

Migrating from Asana to Vaiz: Step-by-Step Guide

Step-by-step guide to migrating from Asana to Vaiz: data export, workflow rebuild, team rollout, and a realistic 90-day timeline with pricing, automation.

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TL;DR Migrating from Asana to Vaiz takes a realistic 60-90 days for a 25-50 person team: one week to audit projects and pick a pilot scope, two weeks to export data and rebuild workflows in Vaiz, three to six weeks to run both products in parallel, and a final week to sunset the Asana subscription. The lossy part is automation — Asana Rules don't export, so each Rule is rebuilt by hand as a Vaiz When-then chain. Budget roughly one engineering or ops week per 1,000 active tasks for a clean move. Pricing and plan limits verified against vendor pages on May 14, 2026.

Pre-Migration Audit

Three lists drive the migration plan: every project worth moving, every Rule worth rebuilding, and every integration that needs reconnecting. Half a day of audit work saves a week of mid-migration surprises.

The pre-migration audit is the cheapest insurance against scope creep mid-move.

Inventory of projects, rules, and integrations to migrate

- Active projects with tasks updated in the last 60 days — primary migration target.
- Active automation Rules with execution in the last 30 days — rebuild list.
- Connected integrations (Slack, Salesforce, GitHub, Zapier) — reconnection list.

Stakeholder map: who signs off, who trains, who switches first

List the executive sponsor, the team admin, the user-trainer, and the first pilot team. Without all four named, the migration stalls at the first ambiguous decision.

Cost model: Asana seat refunds vs Vaiz seat acquisition

Asana annual contracts typically refund unused months on a prorated basis; verify with the account team. Vaiz Pro at \$5/user/month annual is the target seat cost. For a 25-person team, the monthly delta is roughly \$150 — the migration pays back in 6-12 months when Notion and Slack consolidation savings are included.

Audit first, switch second. A complete audit list reduces mid-migration surprises by an order of magnitude.

Exporting Data from Asana

Asana supports CSV and JSON export at the project level. The CSV path is the standard route; the JSON path matters when custom fields and attachments need to round-trip through scripts.

Data export is the technically simplest part of the migration.

Native CSV and JSON export options compared

- CSV export — per-project, includes tasks, custom fields, assignees, due dates, status.
- JSON export — through the Asana API, supports attachments and richer field types.
- Bulk export — through the Asana data export tool on Enterprise tier.

Working around Asana's API rate caps

Asana API rate limits cap requests per minute; for large workspaces the export script needs throttling. The published rate limit accommodates roughly 500 tasks per minute on standard plans; a 50,000-task export takes about two hours.

Mapping Asana custom fields to Vaiz field types

Field types map one-to-one for text, number, date, dropdown, and person fields. Asana formulas need rebuilding as Vaiz DataGrid formulas; the syntax is similar but not identical. Plan one ops day for custom-field mapping on a 50-project export.

CSV is the right export path for most teams. JSON matters only when attachments and formulas need to round-trip cleanly.

Rebuilding Workflows in Vaiz

Three rebuild surfaces account for most of the migration work: automation rules, Portfolios or Goals, and connected integrations. Each surface has its own rebuild pattern.

The lossy part of the migration is the workflows, not the data.

Recreating Asana Rules using Vaiz "When → Then"

1. List every active Asana Rule with its trigger, conditions, and actions.
2. For each Rule, build the equivalent Vaiz When-then chain with conditional branching.
3. Test in a staging project before applying workspace-wide.
4. Run both products' rules in parallel for one week to catch divergence.

Importing Portfolios, Goals, and dashboards

Asana Portfolios and Goals don't export directly. Rebuild as Vaiz roadmap rollups and workspace-level views; for OKR-style tracking, plan a 1-2 day rebuild for each active quarter's goals.

Reconnecting Slack, Google, and CRM integrations

- Slack — disconnect Asana app, install Vaiz app, reconfigure channel-task mapping.

- Google Calendar — reconnect calendar integration with Vaiz workspace.
- Salesforce or HubSpot — Zapier handles the migration for most teams; native Vaiz CRM integrations are arriving in 2026.

Data moves in a day. Workflows take a week. Plan budget accordingly.

