Adobe Workfront
Manage Projects with Adobe Workfront

Course description: Manage Projects with Adobe Workfront is a 3-day, instructor-led (classroom or virtual) course that focuses on managing projects and work using Adobe Workfront. Sessions focus on project creation, effective collaboration, and managing a project timeline. Using hands-on exercises, we'll also look at the specific tools in Adobe Workfront for project managers, like leveraging filters, views, and groupings for project and task level reporting; resource allocation using the Workload Balancer; and building task approval processes that help you manage the work being done. Agile functionality and Workfront proofing also are covered for those wanting to know more about work management methodologies or Workfront's own proofing tool and robust document workflows.

Prerequisites: None

Target audience: Project managers, super users, group administrators, system administrators

Objectives

After completing this course, you will be able to:

- Initiate a project in Adobe Workfront using several methods.
- Manage a project plan through task management.
- Manage a project timeline using task durations and predecessors.
- Create single-use approval processes for tasks.
- Work with project milestones to track and report on project performance.
- Manage project scope creep using milestones.
- Track financial information on projects and tasks.
- Grant permissions and share information using Workfront's organizational units.
- Organize projects using portfolios and programs.
- Perform a "health check" of a project's condition with Workfront's different date types.
- Create and manage an Agile team.
- Create a proof and understand proofing functions and workflows.
- Create Workfront reports including charts, calendars, custom lists, and dashboards.

Course Materials
- Manage Projects with Adobe Workfront Participant Guide

TOPICS

- Introduction to Adobe Workfront
  - › Terminology
  - › Object Hierarchy
  - › Navigation
- Initiating a Project
  - › Converting a Request
  - › Creating a Project from Scratch
  - › Project Templates
- Custom Forms
- Task Management
  - › Delete, Add, Move, Copy, Duplicate
  - › Parent and Children Tasks
- Timeline Management
  - › Task Durations
  - › Planned Hours
  - › Predecessors
- Task Approvals
  - › Global Approval Process
  - › Single-use Approvals
- Milestones
  - › Paths and Steps
  - › Reporting
- Project Pre-launch
  - › Baselines
  - › Workload Balancer
  - › Project Financials
- Workfront Home and Teams
- Agile in Workfront
  - › Create an Agile Team
  - › Manage the Backlog
  - › Initiate and Manage an Iteration
- Documents and Proofing
  - › Upload a Document and Generate a Proof
  - › Proofing Tool Functionality
  - › Create Proofing Workflows
- Reporting in Workfront
  - › Reporting Elements
  - › Custom Reports
  - › Charts, Graphs, and Matrix Reports
  - › Custom Calendars
  - › Dashboards
  - › Out-of-the-box Reporting