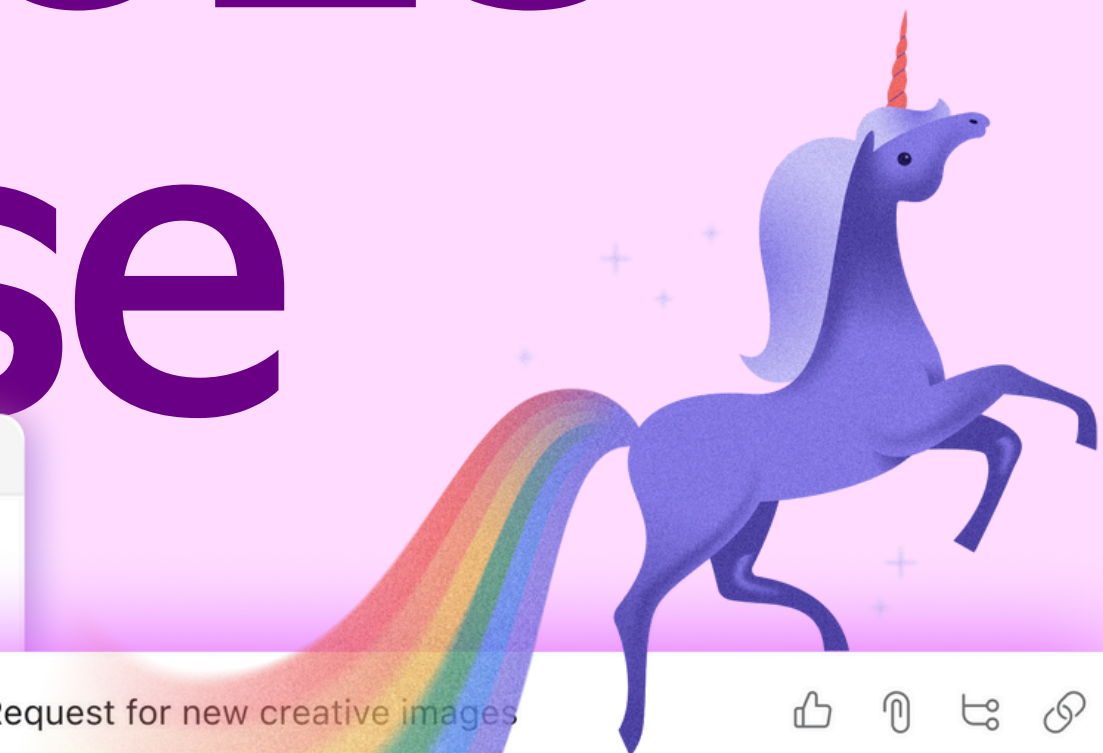
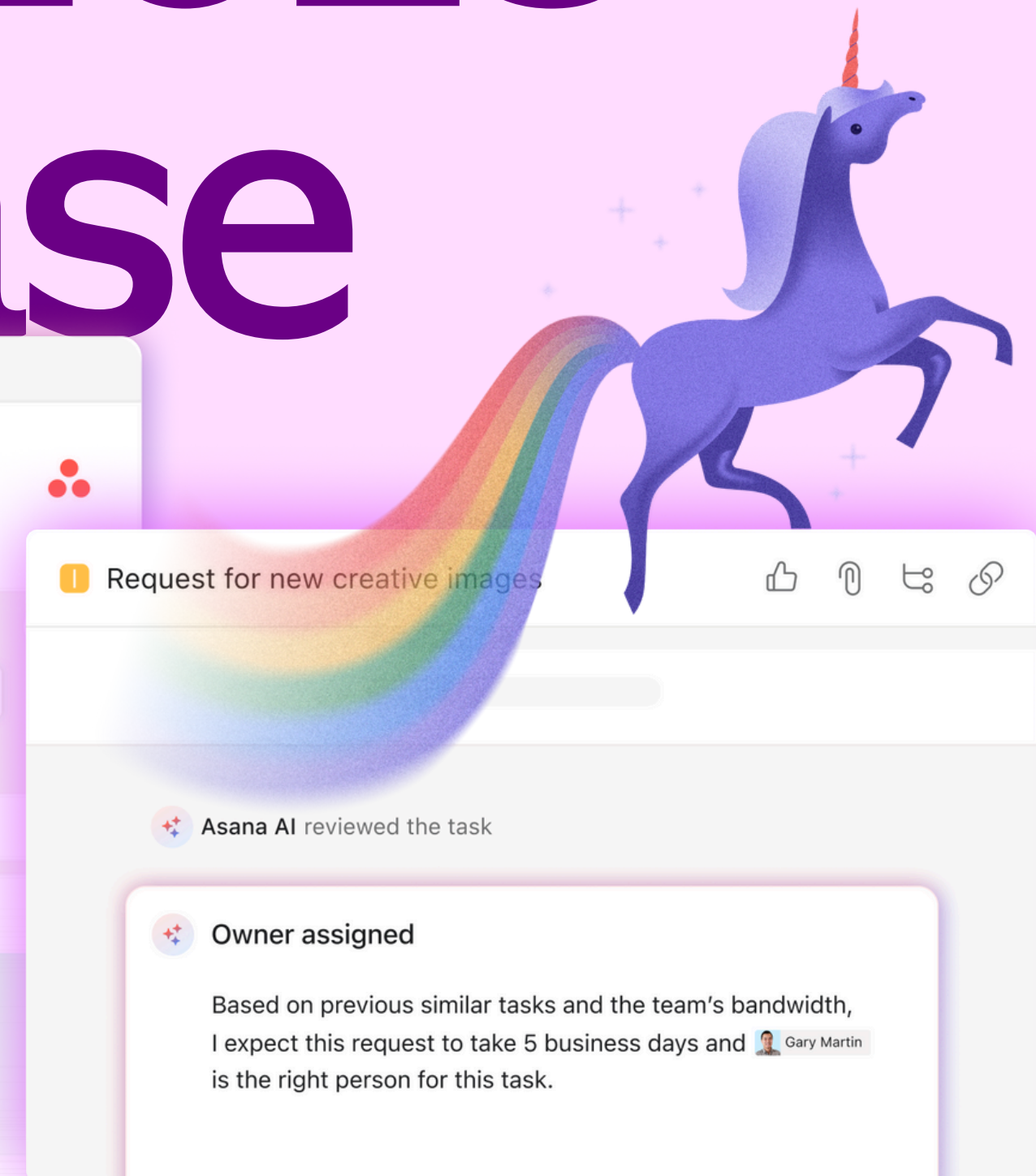
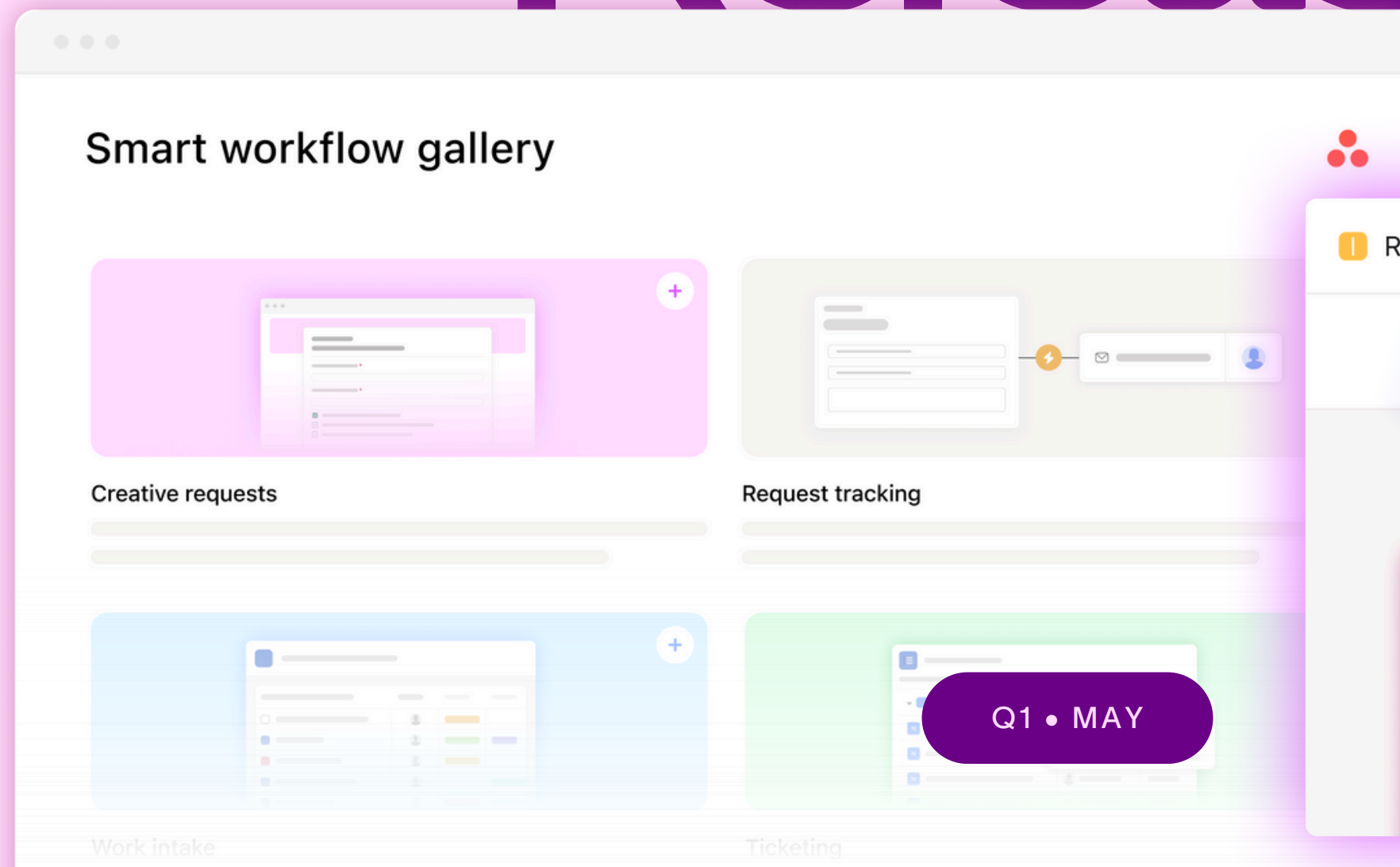


# Spring 2025 Release



# Table of contents

[VIEW SECTION ↓](#)

Project management

[VIEW SECTION ↓](#)

Asana AI

[VIEW SECTION ↓](#)

Request tracking

[VIEW SECTION ↓](#)

Business reviews & reporting

[VIEW SECTION ↓](#)

Integrations

[VIEW SECTION ↓](#)

Strategic planning & portfolio management

[VIEW SECTION ↓](#)

Team onboarding & development

[VIEW SECTION ↓](#)

Enterprise security & controls

SPRING RELEASE 2025

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# Project management





# Project management

[LEARN MORE →](#)

- ✓ **Smart workflow gallery**  
Get started fast with prebuilt AI workflows
- ✓ **Prebuilt AI rules**  
Deploy prebuilt AI rules in a few clicks to automate steps
- ✓ **Rule activity log**  
Monitor workflow performance and troubleshoot issues
- ✓ **Bulk manual triggers**  
Manually trigger multiple automations simultaneously for better control
- ✓ **Script actions**  
Build powerful custom automations in rules
- ✓ **Autoshifting improvements for tasks with dependencies**  
Keep project timelines up to date with downstream dependency shifting

2023 Annual Planning

Overview

List

Board

Timeline

Calendar

Gantt

▼ In progress

✓

Map strategic questions

Wednesday

Operations

✓

Analyze 2022 performance

Friday

Analytics

✓

Schedule kickoff

Sept 8

Operations

▼ Complete

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

[RESOURCES →](#)



## Overview

Standardize best practices and move faster with prebuilt AI workflows you can tailor to your team. Smart workflows for ticketing, request tracking, creative requests, and work intake are available now, with more launching for key teams across your organization through July.



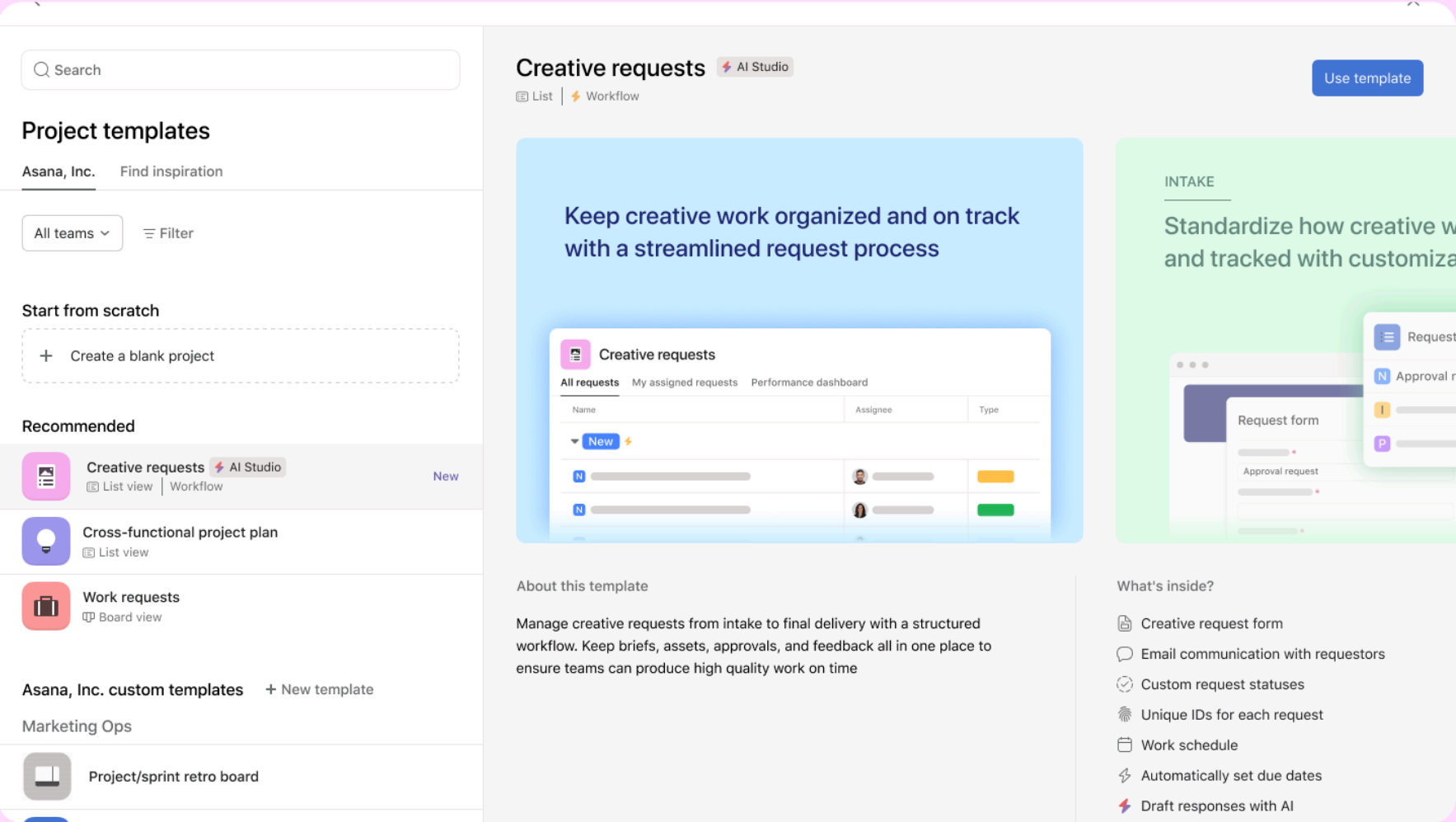
## Key benefits

- 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

- Request tracking
- Ticketing
- Creative requests
- Work intake



## How it works

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

# Deploy prebuilt AI rules in a few clicks

[RESOURCES →](#)



## Overview

Boost efficiency with prebuilt AI rules from the rule library that help you rename, summarize, triage, and more. Customize them in AI Studio to fit your workflow.



