

Workfront Terminology

Bridging the gap between your organization's language and terms in Workfront can be a challenge. But understanding and using Workfront lingo is a key to successfully using the system and completing your work.

Workfront Term	Definition
Assignment	Assignments could be Workfront tasks or issues, both of which can be assigned to individuals or teams. Assignments may be part of a larger project or ad-hoc items that aren't associated with a project.
Business Case 	A Business Case is used primarily to help managers evaluate the merits of a proposed project. It is a formal project proposal that captures key points of information that are important during the review and evaluation of the proposal. Business cases help determine which projects have the most impact on the organization.
 Condition	Condition is a visual representation of the overall health of a task or project. Each Condition has a corresponding color — red, yellow, or green. The Condition of a task is set manually by the assignee. Condition on projects can be set manually by the project manager or calculated automatically by Workfront.
Custom Form	Custom Forms capture your organization's unique information in Workfront. Custom Forms are used as the creative brief at many marketing organizations. Other companies use Custom Forms on project requests that come through a request queue or on a project's business case. Forms can include a variety of fields — text, dropdowns, radio buttons, check boxes, etc. Custom Form fields and the information they contain can be included on reports. 
Duration	The Duration of a task indicates the window of time the assignee has been given to complete the work. The Duration establishes the Planned Start Date and Planned Completion Date for a task.
Groups 	Groups are an organizational unit of users in Workfront. Groups are generally based on an organization's department structure, but can be organized as needed. Access to Workfront items can be granted to groups. A group is also associated with a project. Although this is the primary group responsible for completing the project, members of other groups can be assigned to work on tasks or issues.
Issue	 Issues are unplanned work items in Workfront. They may be problems that occur during the course of a project, or they may be requests that are submitted through a request queue. Issues are assigned to users or teams for resolution. All issues logged on a project must be resolved before a project can be marked as complete. Workfront has four default issue types: change order, request, bug, and issue. The issue type names can be changed to better fit with your organization's terminology.

<p>Portfolio</p>	<p>A Portfolio is a collection of projects that compete for the same resources, budget, and schedule. Projects in a Portfolio are similar enough they would use the same resource pool and be measured against the same scorecard.</p>
<p>Program</p>	<p>Programs represent a collection of projects within a Portfolio that share a common strategy, objective, or goal. Common examples of Program divisions include: product line, division, department, or company.</p> 
<p>Progress Status</p> 	<p>Progress Status is an indicator of the current progress on a task and is configured automatically by Workfront. A project's Progress Status is determined by how all work is progressing along the project timeline.</p>
<p>Project</p>	 <p>Projects are a collection of work items that need to be completed to accomplish a specific goal.</p>
<p>Project Team</p>	<p>A Project Team consists of the individuals assigned to work on a specific project. A Project Team is not the same as a Workfront Team (see definition below).</p> <p>While members of a Workfront Team may work together on a project and would, therefore, be on the Project Team, a Project Team casts a wider net. It includes people throughout the organization who are unified for one specific project. They may or may not work together regularly.</p>
<p>Status</p>	<p>Status is a visual representation of where a project, task, or issue is in the workflow or process.</p>
<p>Task</p>	<p>Tasks are planned work items that may be part of a larger project or initiative. Tasks can also be ad-hoc items that aren't associated with a larger project. Tasks are assigned to users or teams to complete.</p> 
<p>Teams</p>	 <p>Teams are a collection of individuals related by a common role or purpose. They include individuals of diverse job roles or various purposes who work together on similar projects or assignments. All Team members have similar or intertwined goals regarding the work assigned.</p> <p>Teams differ from Project Teams (see definition above).</p>
<p>Template</p>	<p>Project Templates are frameworks used when creating new projects. They help streamline project creation and ensure project consistency, particularly when an organization has repeatable processes.</p>
<p>Update</p>	<p>Updates on projects, tasks, or issues include comments, questions, etc., that reflect how the work is progressing on an item. Updates include keeping the Condition and Status of the item up to date.</p>
 <p>Didn't find a definition of a particular word? The Workfront Help Center has hundreds of articles about anything and everything in Workfront. Check it out at support.workfront.com.</p>	