



Administrator Boot Camp Agenda

Tuesday

9:00-9:30	Introduction to Boot Camp	Meet the Boot Camp team and get to know your fellow admins.
9:30-10:30	Organization Setup	Determine how best to leverage groups, teams, and job roles in your system.
10:30-10:45	BREAK	
10:45-12:00	Licenses, Access Levels & Permissions	Configure the correct levels of access to ensure users have the right functionality in the system.
12:00-1:00	Lunch	
1:00-1:30	Statuses	Communicate to your users and the system where work is in the workflow.
1:30-2:30	Custom Forms	Capture unique information using custom fields and forms.
2:30-3:00	BREAK	
3:00-4:30	Queue Management	Create request queues to manage the request intake process.

Wednesday

9:00-10:00	Resource Management Prerequisites	Set the defaults for how and when work is planned.
10:00-11:15	Resource Planner and Scheduler	Budget resources for upcoming work. Determine current allocation and availability for work.
11:15-11:30	BREAK	
11:30-12:00	Notifications	Keep users up-to-date with the progress of work.
12:00-1:00	Lunch	
1:00-2:00	Project Preferences	Understand which preferences are global and which can be changed project-to-project.
	Global Approvals	Automate the approval process.
2:00-3:00	Project Timelines	Deepen your understanding of project timelines.
3:00-3:15	BREAK	
3:15-4:30	Proofing Workflows	Setup your Workfront Proof account and develop automated workflows for review and approval.



Thursday

9:00-10:00	Report Creation- Groupings and Views	Create groupings and views to organize and alter what you see within a report.
10:00-11:00	Report Creation- Filters	Determine which items will be included on the report by developing unique filters.
11:00-12:00	Report Creation- Custom Reports	Utilize filters, views, and groupings to generate custom reports.
12:00-1:00	Lunch	
1:00-2:00	Dashboards Layouts	Streamline UX by using well-defined dashboards and layouts.
2:00-3:00	Adoption	Receive tips for increasing adoption, including ideas for building your own training program.
3:00-3:15	BREAK	
3:15-4:30	Agile	Plan and complete work within the Agile framework.