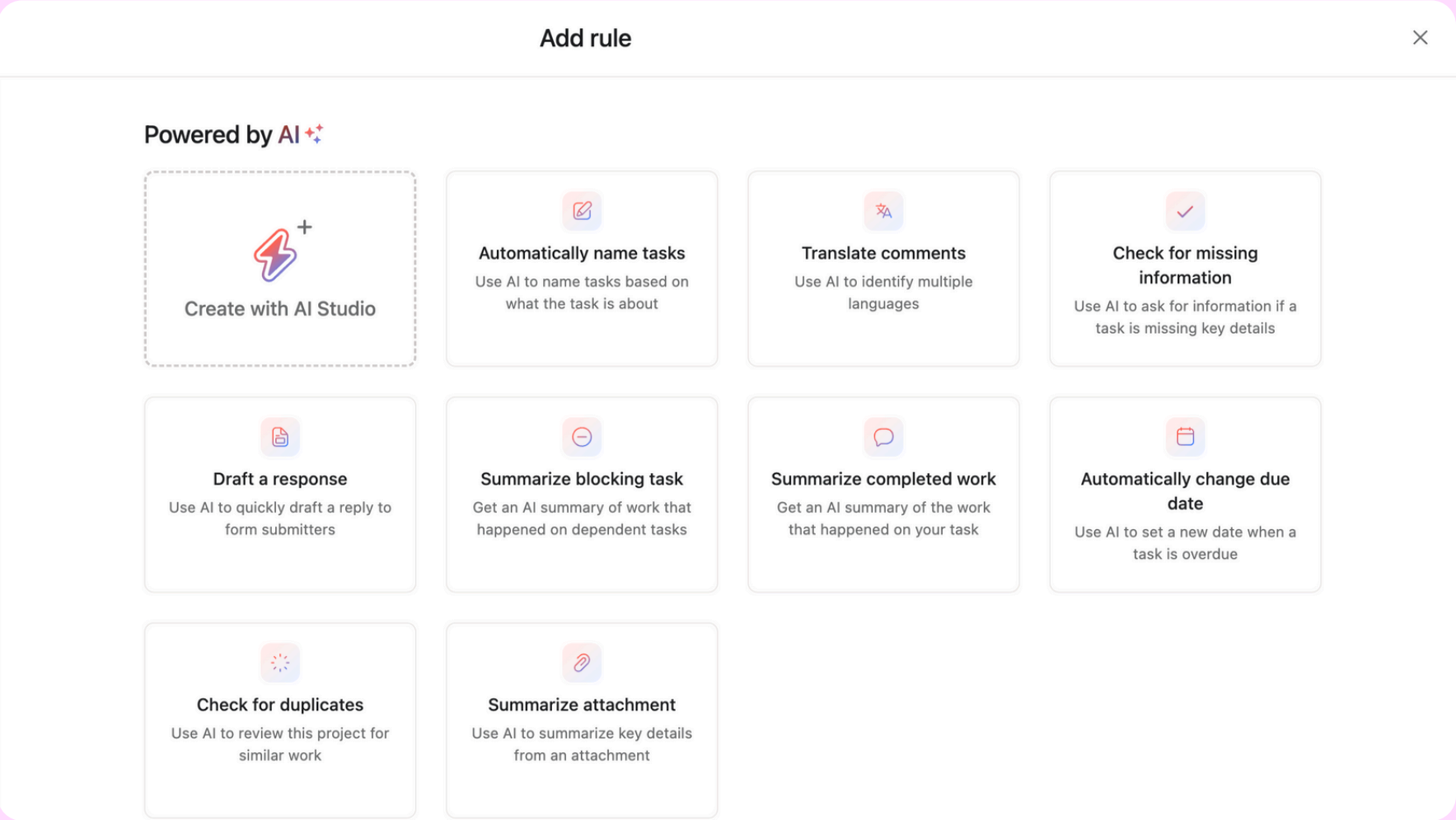
## Key benefits

- Save time with ready-to-use AI rules for common workflows
- Enhance processes with automations tailored to your team
- Customize rules by editing AI instructions for greater control



## Key use cases

- Request tracking
- Product launches
- Creative requests
- Work intake



## How it works

Choose a prebuilt AI rule from the gallery, add it to your project, and tailor the AI instructions to fit your workflow.

# Monitor workflow performance and troubleshoot issues with the rule activity log

[RESOURCES →](#)



## Overview

Monitor and improve automation performance with rule history, a centralized log that tracks activity, helps resolve errors, and supports optimization of rules including AI-powered workflows.



## Key benefits

- Quickly troubleshoot issues by seeing which rules ran and what actions were taken
- Strengthen governance with clear visibility into automation activity across your organization



## Key use cases

- Troubleshooting automation workflows
- Auditing rule executions

Task Assigner

Rule History

Executions7

AI credits used148,403 / 2,500,000

Success rate100%

Filters: 2 X

History type: Rule executions X

Status: Success X

Status	Object
Success	Prepare budget estimates Task · 11/03/2024 · 1:45pm
Success	Conduct risk assessment Task · 11/03/2024 · 1:45pm User feedback
Success	Review project milestones Task · 11/03/2024 · 1:45pm User feedback
Success	Organize team meeting schedule Task · 11/03/2024 · 1:45pm
Success	Very important task name Task · 11/03/2024 · 1:45pm
Success	Very important task name Task · 11/03/2024 · 1:45pm
Success	Very important task name

Prepare budget estimates

Triggered byCaleb Williams

Date and time11/03/2024 · 1:45pm

StatusSuccess

Credits used32,446

Activity LLM thoughts

Loaded relevant content

AI loaded 6 objects for this execution

Bugs Triager Matrix

Google Docs

UI Bug Tracker

Eng Backlog

Roles and Respon...

Workday

+2 more

Show all

AI-powered action

Task Moved to "In Progress" section

Detailed thoughts

Do this

Task Assigned toCaleb Williams

Show 84 more steps

AI-powered action

Sent email to customer support

AI-powered action

Changed Custom Field to "Value A"

## How it works

Access rule history by editing any rule and clicking the "View rule history" link at the top of the rule builder to see a detailed log of executions, including status, time, affected tasks, and actions taken.

# Manually trigger multiple automations simultaneously for better control

[RESOURCES →](#)



## Overview

Run manually triggered rules on multiple tasks at once from the bulk task bar in list view, making it easier to apply automation actions to batches of tasks simultaneously.



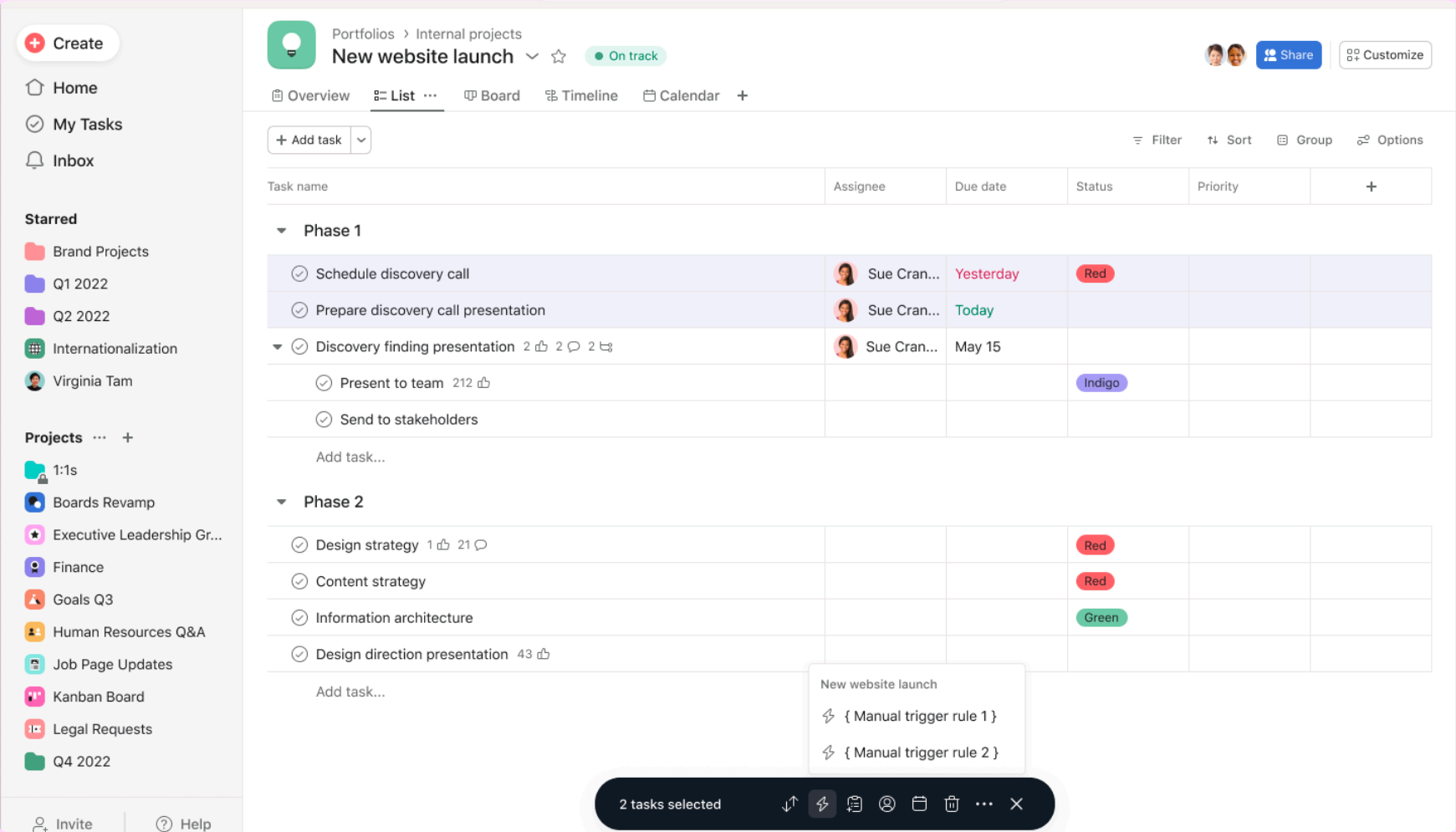
## Key benefits

- Save time by applying rule actions to up to 50 tasks at once instead of one at a time
- Reduce repetitive work with streamlined batch automation
- Maintain control with manual activation of rules when you need them



## Key use cases

- Project management
- Strategic planning
- Work intake



## How it works

Select multiple tasks in list view, click the rules icon in the bulk task bar, and choose which manual rule trigger to apply to all selected tasks.

# Build powerful custom automations with script actions in rules

[RESOURCES →](#)



## Overview

Create custom automations with script actions that let developers write and host code directly in Asana for deeper workflow customization without external hosting.



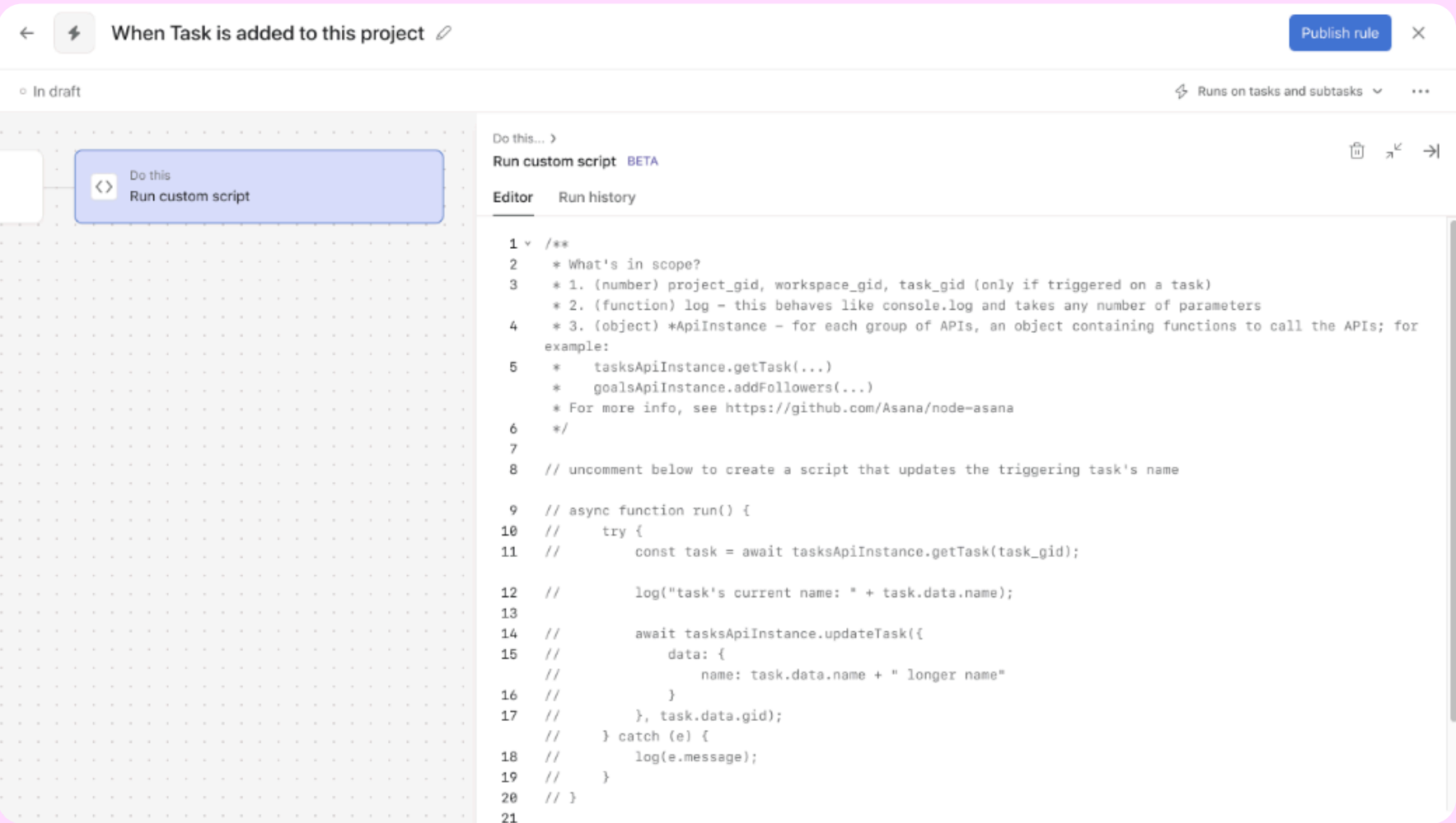
## Key benefits

- Save time by hosting custom automations in Asana instead of external services
- Enhance flexibility with tailored scripts using the Asana API
- Ensure security with user-scoped actions and automatic token management



## Key use cases

- Custom workflow automation
- Cross-project data sync
- Advanced reporting and notifications



## How it works

In the rule builder, select "Run custom script" as your action, write your Node.js code to interact with the Asana API, and authorize access to enable the script to run automatically when the rule is triggered.

# Keep project timelines up to date with downstream dependency shifting

RESOURCES →



## Overview

Manage timelines more efficiently with improved dependency shifting that updates only downstream tasks, works across all project views, and includes simplified settings in the modal.



## Key benefits

- Save time by automatically shifting only affected downstream tasks
- Keep projects moving with consistent dependency behavior in every view
- Easily adjust dependency settings without leaving your workflow



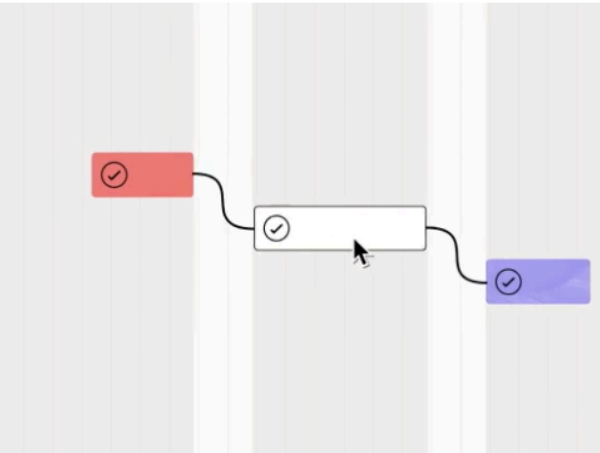
## Key use cases

- Project management
- Timeline planning
- Cross-functional coordination

### Dependency date shifting

Select how dates shift for tasks with dependencies in this project. For more visit [Asana's dependencies guide](#).

- ☒ **Maintain buffer**  
Maintain the amount of time between dependent tasks.
- ☐ **Consume buffer**  
Consume the amount of time between dependent tasks unless there's a conflict.
- ☐ **None**  
Ignore the amount of time between dependent tasks, even if there's a conflict.



