Your Asana reporting guide

Asana · Built with Datapipe

Start with the overview. Follow the person, section or task behind a change.

Explore the report

01 Overview
Tasks completed, on-time rate, days to complete and open work at a glance.

02 Completed work
Every completed task, with on-time and late work by week and section.

03 Open work
Open tasks by person, section and due status, most overdue first.

04 Cycle time
How long work takes, by week, person and section.

Use your own data

1 Add Asana in Datapipe.
Sign in with Asana and pick your project.

2 Choose this template in Reports.
Datapipe reads your open and completed tasks and fills the pages.

3 Open your Data Studio copy.
Datapipe keeps the numbers up to date.

Read the numbers correctly

On-time rate is tasks finished by their due date divided by completed tasks that had a due date. Average days to complete is the days from creation to completion divided by tasks completed.

Rates use totals, not averages of each person’s figures. Completed and created work compares with the previous period; open work is counted at the last refresh.

Days are in UTC and end yesterday. Subtasks count only when they are also in the project.

Sample data · An outdoor brand’s content project in Asana, 16 August–13 November 2026

Asana project overview

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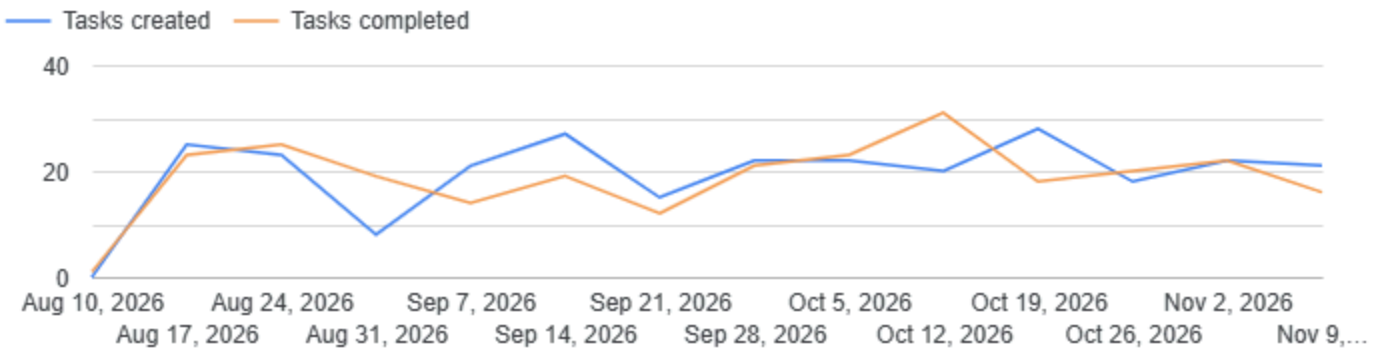
Data status

Aug 16, 2026 - Nov 13, 2026

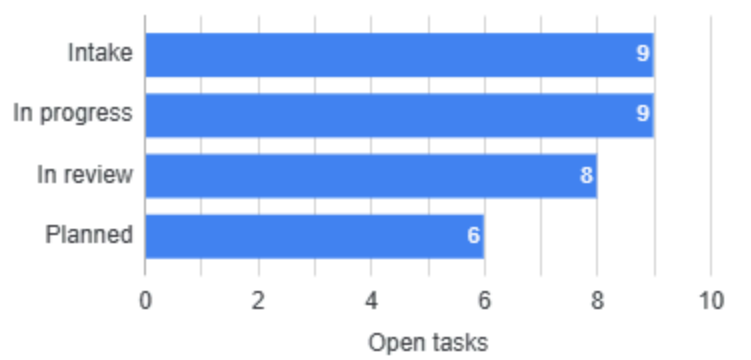
Tasks completed	On-time rate	Avg. days to complete	Tasks created
264	72.7%	9.4	272
↑ 23.9% from previous 90 days	↑ 1.58% from previous 90 days	↑ 3.2% from previous 90 days	↑ 23.6% from previous 90 days

Open tasks	Overdue tasks	Due in 7 days	Unassigned
32	7	10	7

Tasks created and completed by week



Open tasks by section



People

	Assignee	Tasks completed ▾	On-time rate	Completed late	Avg. days to complete	Tasks created
1.	Maya Chen	60	83.0%	9	7.5	64
2.	Diego Alvarez	44	76.3%	9	8.7	42
3.	Sam Ortiz	44	65.8%	13	9.7	45
4.	Priya Nair	44	76.3%	9	8.8	41
5.	Tom Becker	39	63.3%	11	12.2	44
6.	Aisha Bello	33	63.3%	11	11.0	29
7.	Unassigned	0	-	0	-	7

1 - 7 / 7

On-time rate is tasks finished by their due date ÷ completed tasks with a due date, and average days to complete is days from creation to completion ÷ tasks completed, both worked out from totals. Open tasks are the project's incomplete tasks at the last refresh. Days are in UTC, and comparisons use equal periods.

