Asana

Information about the tool

Target group:	☒ Administration/Management	
	☒ Coordinators	
	☒ Volunteers	

Category:	☐ Online Tool	☐ (Social) Network
	☐ Learning platforms	☒ App
	☒ Software/ Desktop application	☐ Others

Work area:	☒ Project Management	☒ Personnel Management
	☒ Communication Management	☐ E-Learning/Knowledge Management
	☐ Video Conferencing	
	☒ Collaboration/Team Work	☐ Financial Management
	☐ Self-Management	☐ Presentations/Learning Material Development
	☐ Marketing	☐ Others

Language:	English + 12 other languages.
Previous knowledge/Degree of complexity	medium
Link:	https://asana.com/
Provider:	Asana, Inc.
Brief Description:	Asana is a cloud-based task management solution that allows businesses to manage, collaborate, communicate, and organise their tasks and projects. It is specialised for handling multiple projects at one time.
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Free basic profile, monthly plans beginning at 10.99 USD / month. Available on MacOS, Windows, iOS, Android.
Instructions/ Tutorials:	https://asana.com/guide https://youtu.be/uCDftAtr9tI https://www.wikihow.life/Use-Asana