Update project settings to manage how due dates are set for tasks with dependencies.

Project settings

### How it works

When changing a task date in any project view, the system will only shift dependent downstream tasks if "Maintain buffer" is selected in project settings, and you can change settings directly from the date change modal.

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# Asana AI





## Smart workflow gallery

Get started fast with prebuilt AI workflows



## Prebuilt AI rules

Deploy prebuilt AI rules in a few clicks to automate steps



## Asana AI can read docs

Build better automation and unlock deeper context with AI that reads and analyzes your documents



## Asana AI can search the web and read web links

Access real-time information with AI-powered web search and link reading



## Asana AI can reference goals, portfolios, and workload

Let AI handle more busywork by connecting it to your team's work



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

[RESOURCES →](#)



## Overview

Standardize best practices and move faster with prebuilt AI workflows you can tailor to your team. Smart workflows for ticketing, request tracking, creative requests, and work intake are available now, with more launching for key teams across your organization through July.



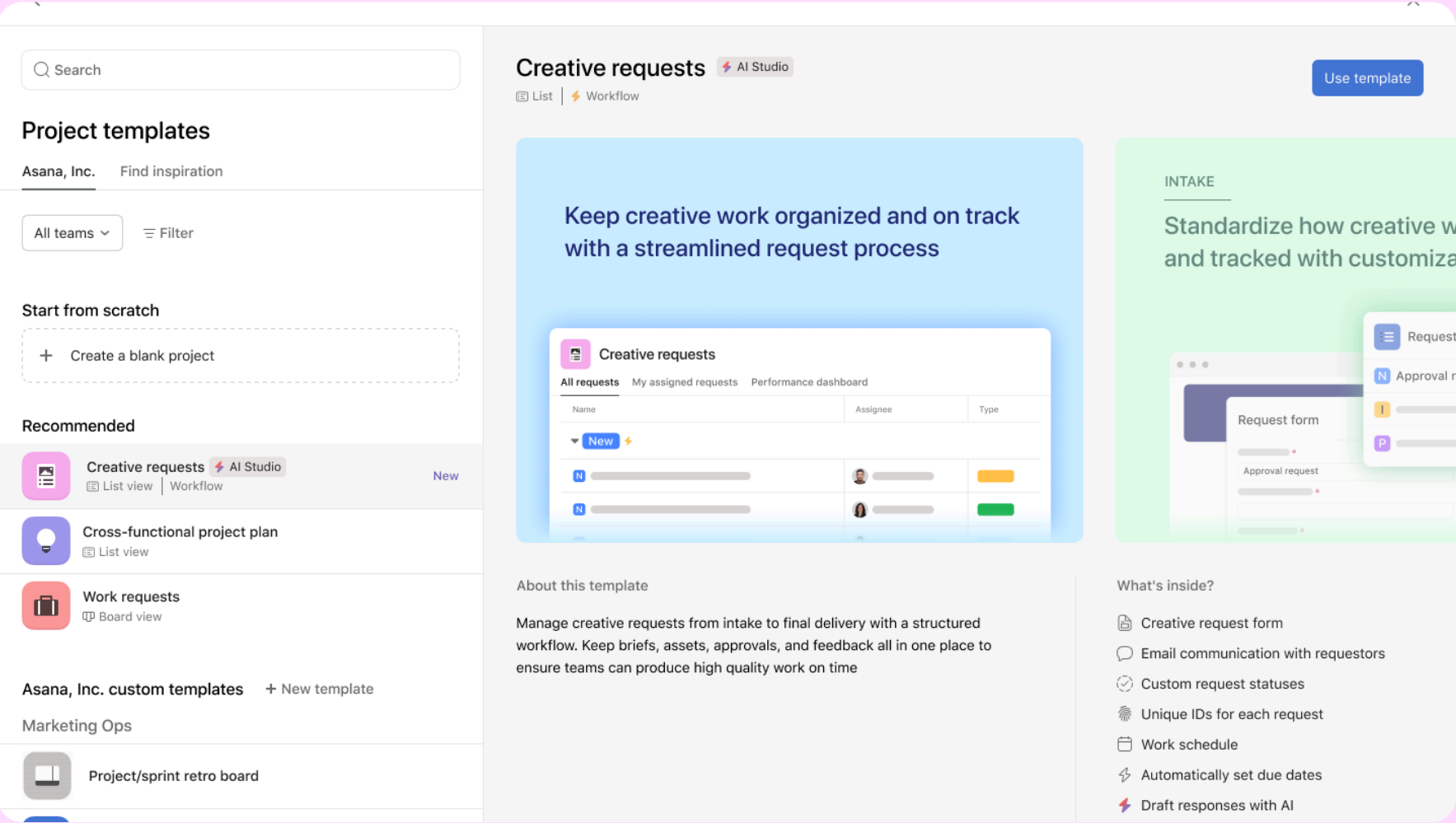
## Key benefits

- 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

- Request tracking
- Ticketing
- Creative requests
- Work intake



## How it works

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

# Deploy prebuilt AI rules in a few clicks

[RESOURCES →](#)



## Overview

Boost efficiency with prebuilt AI rules from the rule library that help you rename, summarize, triage, and more. Customize them in AI Studio to fit your workflow.



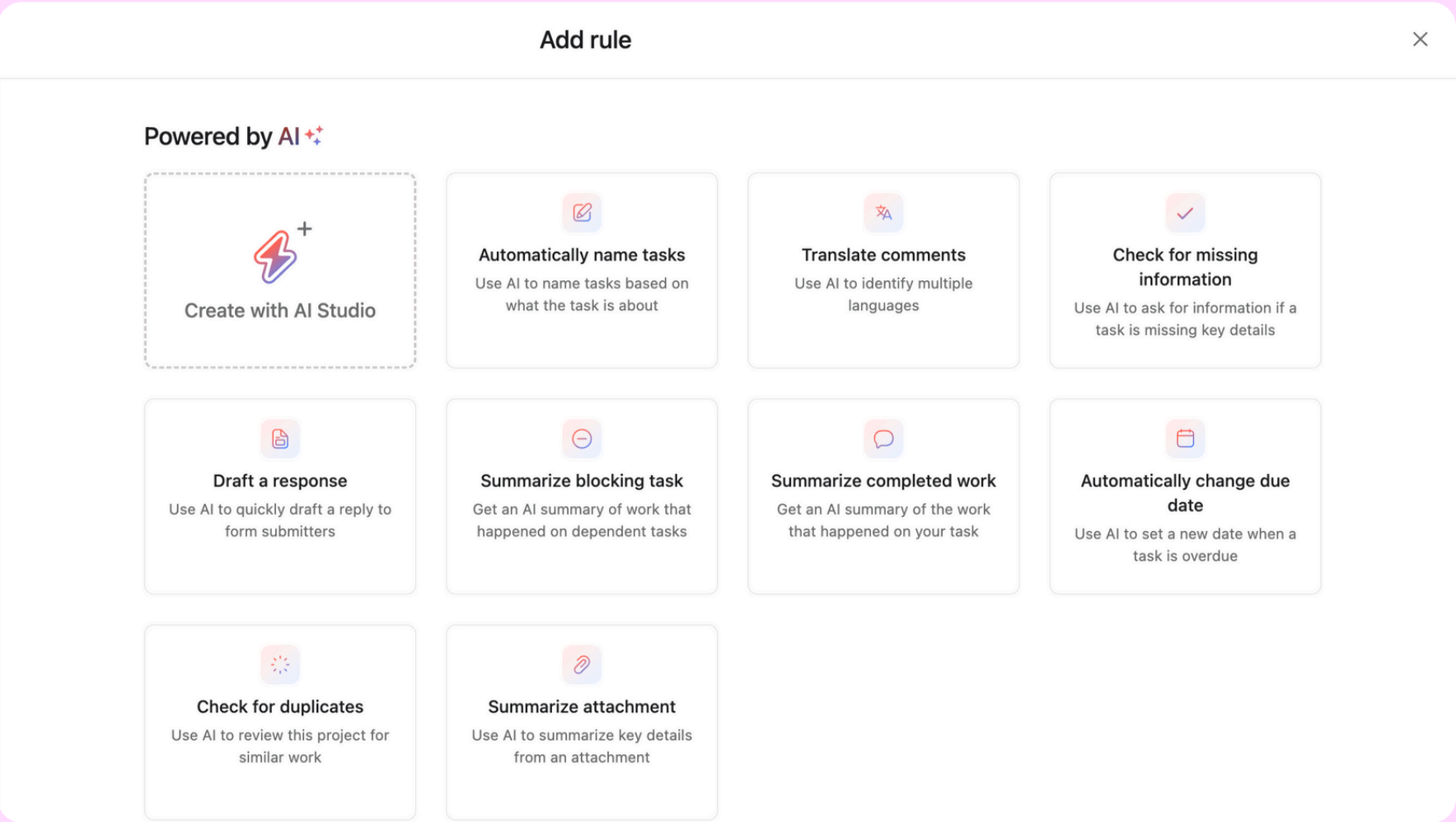
## Key benefits

- Save time with ready-to-use AI rules for common workflows
- Enhance processes with automations tailored to your team
- Customize rules by editing AI instructions for greater control



## Key use cases

- Request tracking
- Product launches
- Creative requests
- Work intake



## How it works

Choose a prebuilt AI rule from the gallery, add it to your project, and tailor the AI instructions to fit your workflow.

# Build better automation and unlock deeper context with AI that reads and analyzes your documents

RESOURCES →



## Overview

Asana AI can now read attachments from Google Drive, OneDrive, and SharePoint, enabling more comprehensive insights and automation using content beyond Asana.



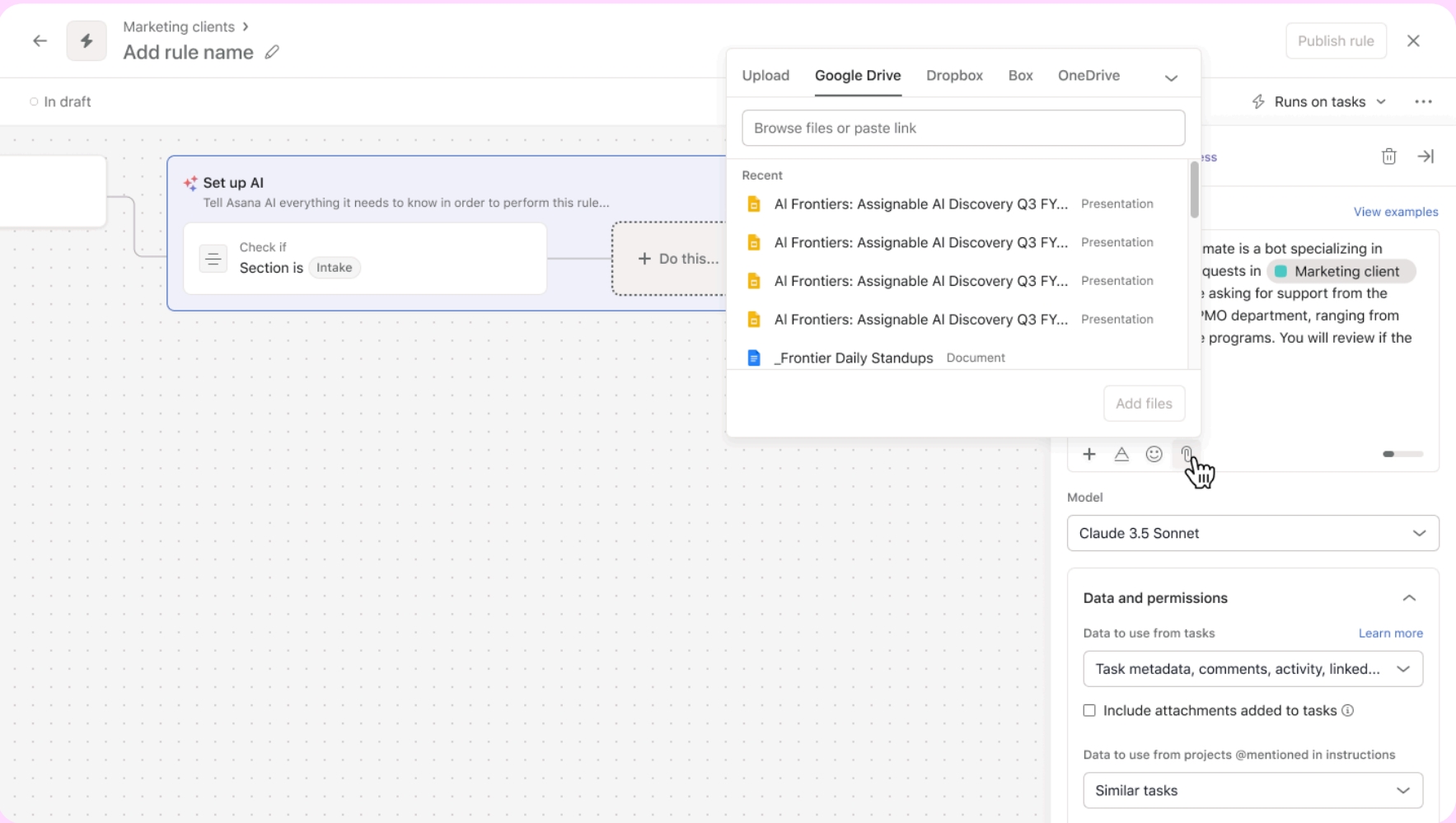
## Key benefits

- Enhance AI accuracy with context-rich document analysis
- Streamline workflows by having AI read reference materials directly from where you already store them



## Key use cases

- Work intake
- Creative production
- Campaign planning
- Strategic planning
- Product launches



## How it works

Add attachments from Google Drive, OneDrive, or SharePoint to tasks or AI Studio guidance blocks. When AI features run, they'll automatically read and analyze the content from these attachments to provide more comprehensive insights.

# Access real-time information with AI-powered web search and link reading

[RESOURCES →](#)



## Overview

AI Studio can now search the web and read public URLs to access up-to-date information when executing workflows, enabling teams to make decisions based on the latest data without leaving Asana.



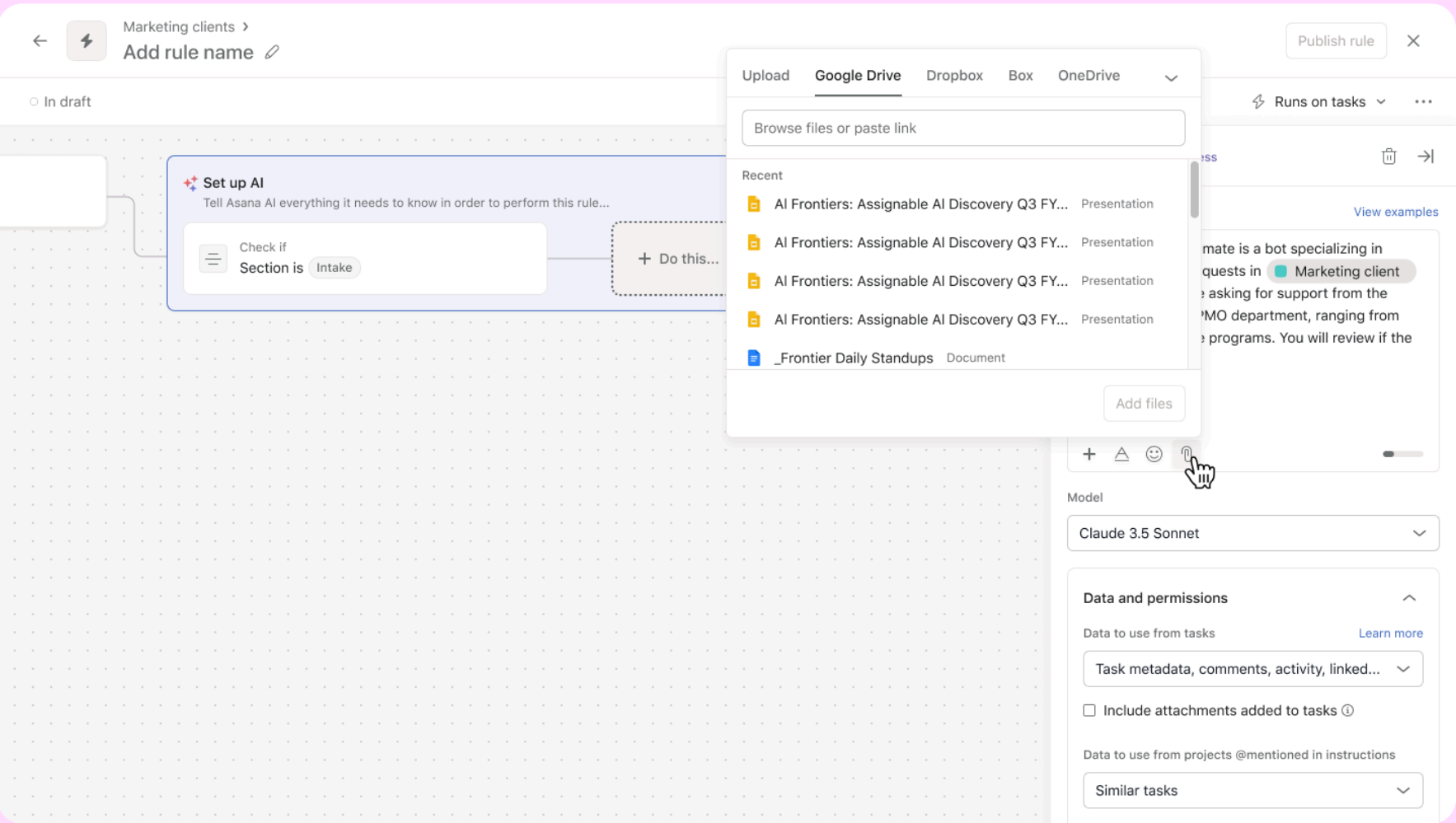
## Key benefits

- Get more accurate results with real-time web insights built into your workflows
- Save time by automating research that used to be manual
- Make informed decisions with data from Asana and beyond



## Key use cases

- Research prospects before outreach
- Review past client campaigns
- Track trends and competitors
- Enrich tasks with web content



## How it works

Admins enable web access in the admin console, then users can include web search capabilities in AI Studio workflows. When a workflow runs, AI will search the web or read linked URLs as needed, providing citations for the information it retrieves.

