

# Asana

*\*Information below was pulled from [asana.com](https://asana.com)*

Asana is a project management tool that aims to focus on what is important. Organizing work and allowing seamless collaboration.

## *Asana Pricing plan*

Asana is broken into three different price plans; Basic, Premium, Business.  
See the pricing details [here](#).

## *Features of Asana*

### *Manage Workflows*

Break up your projects into subtasks and assign your team members to specific tasks. These projects can be grouped within projects, and the projects can be grouped by team.

### *Task creation*

Asana allows you to create a line of subtasks within your original project task. Break down deliverables into manageable subtasks. Add descriptions, files, comments, and assign each task to a specific team member(s).

### *Task View*

Asana allows you to see your tasks in a view that works for you. You can individually change the view of the workspace without changing it for others. Look at your tasks in list, timeline, or board format.

### *Automate workflow*

Automate things such as assigning tasks, due dates, and other things.

### *Create reports*

Streamline a report based on the activity within your asana projects.

### *Integrate tools with Asana*

Asana allows the integration of various tools and applications. They have up to 200 integration options including (but not limited to) Google, slack, dropbox, Jira Cloud and more.

## *Get started Easily*

**Start with a Template**

**See Asana in Action**

**Chat with the Sales Team**

Start with pre-built templates for various uses such as marketing, operations, design and more.

See list of templates [here](#).

Question on how Asana works or is set up? Asana offers a library of demo videos.

See list of demo videos [here](#).

Asana will allow you to chat with their sales team prior to committing in order to answer any questions or concerns.

Connect with sales [here](#).

## Learning Tools

The Asana Support center has a long list of resources you can look through, find them [here](#).

### **Instructional Video:**

NIWRC has put together a short instructional video highlighting the various features that this application has in terms of communications efficiency. [Video Link](#).