

Boot Camp Agenda

Day 1

9 - 9:30 am	Introduction to Boot Camp	Meet the boot camp trainers and get to know your fellow Workfront system administrators.
9:30 - 10:30 am	Organizational Setups	Determine how to best leverage groups, teams, and job roles in your system.
10:30 - 10:45 am	Break	
10:45 am - noon	Licenses, Access Levels, and Permissions	Configure the correct levels of access to ensure users have the right functionality in the system.
noon - 1 pm	Lunch	Provided by Workfront
1 - 1:30 pm	Statuses	Communicate to your users and the system where work is in the workflow.
1:30 - 3:30 pm	Custom Forms	Capture information unique to your organization and processes using custom fields and forms.
2:30 - 3 pm	Break	
3 - 4 pm	Queue Management	Create request queues to manage request intake processes.
4 - 5 pm	Q&A	

Day 2

9 - 10 am	Resource Management Prerequisites	Set the defaults for how and when work is planned.
10 - 11:15 am	Resource Planner and Scheduler	Budget resources for upcoming work. Determine current allocation and availability for work.
11:15 - 11:30 am	Break	
11:30 am - noon	Notifications	Keep users up-to-date with the progress of work.
noon - 1 pm	Lunch	Provided by Workfront
1 - 2 pm	Project Preferences and Global Approvals	Understand which preferences are global and which can be changed project-by-project. Automate the approval process.
2 - 3 pm	Project Timelines	Deepen you understanding of project timelines.
3 - 3:15 pm	Break	
3:15 - 4:30 pm	Proofing Workflows	Establish global settings for proofing and develop automated workflows for review and approval.
4:30 - 5 pm	Q&A	

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Day 3

9 - 10 am	Report Creation: Groupings and Views	Create groupings and views 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 - 11:15 am	Break	
11:15 am - noon	Report Creation: Custom Reports	Utilize filters, views, and groupings to generate custom reports.
noon - 1 pm	Lunch	Provided by Workfront
1 - 2 pm	Dashboards and Layout Templates	Streamline the user interface by using well-defined dashboards and layout templates.
2 - 3 pm	Adoption	Receive tips for increasing user adoption, including ideas for building your own training program.
3 - 3:15 pm	Break	
3:15 - 4 pm	Agile	Plan and complete work within using Agile methodology.
4 - 5 pm	Q&A	