# Let AI handle more busywork by connecting it to your team’s work

RESOURCES →



## Overview

AI Studio now lets you reference related work and teams such as goals, portfolios, and workload to make AI actions more powerful and contextually aware.



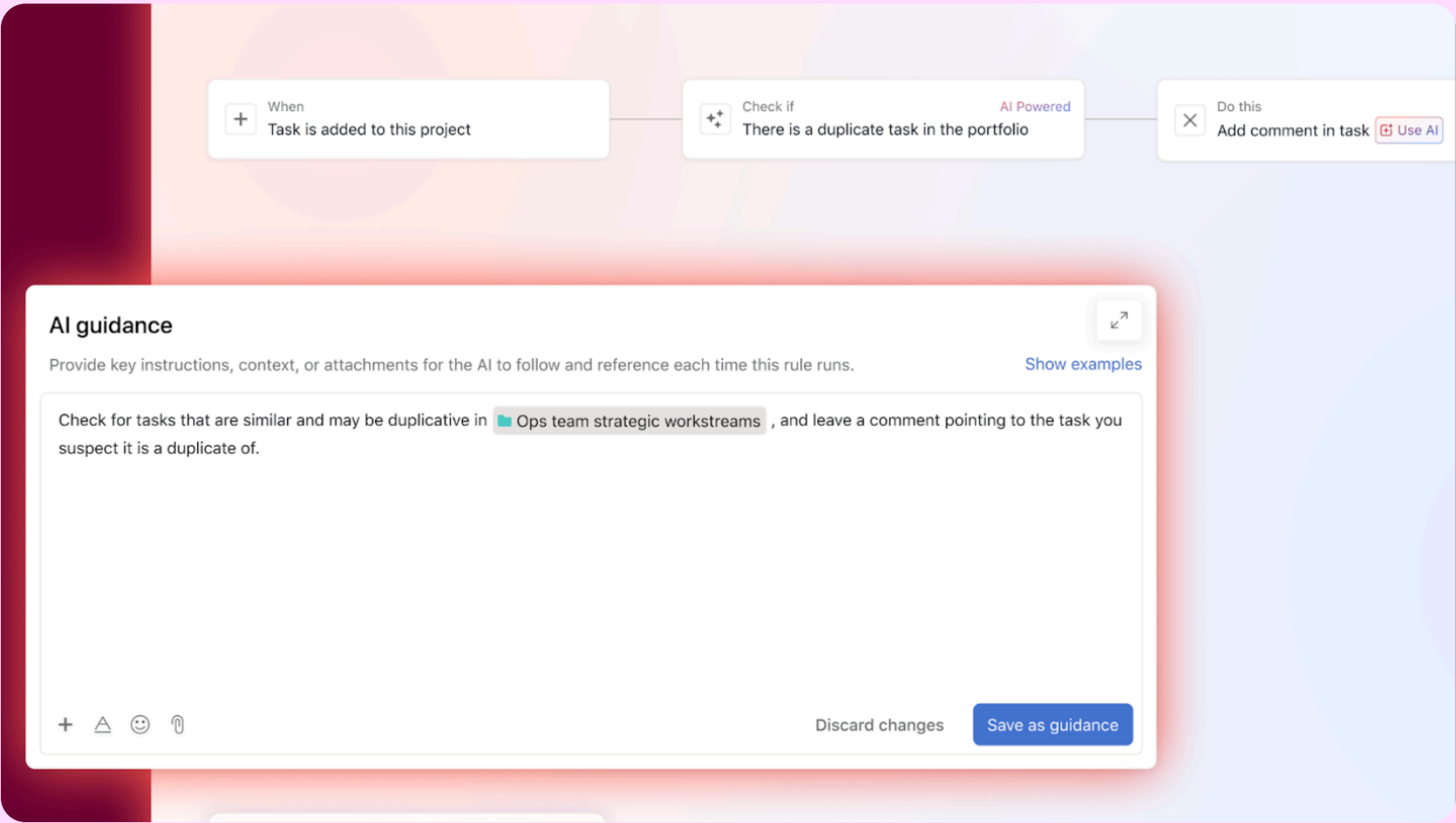
## Key benefits

- Create more efficient workflows by connecting AI to goals, projects, and workload
- Automatically assign tasks based on team capacity and availability
- Maintain alignment by linking tasks to goals and key priorities



## Key use cases

- Strategic planning
- Portfolio management
- Resource management



## How it works

Simply @mention teams and goals in your rule instructions, or paste a workload URL to give AI access to these objects. For workloads, AI can analyze team capacity to make intelligent assignment decisions.

SPRING RELEASE 2025

# Request tracking

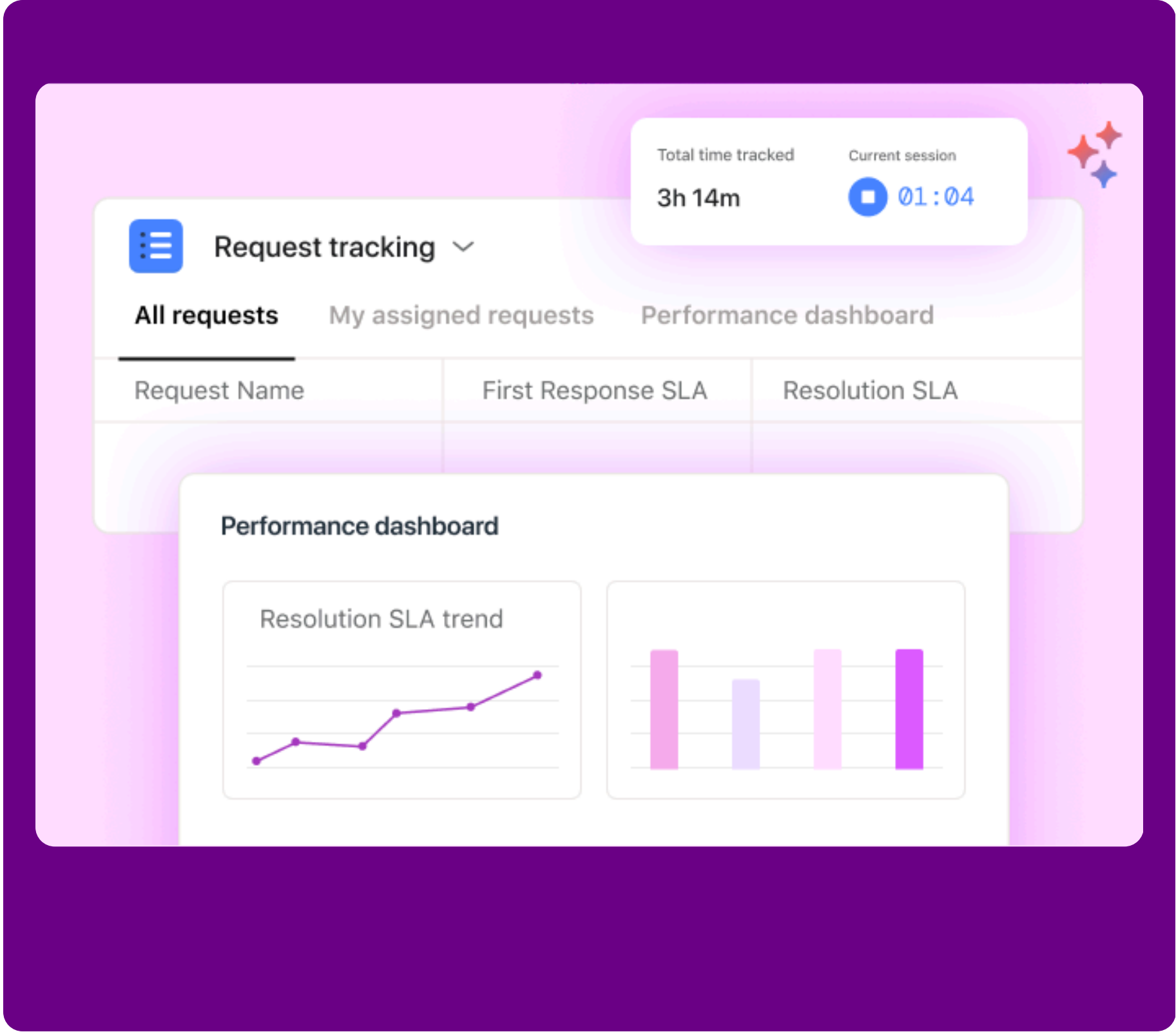




# Request tracking

[LEARN MORE →](#)

- ✓ **Smart workflow gallery**  
Get started fast with prebuilt AI workflows
- ✓ **Request tracking and ticketing**  
Streamline requests from intake to resolution
- ✓ **SLA reporting**  
Track SLAs to improve performance
- ✓ **Prebuilt AI rules**  
Deploy prebuilt AI rules in a few clicks to automate steps



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

[RESOURCES →](#)



## Overview

Standardize best practices and move faster with prebuilt AI workflows you can tailor to your team. Smart workflows for ticketing, request tracking, creative requests, and work intake are available now, with more launching for key teams across your organization through July.



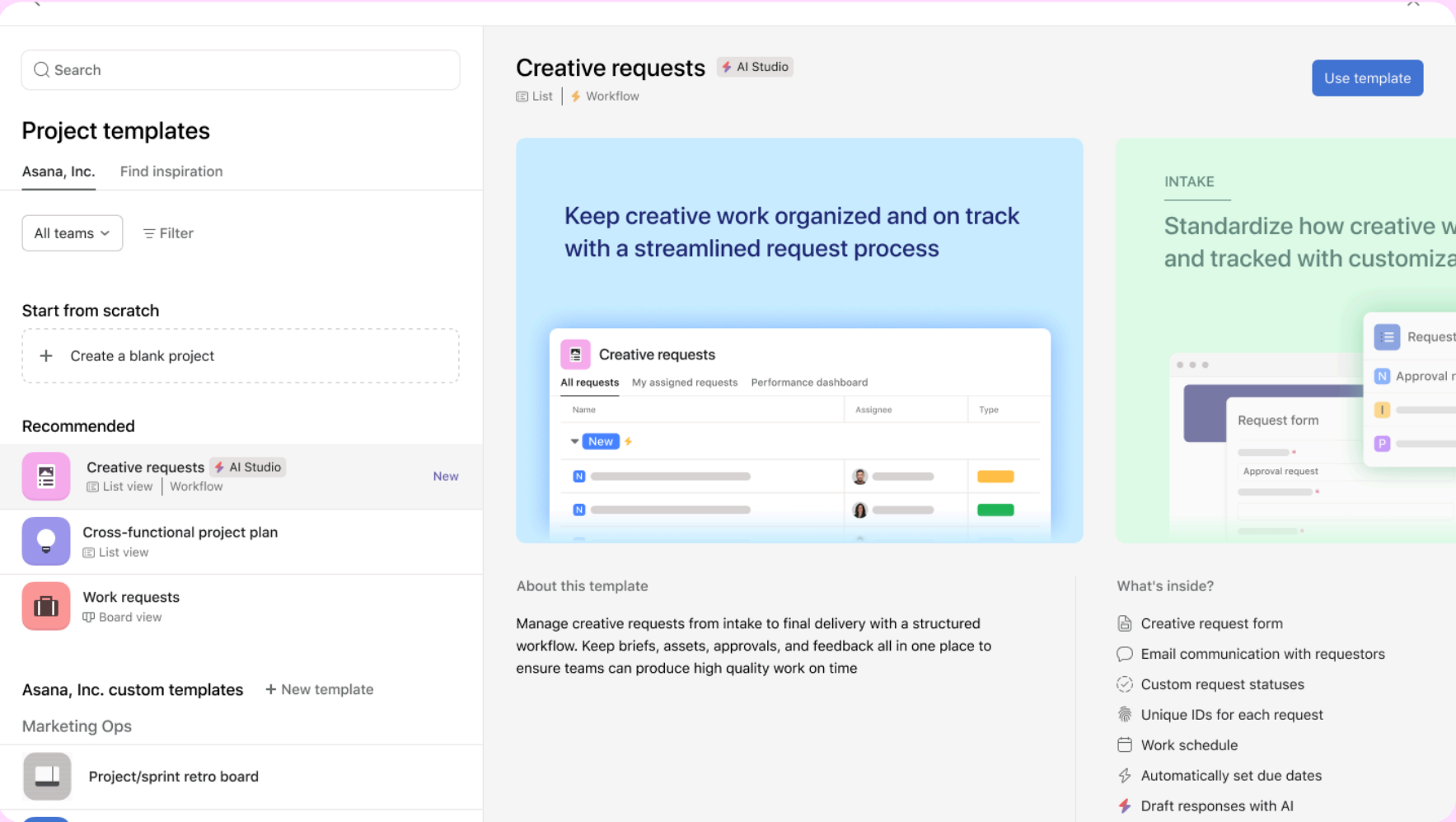
## Key benefits

- 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

- Request tracking
- Ticketing
- Creative requests
- Work intake



## How it works

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

# Streamline requests from intake to resolution with end-to-end request tracking and ticketing

[RESOURCES →](#)



## Overview

Asana’s request tracking and ticketing capabilities offer a complete solution for managing high-volume request workflows. With SLA timers, custom statuses, and built-in requester communication, teams can efficiently track, prioritize, and resolve incoming requests in one centralized system.

Templates for ticketing, request tracking, creative requests, and work intake help teams get started fast and standardize workflows across use cases.



