

ADMINISTRATOR BOOT CAMP

This sample agenda highlights the topics covered by Workfront's training experts during your boot camp experience.

DAY 1 – TUESDAY		
9-10 am	Introduction to Boot Camp	Meet the Boot Camp team and get to know your fellow Workfront administrators.
10-11 am	Organization Setup	Determine how best to leverage groups, teams, and job roles in your system.
11-11:15 am	Break	
11:15 am-noon	Licenses, Access Levels, & Permissions	Configure the correct levels of access to ensure users have the right functionality in the system.
noon-1 pm	Lunch	
1-1:15 pm	Log in to Preview environment	
1:15-3 pm	Project, Task, & Issue Preferences	Preferences and schedules set the defaults for how and when work is planned.
	Statuses	Communicate to your users and the system where work is in the workflow.
3-3:15 pm	Break	
3:15-4:30 pm	Agile	Keep users up-to-date with the progress of work.

DAY 2 – WEDNESDAY		
9-9:45 am	Global Approvals	Automate the approval process
9:45-10:45 am	Queue Management	Create request queues to manage the request intake process.
10:45-11 am	Break	
11:15 am-noon	Queue Management cont.	
noon-1 pm	Lunch	
1-2 pm	Custom Forms	Capture unique information using custom fields and forms.
2-3 pm	Resource Planning	Budget resources for upcoming work.
3-3:15 pm	Break	
3:15-4:15	Resource Scheduling	Determine current allocation and availability for work.

Contact traininginfo@workfront.com for additional information.

DAY 3 – THURSDAY		
9-10 am	Report Creation: Groupings and Views	Create groupings and view to organize and alter what you see within a report.
10-11 am	Report Creation: Filters	Determine which items will be included on the report by developing unique filters.
11 am-noon	Report Creation: Custom Reports	Utilize filters, views, and groupings to generate custom reports.
noon-1 pm	Lunch	
1-2 pm	Dashboards and Layout Templates	Streamline the user window by using well-defined dashboards and layouts.
2-3 pm	Project Timelines	Deepen your understanding of project timelines.
3-3:15 pm	Break	
3:15-4:30	Proofing Workflows	Set up proofing within Workfront and develop automated workflows for review and approval.

DAY 4 – FRIDAY		
9-10 am	Adoption	Receive tips for increasing adoption, including ideas for building your own training program.
10-10:15 am	Break	
10:15-11:15	Adoption cont.	
11:15-11:45 am	Governance Committee and Center of Excellence	Create a governing board for your Workfront instance, as well as a place to house the assets you create.

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