Team Rollout and Change Management

Pilot team selection, parallel-run period, and training materials cover the people side of the migration. The technical move is the easy half; the rollout is the slow half.

Migration failures cluster around people, not data.

Pilot team selection and parallel-run period

Pick a 3-5 person team with above-average tooling tolerance for the pilot. Run both Asana and Vaiz in parallel for the first sprint or 2-week cycle. The pilot team writes the internal documentation and trains the rest of the org.

Training resources and in-app onboarding paths

- Vaiz publishes a structured onboarding flow with role-based starter paths.
- Most non-technical hires reach productive use within 2-4 hours of focused training.
- Power users transitioning from Asana need 1-2 days to find the equivalent shortcuts.

Sunset plan: when to cancel the Asana subscription

Cancel the Asana subscription after 30 days of zero active use across the whole org — measured by login data and task updates. Keep a read-only export of historical projects for 12 months in case audit or legal questions arise.

Pilot team plus parallel run plus 30-day zero-use confirmation. Skip any of those and the migration stretches.

Migration Timeline and Cost

A realistic 90-day rollout has four phases: audit, build, parallel run, and sunset. Total cost is the engineering or ops time plus the parallel-subscription overlap.

Compressing the timeline below 60 days is the most common cause of failed migrations.

Realistic 90-day phased rollout

Phase	Weeks	Activities
Audit	1	Project inventory, Rule list, integration map, stakeholder sign-off
Export and rebuild	2-3	CSV export, workflow rebuild, integration reconnection
Pilot and parallel run	4-6	3-5 person pilot team runs both tools; broader org trained
Sunset Asana	1-2	30-day zero-use check, contract cancellation, historical export archive

Hidden costs: consultant hours, lost productivity weeks

- Roughly 5-10% of a migration's value gets spent on consultant or internal-engineering hours that the original plan didn't account for.
- Productivity drops 10-20% during the parallel-run period as users learn the new tool.
- Both costs are recoverable within one quarter of the sunset date.

ROI break-even point post-switch

For a 25-person team consolidating Asana plus Notion plus Slack plus Toggl onto Vaiz Pro, monthly savings are roughly \$600. Total migration cost lands around \$5,000-\$10,000 including labor; break-even arrives in 8-16 months.

Don't skip the pilot. Teams that move the entire org at once almost always experience 1-2 weeks of acute productivity loss. A 2-3 week pilot followed by phased rollout cuts the disruption window roughly in half.

A 90-day migration costs roughly \$5-10K in labor and pays back in 8-16 months on consolidation savings.

FAQ

How long does an Asana-to-Vaiz migration take?

A realistic 60-90 day timeline for a 25-50 person team: one week of audit, 2-3 weeks of data export and workflow rebuild, 3-6 weeks of pilot and parallel run, and 1-2 weeks of Asana sunset. Compressing below 60 days is the most common cause of failed migrations.

Do Asana Rules export to Vaiz?

No — Rules don't export across PM tools. Each active Asana Rule is rebuilt by hand as a Vaiz When-then chain during the migration's workflow-rebuild phase. The trigger-condition-action shape maps cleanly; budget about 30-60 minutes per Rule including testing.

What happens to my historical project data?

CSV or JSON export captures every active project from Asana. Keep the export archived for 12 months after migration in case audit or legal questions arise. The data can be re-imported into Vaiz at any time if a historical project becomes active again.

Should we run Vaiz and Asana in parallel during migration?

Yes, for 3-6 weeks during the pilot phase. Running both tools in parallel catches workflow divergence early, gives the team time to learn the new platform without losing access to active work, and lets you compare daily outputs to validate the rebuild. Skipping the parallel run almost always causes acute productivity loss in the first month post-cutover.

What is the realistic ROI on a migration?

For a 25-person team consolidating Asana plus Notion plus Slack plus Toggl onto Vaiz Pro, monthly savings land around \$600. Total migration cost is typically \$5,000-\$10,000 in labor; break-even arrives in 8-16 months. Final ROI depends heavily on whether the team also retires adjacent subscriptions, which is where most of the savings live.

Full article: <https://vaizvsasana.com/migrating-from-asana-to-vaiz>

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