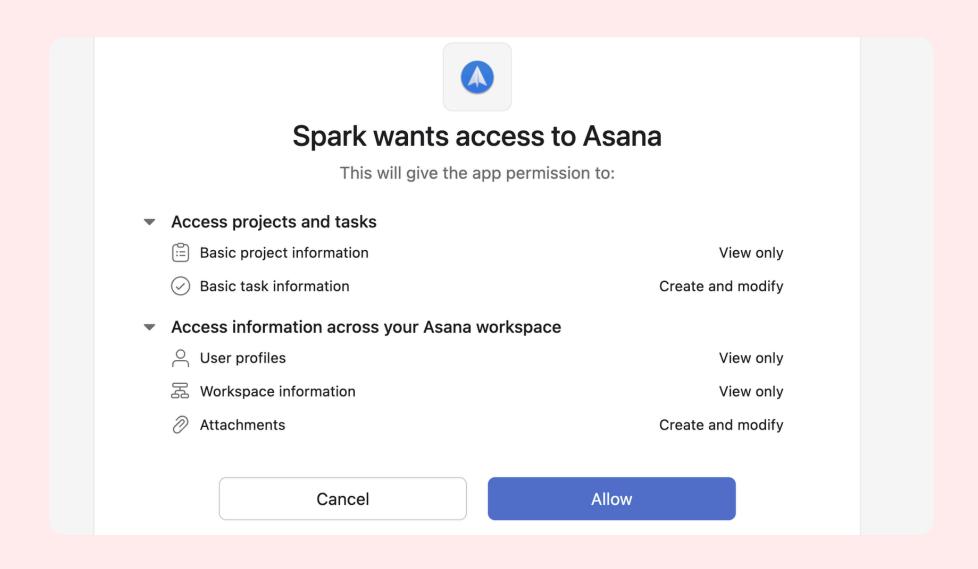
Key benefits
- Increase security by restricting API access to necessary scopes only
- Enhance customer trust by aligning with standard security practices
- Streamline the approval processes for integrations with more specific access requests

Key use cases
- Admin controls & security
- Application development

Spark wants access to Asana
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▼ Access projects and tasks

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Basic task information — Create and modify

▼ Access information across your Asana workspace

User profiles — View only
Workspace information — View only
Attachments — Create and modify

Cancel   Allow

How it works
Developers can register new OAuth applications and select specific permission scopes during app creation, or migrate existing apps to use granular scopes through the developer console.

Streamline user role management at scale with automated SCIM provisioning

Overview
Enable admins to automatically assign user roles through their SCIM integration, allowing seamless provisioning of both standard and custom roles directly from identity providers like Okta and Microsoft Entra ID.
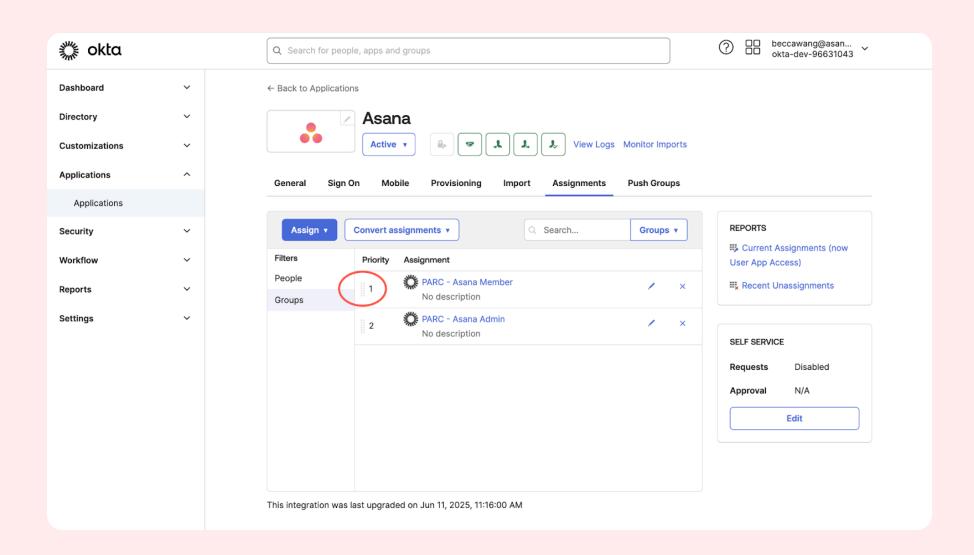
Key benefits
- Automate role provisioning at scale, eliminating manual user management
- Ensure consistent role assignments across your organization with SCIM-based automation
- Integrate seamlessly with existing identity provider workflows for streamlined user onboarding

Key use cases
- Admin controls & security
- Team onboarding & development

How it works
Configure SCIM integration in your identity provider to automatically map user attributes to Asana roles, enabling automatic role assignment when users are provisioned or updated.