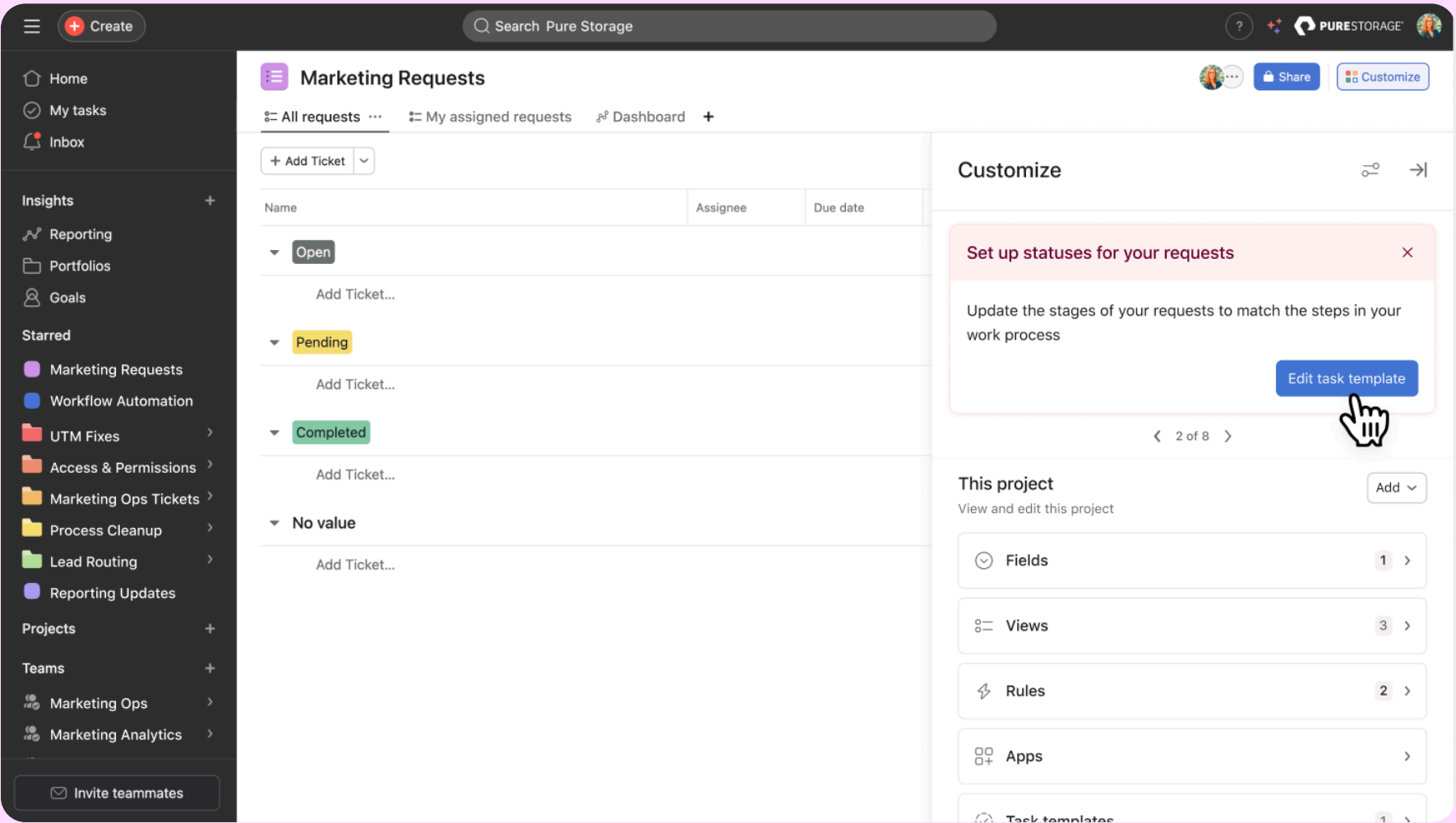
## Key benefits

- Stay accountable with real-time response and resolution tracking
- Standardize workflows with custom task types and statuses
- Communicate with requesters, even without an Asana account
- Monitor performance with SLA and resolution time reporting



## Key use cases

- IT help desk
- Creative request management
- PMO work intake
- Internal service teams



## How it works

Start with a prebuilt template, then customize intake forms, statuses, and SLA timers. Use automation to route requests, flag deadlines, and update requesters, while maintaining full visibility into performance.

# Track SLAs to improve performance

[RESOURCES →](#)



## Overview

Timer custom fields track SLA countdowns and flag breaches. SLA reporting builds on this by visualizing timer data, surfacing key trends, and helping teams track performance at scale.



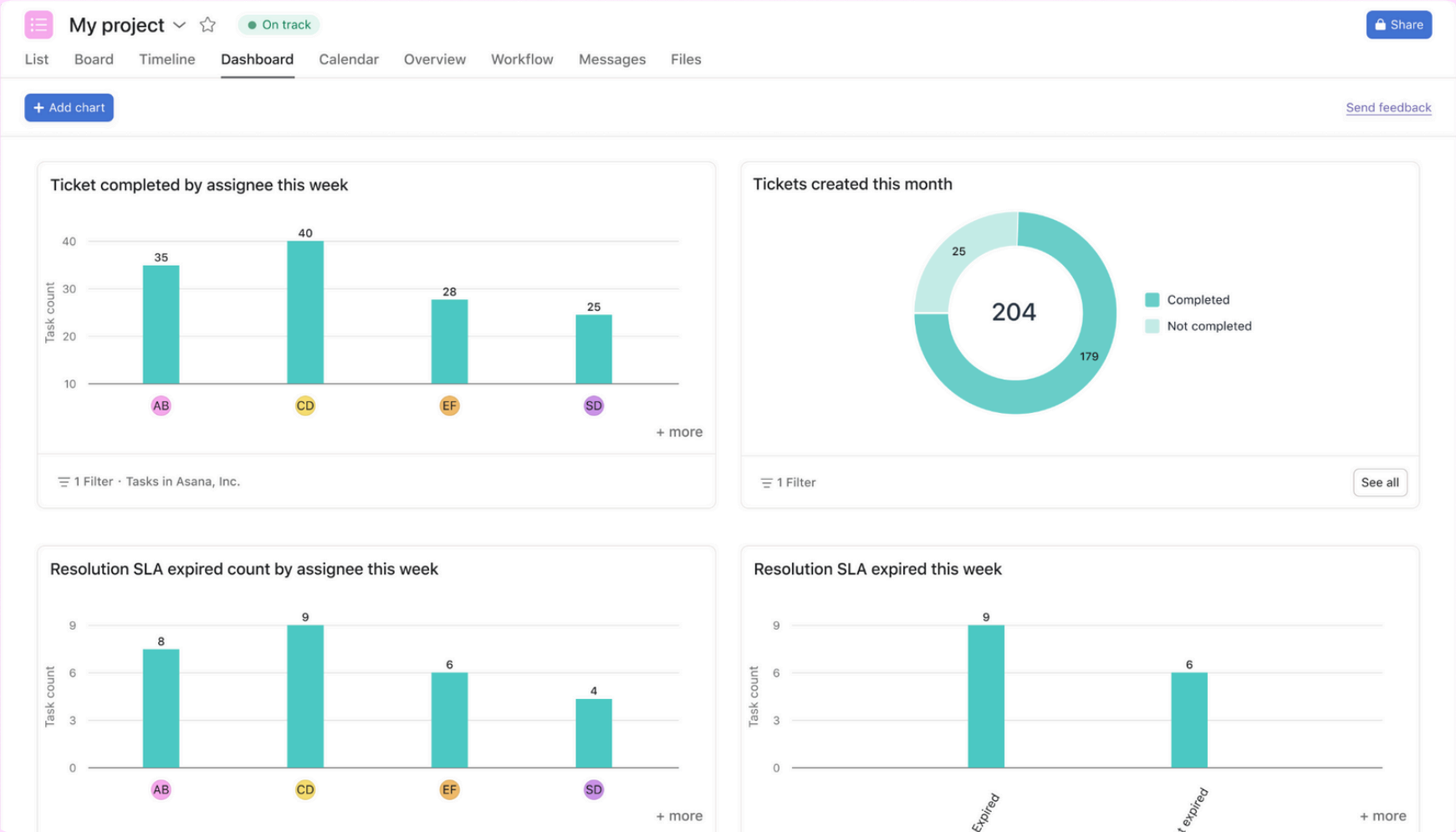
## Key benefits

- Meet SLAs with real-time visibility into response and resolution times
- Improve team performance by identifying and addressing bottlenecks
- Make informed decisions with clear insights into request trends and workload



## Key use cases

- Ticketing
- Request tracking
- Creative requests
- Work intake



## How it works

Get started with a smart workflow template featuring built-in timers. Set task values to track countdowns and highlight approaching or missed deadlines to keep teams on track.

# Deploy prebuilt AI rules in a few clicks

[RESOURCES →](#)



## Overview

Boost efficiency with prebuilt AI rules from the rule library that help you rename, summarize, triage, and more. Customize them in AI Studio to fit your workflow.



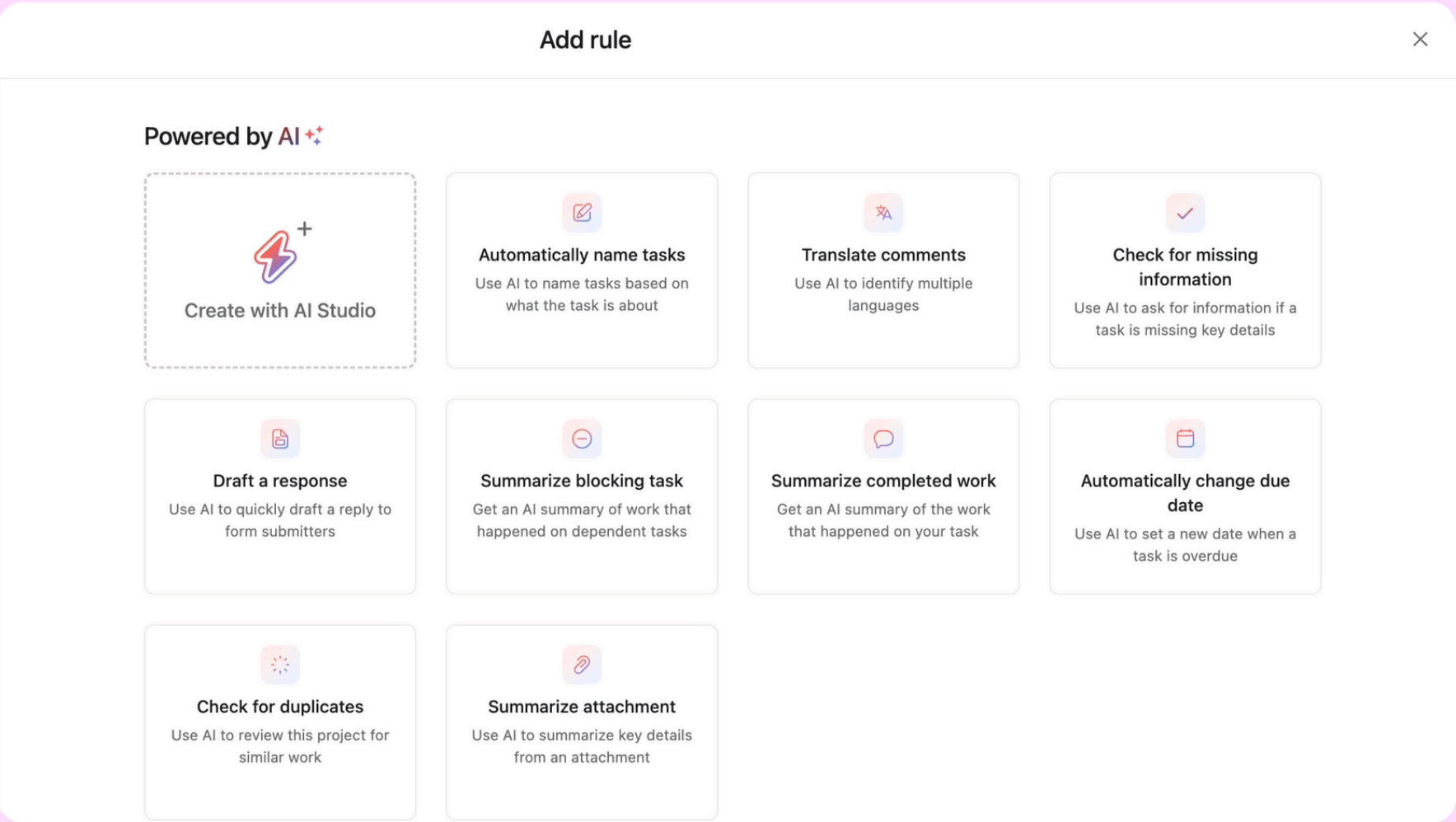
## Key benefits

- Save time with ready-to-use AI rules for common workflows
- Enhance processes with automations tailored to your team
- Customize rules by editing AI instructions for greater control



## Key use cases

- Request tracking
- Product launches
- Creative requests
- Work intake



## How it works

Choose a prebuilt AI rule from the gallery, add it to your project, and tailor the AI instructions to fit your workflow.

SPRING RELEASE 2025

# Business reviews & reporting





# Business reviews and reporting

[RESOURCES →](#)