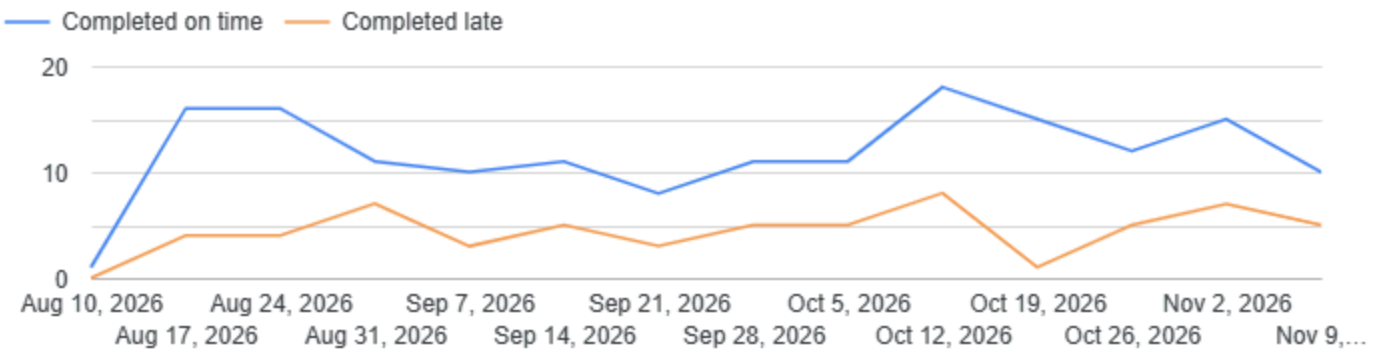
Completed work

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Assignee | Data status | Aug 16, 2026 - Nov 13, 2026

Tasks completed 264 23.9% from previous 90 days	On-time rate 72.7% 1.58% from previous 90 days	Completed on time 165 28.9% from previous 90 days	Completed late 62 19.2% from previous 90 days
Tasks created 272 23.6% from previous 90 days	Completed with due date 227 26.1% from previous 90 days	Completion ratio 97.1% 0.24% from previous 90 days	Avg. days to complete 9.4 3.2% from previous 90 days

Tasks completed on time and late by week



Tasks completed by section



Completed tasks

	Completed ▾	Task	Assignee	Due date	Days to complete	Completed late
1.	Nov 13, 2026	Product photos: Down vest colorways · Nov 5	Sam Ortiz	2026-11-15	7.8	0
2.	Nov 13, 2026	Social post set: Weekend trail tips · Nov 9	Sam Ortiz	2026-11-12	3.5	0
3.	Nov 12, 2026	Blog post: Best day hikes near Denver · Nov 2	Sam Ortiz	2026-11-12	9.6	0
4.	Nov 12, 2026	Blog post: Campfire cooking basics · Oct 23	Diego Alvarez	2026-11-01	20.0	1
5.	Nov 12, 2026	Launch: New arrivals	Priya Nair	2026-11-16	1.8	0
6.	Nov 11, 2026	Landing page: Rental program · Oct 26	Diego Alvarez	2026-11-10	16.0	1
7.	Nov 10, 2026	Approve newsletter: New arrivals · Nov 5	Priya Nair	2026-11-10	5.1	0
8.	Nov 10, 2026	Blog post: Leave No Trace refresher · Oct 20	Sam Ortiz	2026-11-01	20.8	1
9.	Nov 10, 2026	Blog post: Trail running shoe care · Nov 3	Sam Ortiz	2026-11-16	6.3	0
10.	Nov 10, 2026	Product photos: Daypacks · Oct 27	Maya Chen	No due date	14.0	0

1 - 10 / 264

A task is on time when it is finished by its due time, or by the end of its due date in any time zone. Completion ratio is tasks completed ÷ tasks created: above 100% means the team closed more work than came in. Pick a person at the top to see their work.

