# **Internal Policy Template**

### **Asana Access Roles and Permissions**Make a copy of this template

## Purpose

This policy outlines {Company Name} internal framework for assigning Asana access roles across departments and team members. It ensures consistent user permissioning, data security, and efficient onboarding.

## Access Roles in Asana

| **Role** | **Description** |
| --- | --- |
| **Super Admin** | Organization-wide access, including user provisioning, authentication controls, and domain management. Reserved for IT or security leadership. |
| **Admin** | Manages users, teams, and some security and billing settings. Assigned to operations leads or department heads. |
| **Team Member** | Standard contributor role. Can manage tasks, projects, and collaborate across teams they belong to. |
| **Guest** | External collaborators are limited to specific tasks or projects. Cannot see other content unless granted explicit access. |

## Sample Access Policy by Team

### **Example: Marketing Team Structure**

| **Position** | **Asana Access Level** | **Access Summary** |
| --- | --- | --- |
| VP of Marketing | Admin or Team Member | Full access to all marketing projects. May manage access and oversee collaboration. |
| Marketing Manager | Team Member | Can create/edit projects and workflows. Oversees campaign and asset creation. |
| Marketing Analyst | Team Member | Access to analytics and reporting-related projects. |
| Copywriter | Project Member | Assigned to specific campaign or content projects only. |
| External Designer | Guest | Limited to comment-only access for relevant project deliverables. |

## Best Practices for Role Assignment

* **Standardize access assignment** during user onboarding.
* **Restrict Super Admin access** to a minimal group of trusted IT/security personnel.
* **Use project-level permissions** to avoid overexposing sensitive content.
* **External users** areclearly tagged in Asana by a small globe icon to indicate their guest status
* **Conduct quarterly audits** of user access to maintain proper governance.

## Review & Ownership

This policy should be maintained by {Company Name} IT and reviewed twice annually. Updates can then be made as Asana features or organizational roles evolve.

For questions or change requests, contact: Support@{Company-Name}.com

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