## Team sharing on dashboards

Share dashboards with teams for better cross-functional alignment



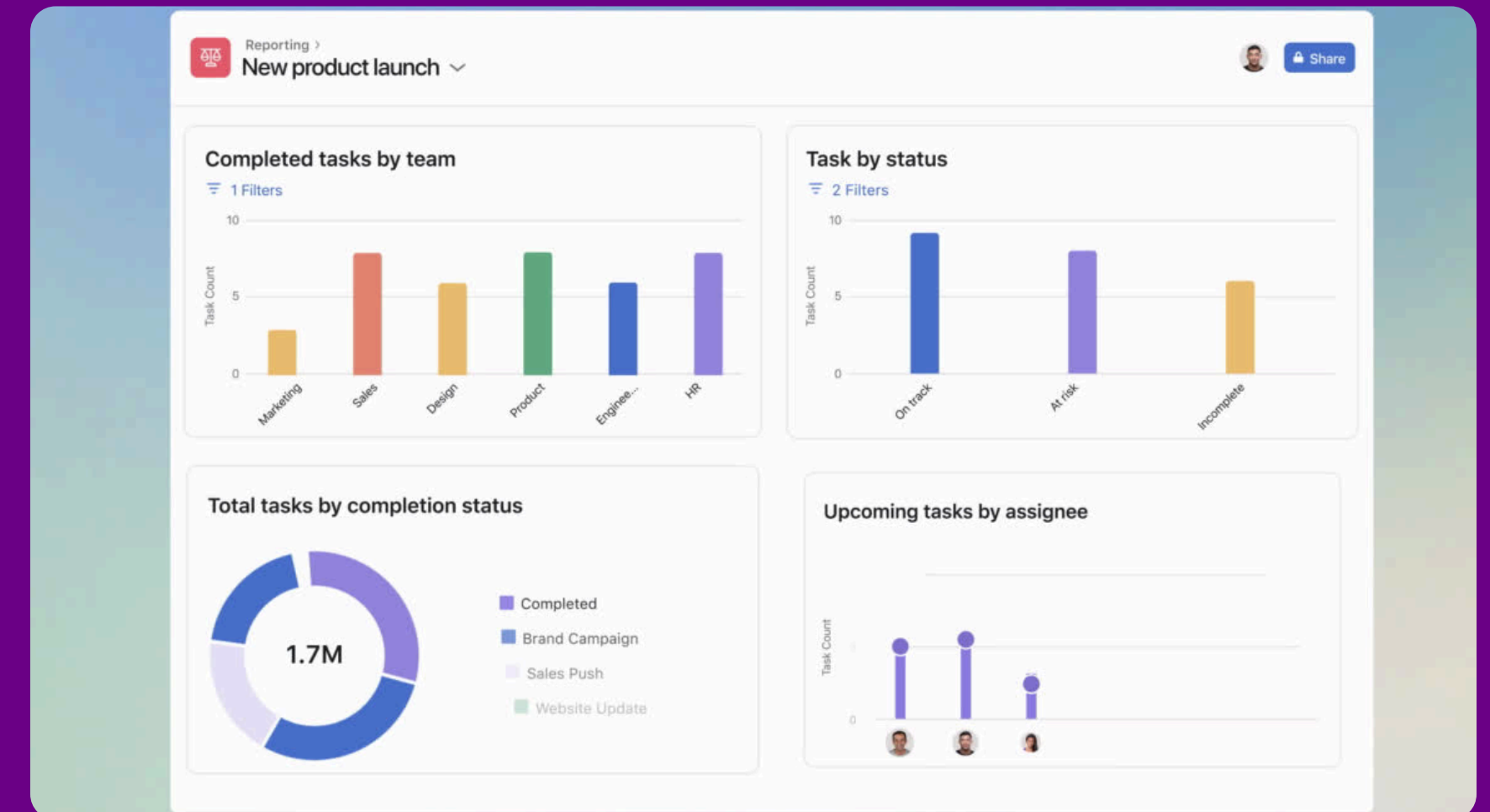
## Collaborative status updates

Collaborate on status updates to get the complete picture



## SLA reporting

Track SLAs to improve performance



Share dashboards with teams for better cross-functional alignment

RESOURCES →

### Overview

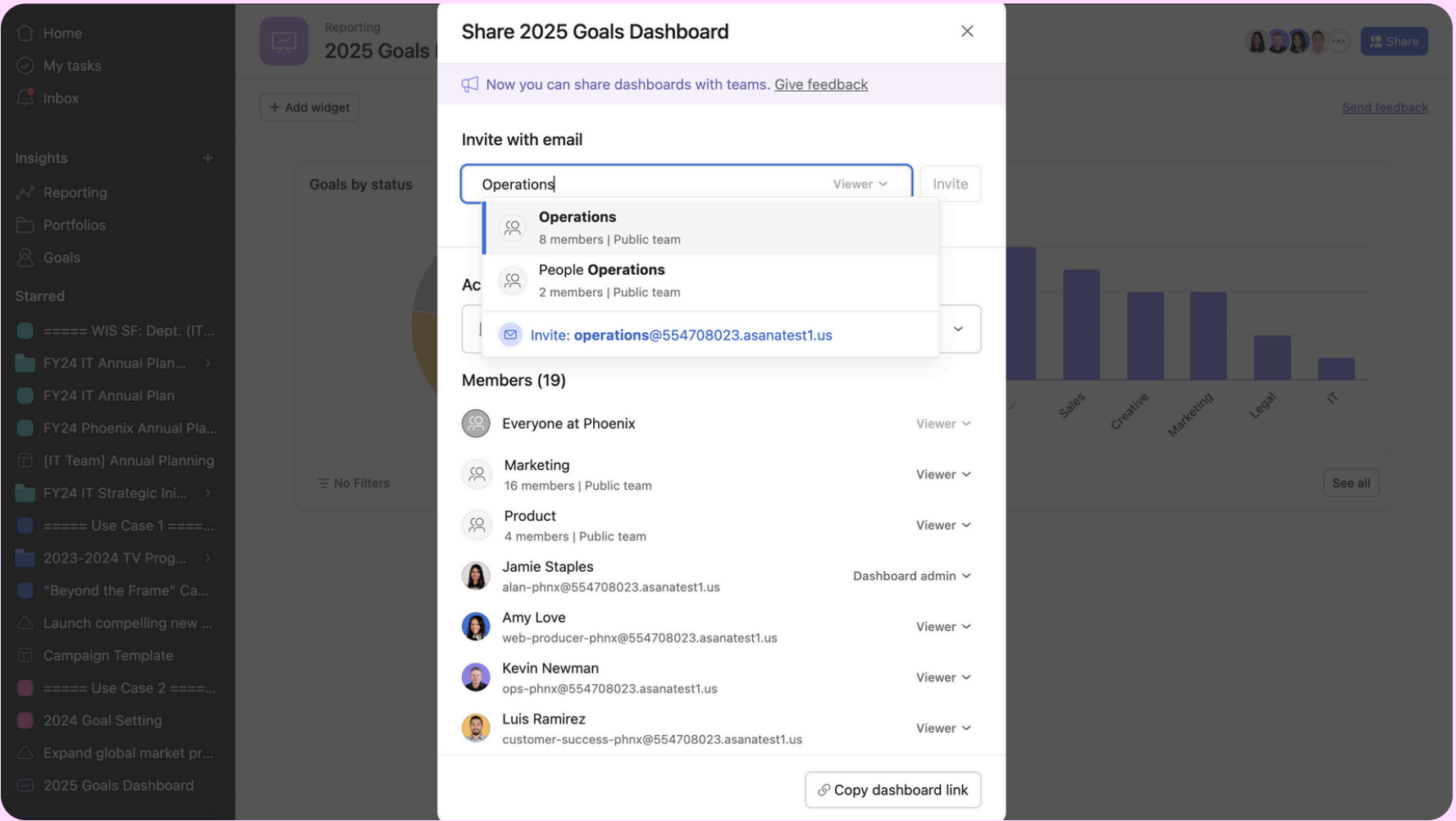
Enhance collaboration by sharing dashboards with teams and across your organization, making it easy to distribute key insights and metrics.

- 
- ### Key benefits

  - Streamline sharing by granting team-wide access, no need to add individuals manually
  - Make key metrics visible to everyone who needs them
  - Expand visibility while maintaining control with flexible sharing settings

- 
- ### Key use cases

  - Executive reporting
  - Team performance tracking
  - Cross-functional collaboration



How it works

Access dashboard sharing settings, select a team to share with, and choose the appropriate access level to instantly provide visibility to all team members.

# Collaborate on status updates to get the complete picture

[RESOURCES →](#)



## Overview

Draft status updates collaboratively to ensure accuracy and alignment. Add teammates as collaborators on project, portfolio, and goal updates, with all drafts accessible from the status menu.



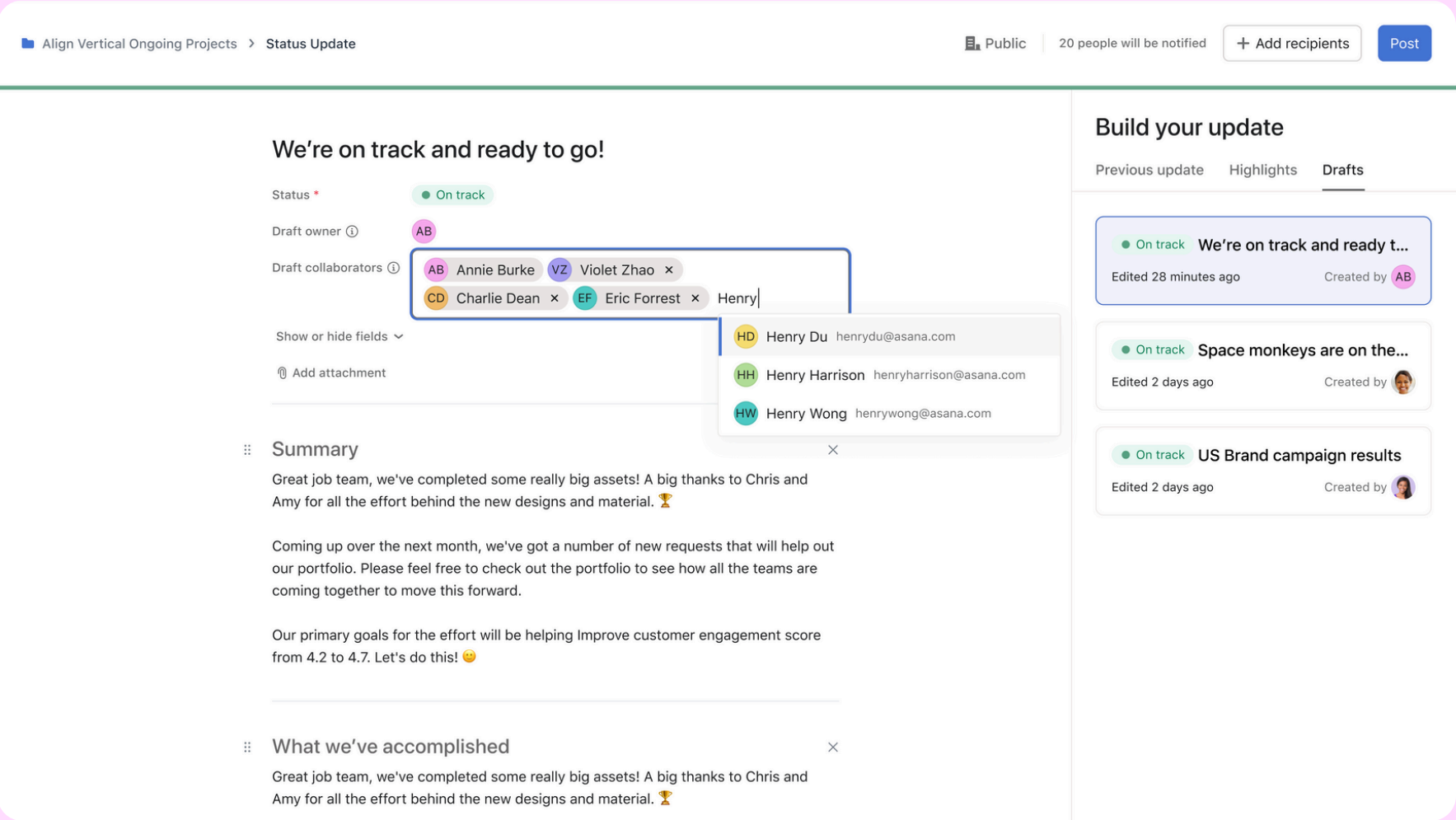
## Key benefits

- Improve the quality of status updates by drafting with the right stakeholders
- Ensure accuracy with collaborative input before sharing broadly
- Save time by co-authoring updates instead of relying on back-and-forth



## Key use cases

- Executive reporting
- Cross-functional project updates
- Business reviews (MBRs, QBRs)



## How it works

Add collaborators to your status update draft who will receive notifications when added. Find all drafts in the status dropdown and work together to refine the update before publishing.

# Track SLAs to improve performance

[RESOURCES →](#)



## Overview

Timer custom fields track SLA countdowns and flag breaches. SLA reporting builds on this by visualizing timer data, surfacing key trends, and helping teams track performance at scale.



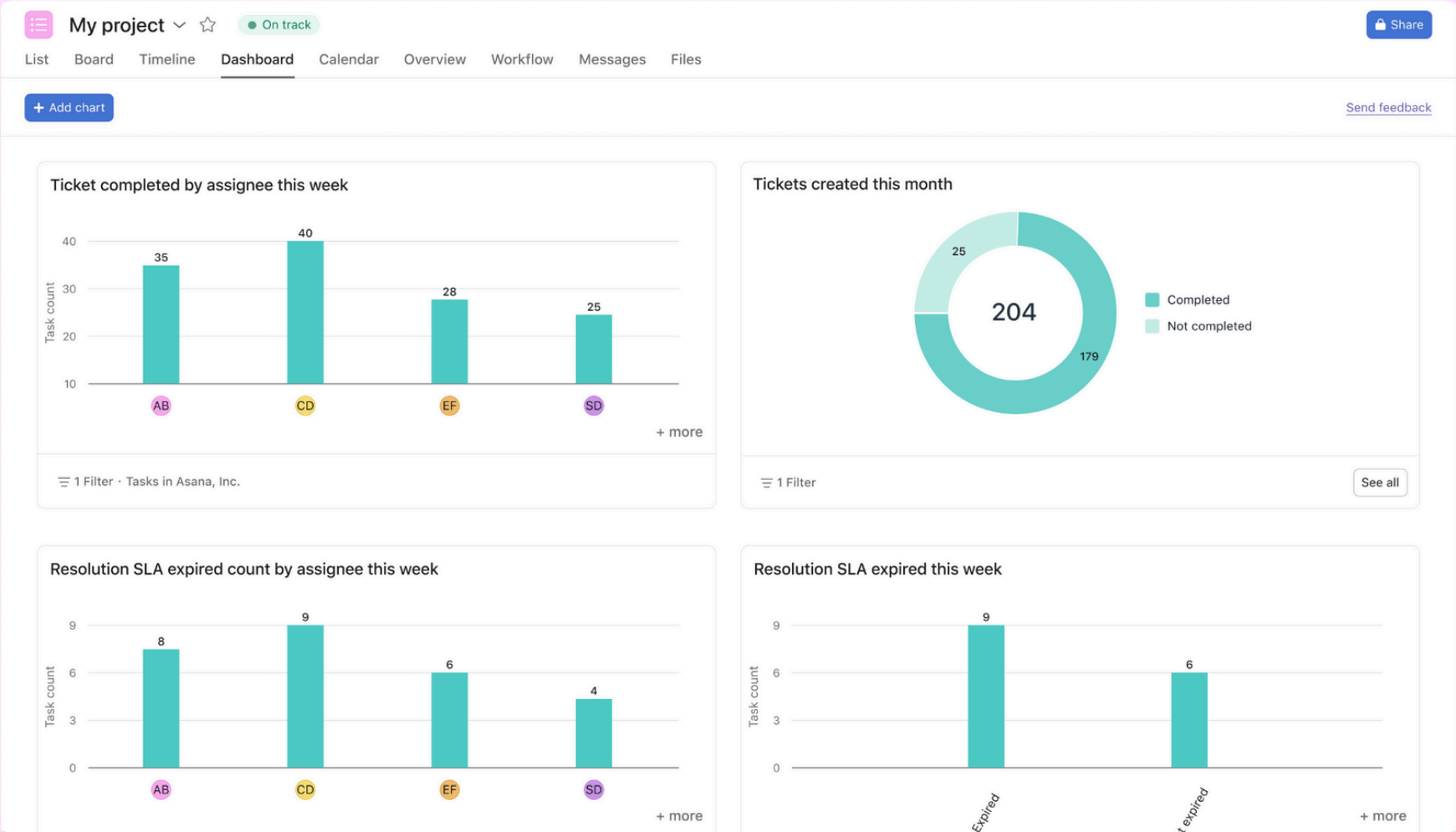
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- Meet SLAs with real-time visibility into response and resolution times
- Improve team performance by identifying and addressing bottlenecks
- Make informed decisions with clear insights into request trends and workload



## Key use cases

- Ticketing
- Request tracking
- Creative requests
- Work intake



## How it works

Get started with a smart workflow template featuring built-in timers. Set task values to track countdowns and highlight approaching or missed deadlines to keep teams on track.

SPRING RELEASE 2025

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# Integrations



# Integrations

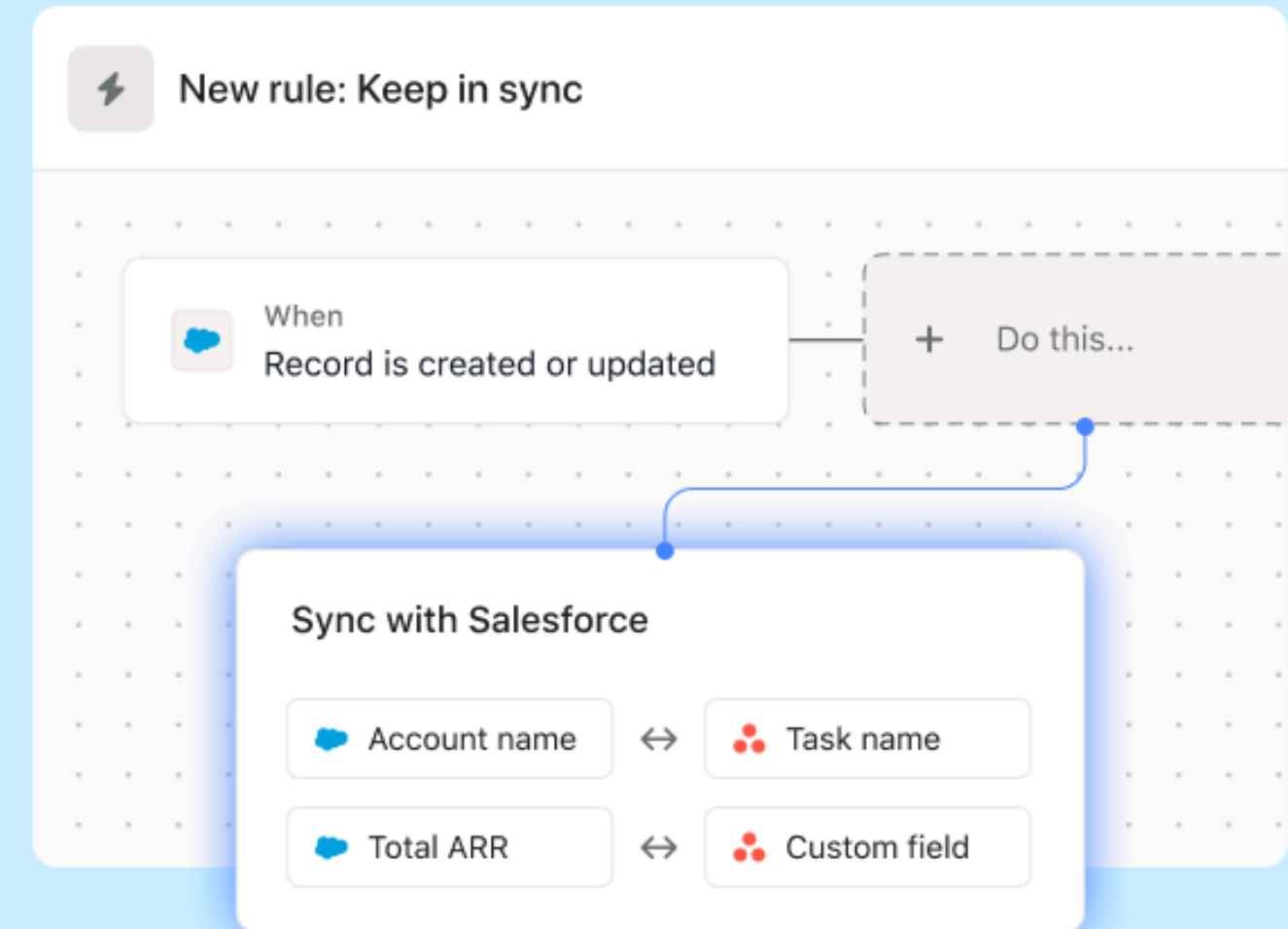
[LEARN MORE →](#)

## ✓ Inbox notifications in MS Teams

Take action on notifications directly in Microsoft Teams

## ✓ Asana AI can read docs

Build better automation and unlock deeper context with AI that reads and analyzes your documents



# Take action on notifications directly in Microsoft Teams

[RESOURCES →](#)



## Overview

Stay focused and reduce context switching with real-time Inbox notifications that let you reply to comments, create follow-up tasks, and complete work, without ever leaving Microsoft Teams.