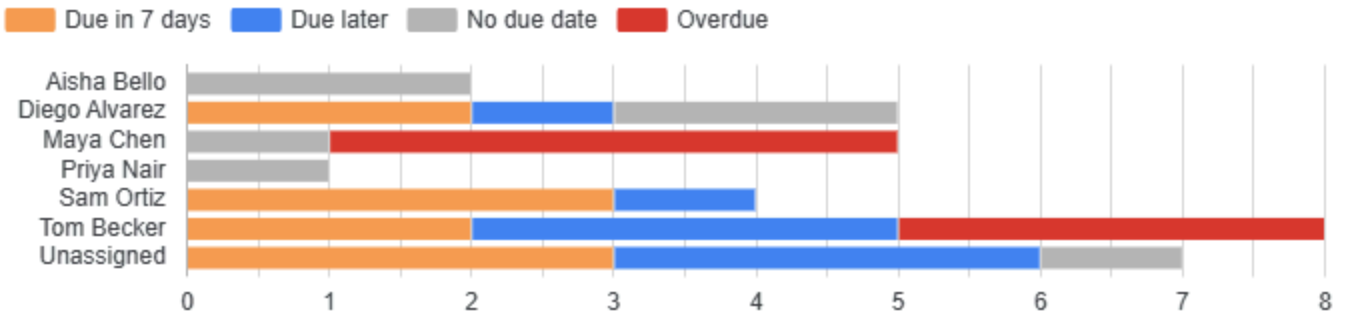
Open work

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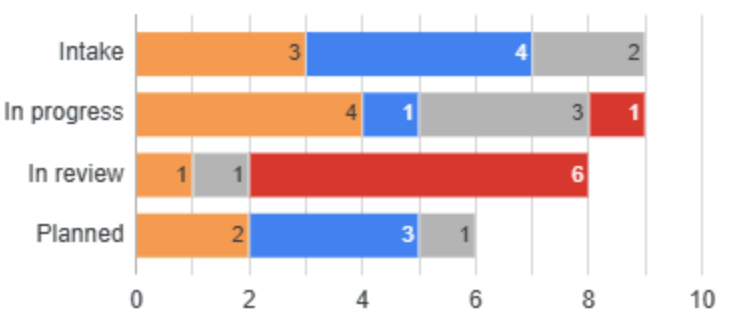
Data status | Assignee | Aug 16, 2026 - Nov 13, 2026

Open tasks	Overdue tasks	Due in 7 days	No due date
32	7	10	7

Open tasks by person and due status



Open tasks by section and due status



Open tasks

	Task	Assignee	Section	Due date	Due status	Days overdue	Days open
1.	Blog post: Leave No Trace refresher · Sep 15	Maya Chen	In review	2026-09-25	Overdue	50	60
2.	Newsletter: Member picks · Oct 12	Maya Chen	In review	2026-10-20	Overdue	25	32
3.	Case study: Trail crew sponsorship · Oct 7	Tom Becker	In progress	2026-10-28	Overdue	17	37
4.	Case study: Trail crew sponsorship · Oct 12	Tom Becker	In review	2026-11-01	Overdue	13	32
5.	Newsletter: Member picks · Oct 30	Tom Becker	In review	2026-11-05	Overdue	9	14
6.	SEO update: Internal links for guides · Nov 5	Maya Chen	In review	2026-11-10	Overdue	4	8
7.	Ad creative: Hydration packs · Nov 5	Maya Chen	In review	2026-11-13	Overdue	1	8
8.	Social post set: Product spotlight · Nov 12	Sam Ortiz	In progress	2026-11-16	Due in 7 days	0	1
9.	Newsletter: New arrivals · Nov 10	Unassigned	Intake	2026-11-15	Due in 7 days	0	3
10.	Case study: School outdoor program · Oct 26	Sam Ortiz	In review	2026-11-15	Due in 7 days	0	18

1 - 10 / 32

This page shows the project's incomplete tasks at the last refresh, so it doesn't change with the dates you pick. A task is overdue once its due time, or the end of its due date in every time zone, has passed. Pick a person at the top to see their open work.

Cycle time

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Section

Aug 16, 2026 - Nov 13, 2026

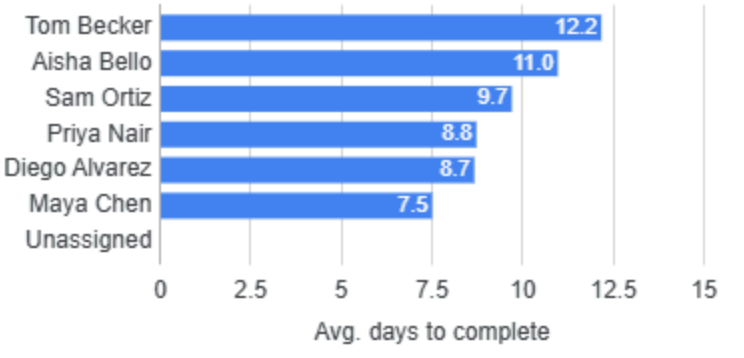
Tasks completed
264
23.9% from previous 90 days

On-time rate
72.7%
1.58% from previous 90 days

Average days to complete by week



Average days to complete by person



By section

	Section	Tasks created	Tasks completed ▾	On-time rate	Avg. days to complete	Completed late
1.	Done	222	244	72.7%	9.3	57
2.	In review	26	20	72.2%	11.0	5
3.	Planned	6	0	-	-	0
4.	Intake	9	0	-	-	0
5.	In progress	9	0	-	-	0

1 - 5 / 5

Days to complete runs from when a task was created to when it was completed, worked out from totals. Sections are where each task sits now, so finished work usually shows under your done section. Pick a section at the top to see its work.