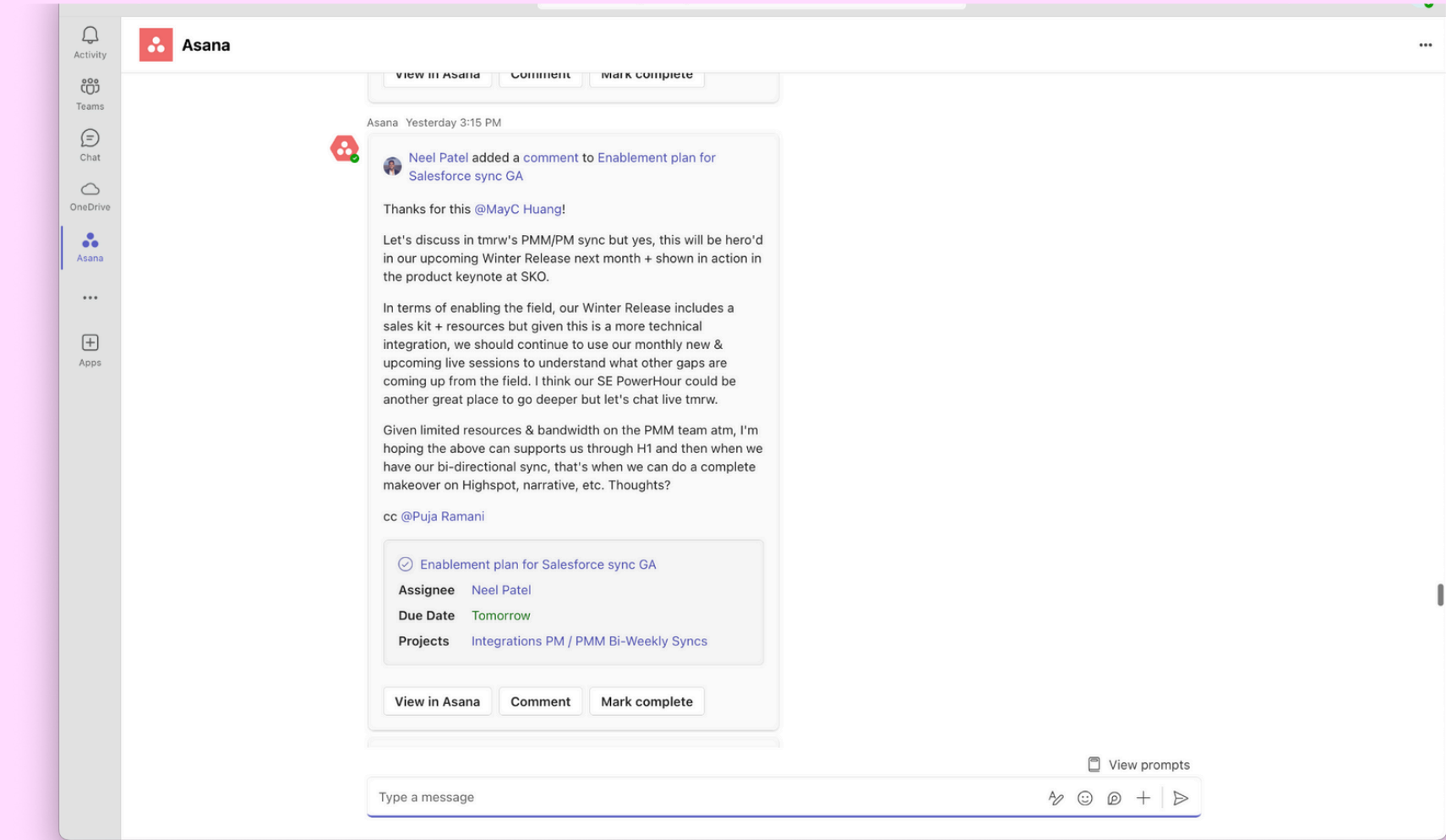
## Key benefits

- Stay informed with Asana Inbox notifications directly in Microsoft Teams
- Take quick action by replying to comments or creating follow-ups without leaving Teams
- Customize notifications to get the updates that matter most to you



## Key use cases

- Work intake
- Creative production
- Campaign planning
- Strategic planning
- Product launches



## How it works

Users are automatically subscribed to inbox notifications in Microsoft Teams. You can enable or disable Microsoft Teams notifications in Asana’s Settings page.

# Build better automation and unlock deeper context with AI that reads and analyzes your documents

RESOURCES →



## Overview

Asana AI can now read attachments from Google Drive, OneDrive, and SharePoint, enabling more comprehensive insights and automation using content beyond Asana.



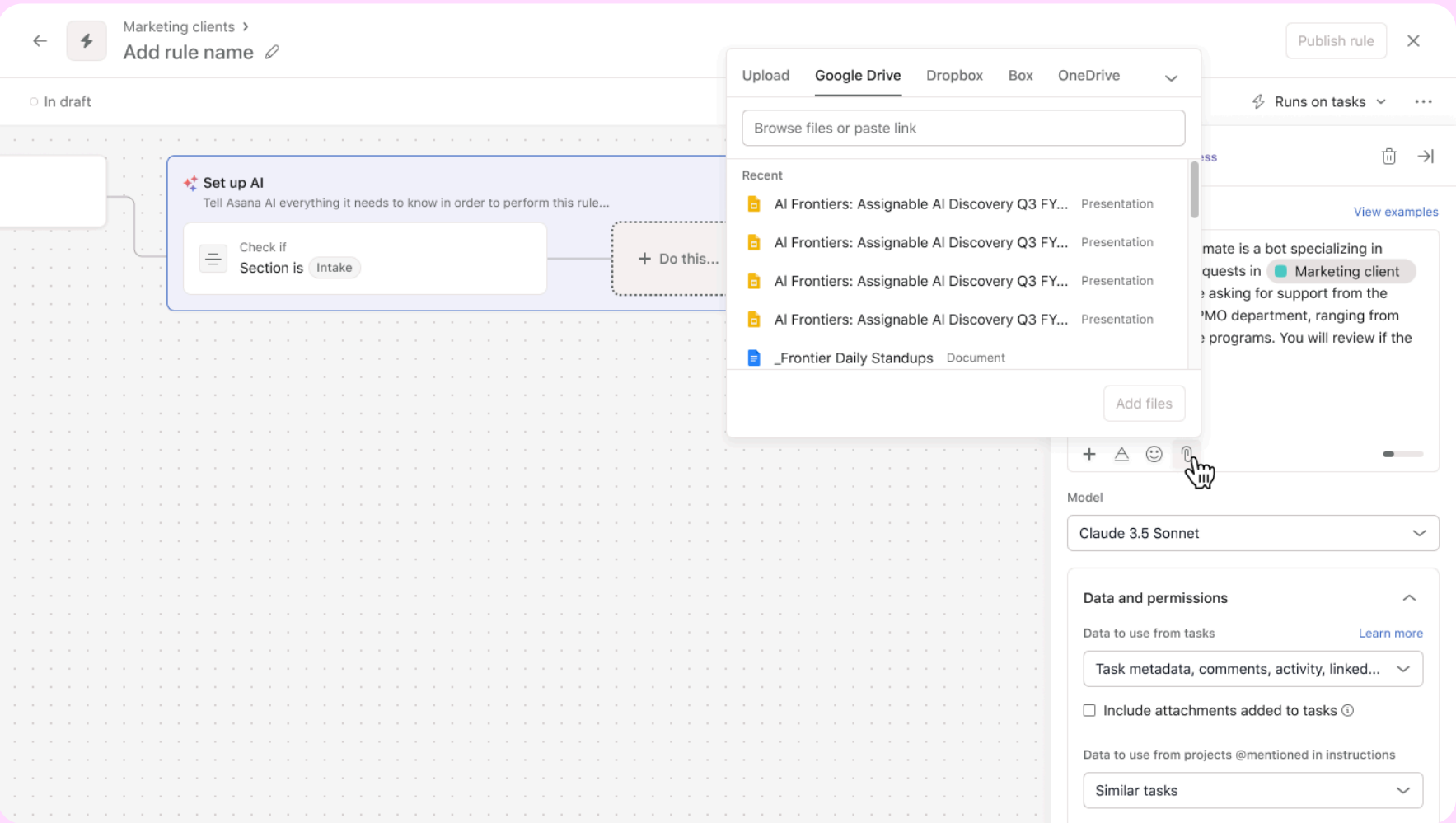
## Key benefits

- Enhance AI accuracy with context-rich document analysis
- Streamline workflows by having AI read reference materials directly from where you already store them



## Key use cases

- Work intake
- Creative production
- Campaign planning
- Strategic planning
- Product launches



## How it works

Add attachments from Google Drive, OneDrive, or SharePoint to tasks or AI Studio guidance blocks. When AI features run, they'll automatically read and analyze the content from these attachments to provide more comprehensive insights.

SPRING RELEASE 2025

# Strategic planning & portfolio management





# Strategic planning and portfolio management

[LEARN MORE →](#)

- ✓ Portfolio timeline improvements  
Keep long-term initiatives on track with portfolio timeline
- ✓ Manual triggers for portfolio rules  
Control when portfolio rules are run

Business Strategy & Planning

List

Timeline

Progress

Workload

Messages

Name	Department	Owner	Status			
▼ High						
<div><div></div><div>Annual Planning</div></div>	<div><div></div><div>Marketing</div></div>	<div><div></div><div>Business Operations</div></div>	—			
Projects						
<div><div></div><div>★ Product Roadmap</div></div>	<div><div></div><div>Operations</div></div>	—	<div></div>			
<div><div></div><div>+ Create new project</div></div>				<div><div></div><div>es</div></div>	—	<div></div>

# Keep long-term initiatives on track with portfolio timeline

[RESOURCES →](#)



## Overview

Portfolio timeline now includes a right pane for quick access to project details and supports nested portfolios in timeline view, making it easier to manage complex, hierarchical work.



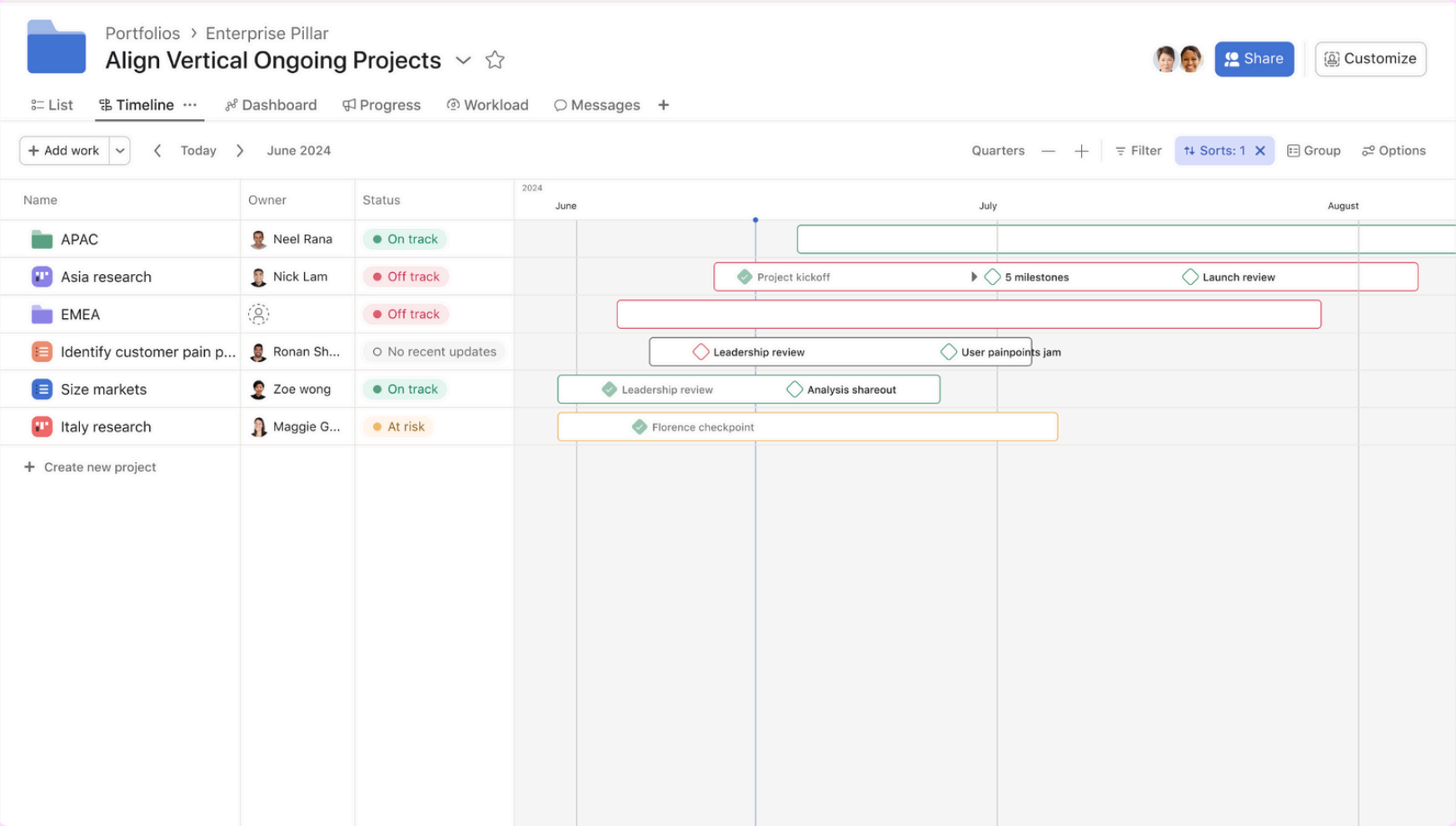
## Key benefits

- Quickly access project info without leaving the timeline
- Visualize and manage nested portfolios in one view
- Make faster decisions with real-time status and context



## Key use cases

- Portfolio management
- Strategic planning
- Program management



## How it works

In timeline view, click any item to open the right pane for project details. Nested portfolios now display directly in the timeline, offering a clearer picture of how work connects.

# Control when portfolio rules run with manual triggers

[RESOURCES](#) →



## Overview

Gain greater control over portfolio workflows with manual rule triggers, enabling you to run the right actions at exactly the right moment, without relying on automatic triggers.



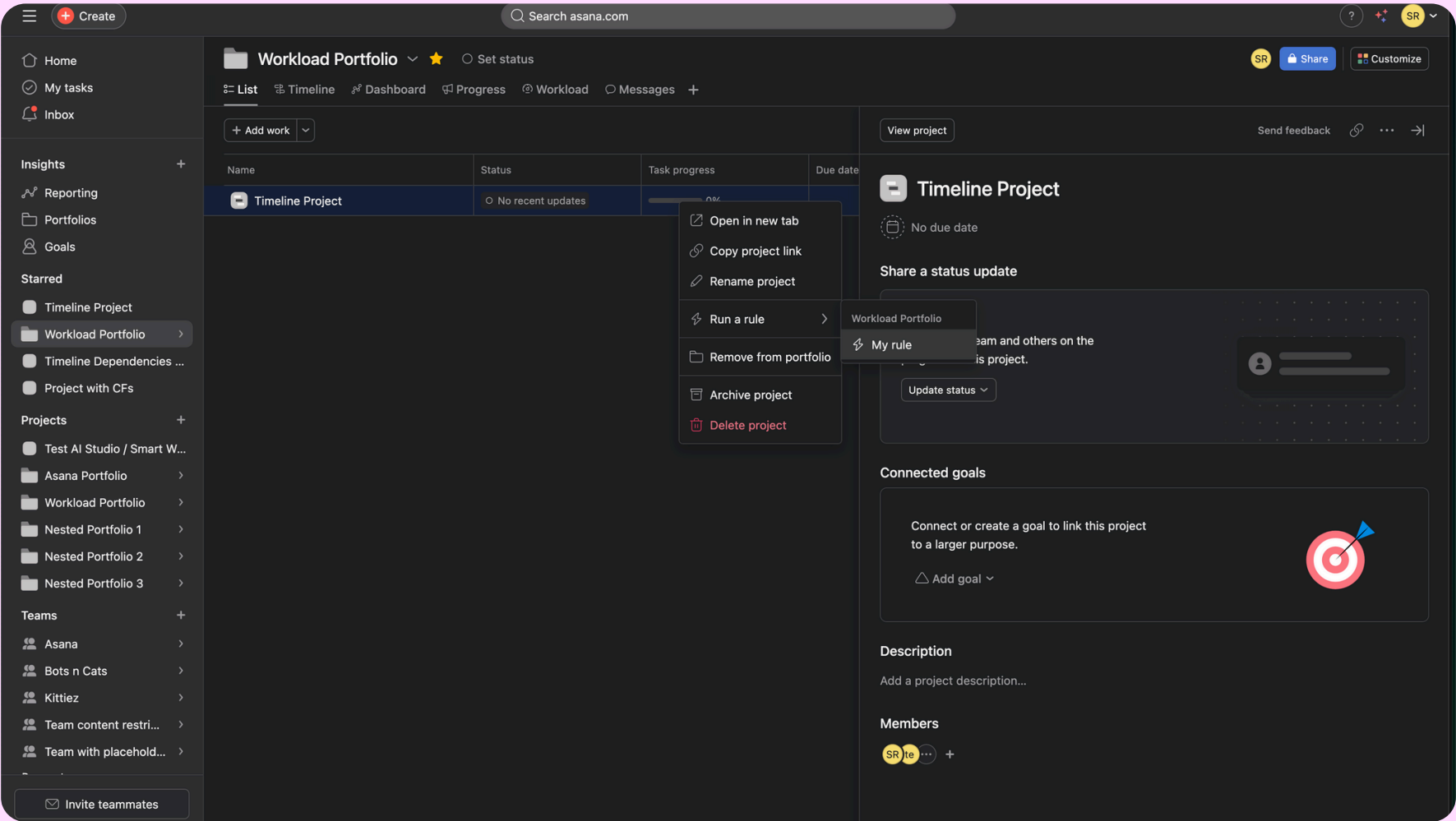
## Key benefits

- Launch automations precisely when needed with manual control
- Simplify complex workflows by triggering actions at key milestones
- Avoid unintended activity by bypassing automatic triggers



## Key use cases

- Strategic planning
- Portfolio management



## How it works

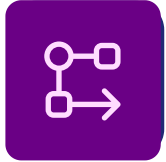
In a portfolio, open the rule builder and select a manual trigger. Configure the desired actions, then run the rule by selecting a portfolio item and initiating the trigger manually.

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# Team onboarding & development





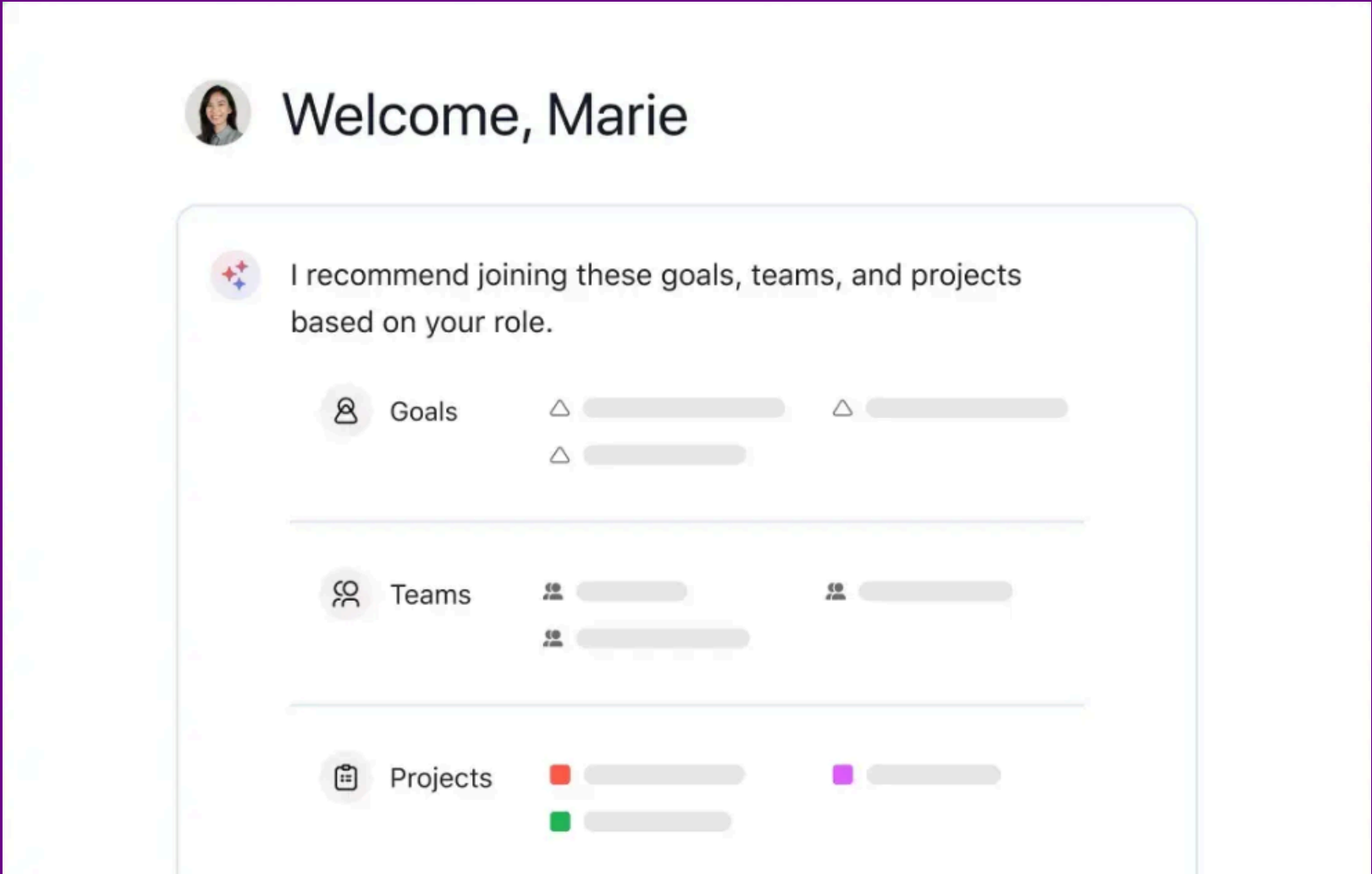
# Team onboarding and development

[RESOURCES →](#)



## Team knowledge

Accelerate onboarding and clarify company terminology



# Accelerate onboarding and clarify company terminology with team knowledge

RESOURCES →



## Overview

Team knowledge lets you define and manage company-specific terms, acronyms, and jargon in Asana, making definitions easily accessible through hovercards and improving AI with your organization’s context.



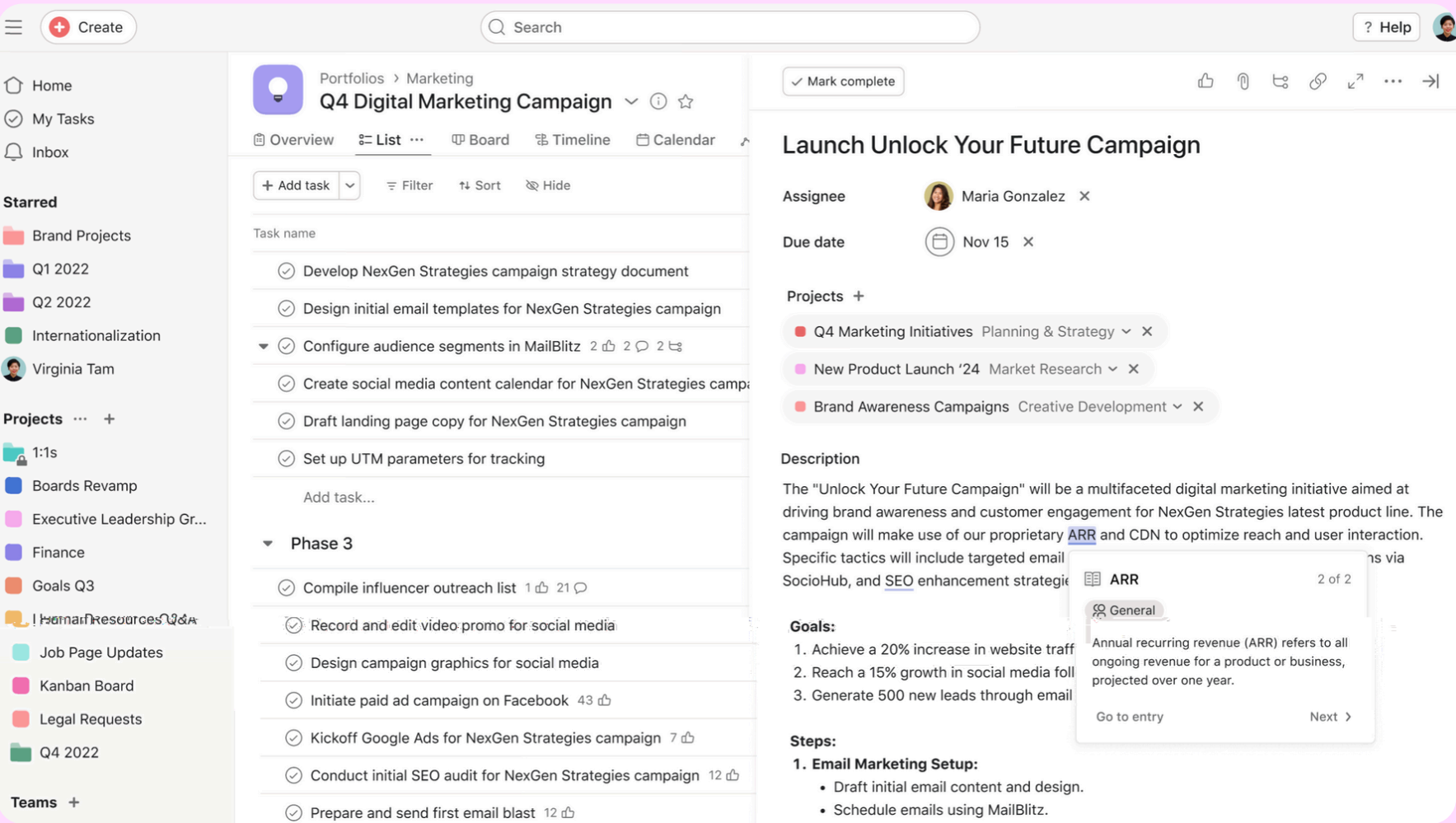
## Key benefits

- Onboard new teammates faster by simplifying company terminology
- Improve AI accuracy with definitions tailored to your organization
- Strengthen collaboration with a shared understanding of key terms



## Key use cases

- New employee onboarding
- Technical documentation



## How it works

Access the team knowledge tab on any team page to create and manage terminology. When users encounter defined terms throughout Asana, they can hover over them to see definitions, while AI features automatically incorporate these terms in their responses.

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# Enterprise security & controls





# Enterprise security and controls

[RESOURCES →](#)



## Work access mode

Ensure business continuity with data access during transitions

Authentication

Google sign-in

Let members sign in with a Google account

Optional >

SAML authentication

Required >

Two-factor authentication

Required >

Session duration

Log out after 14 days >

# Ensure business continuity with data access during transitions with work access mode

RESOURCES →



## Overview

Work access mode gives super admins temporary access to private tasks, projects, and portfolios via the admin console. This helps maintain business continuity during employee transitions—without needing help from customer support.



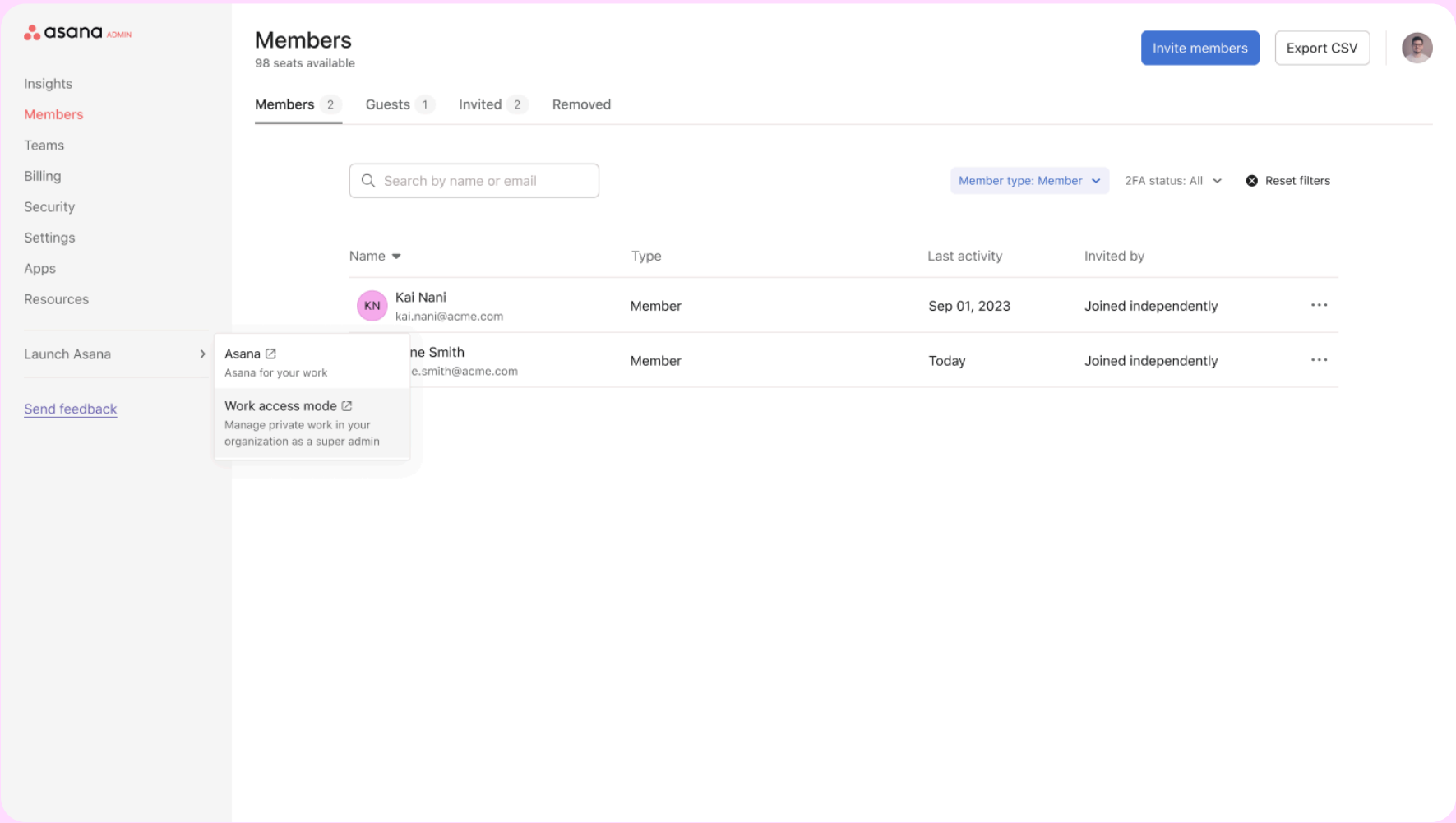
## Key benefits

- Ensure business continuity by recovering access to private work
- Strengthen security with time-bound, controlled admin access
- Empower admins with self-serve tools, reducing support reliance



## Key use cases

- Employee offboarding
- Role changes or team reorganizations
- Extended leaves of absence



## How it works

Super admins can launch work access mode from the admin console to search and access work, including from deactivated users. Sessions last 30 minutes and can be extended as needed.