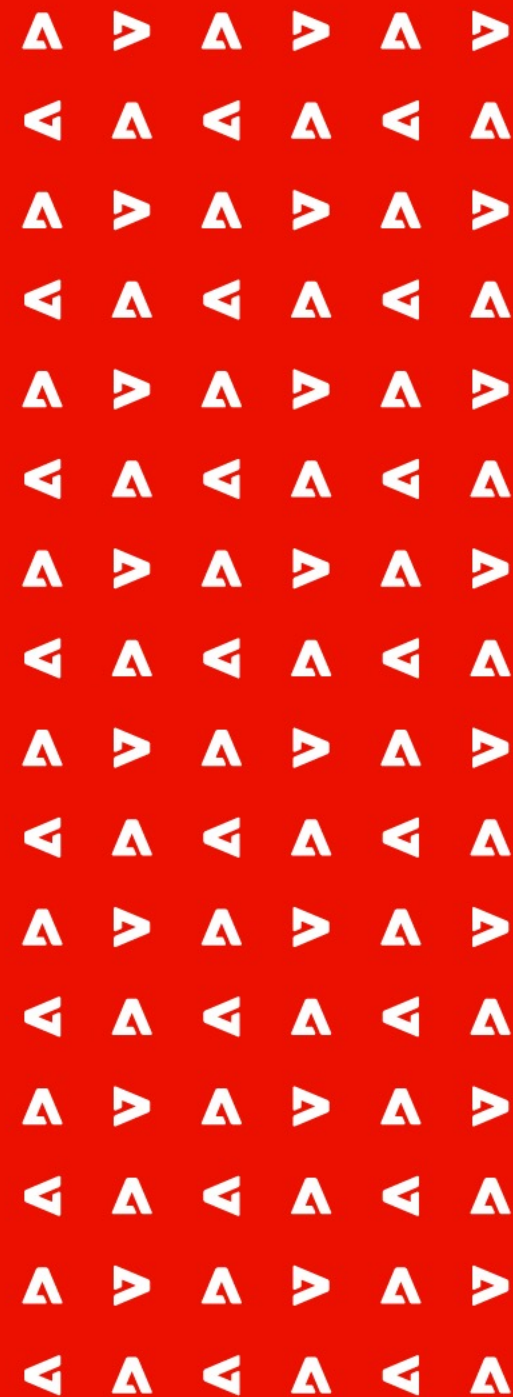




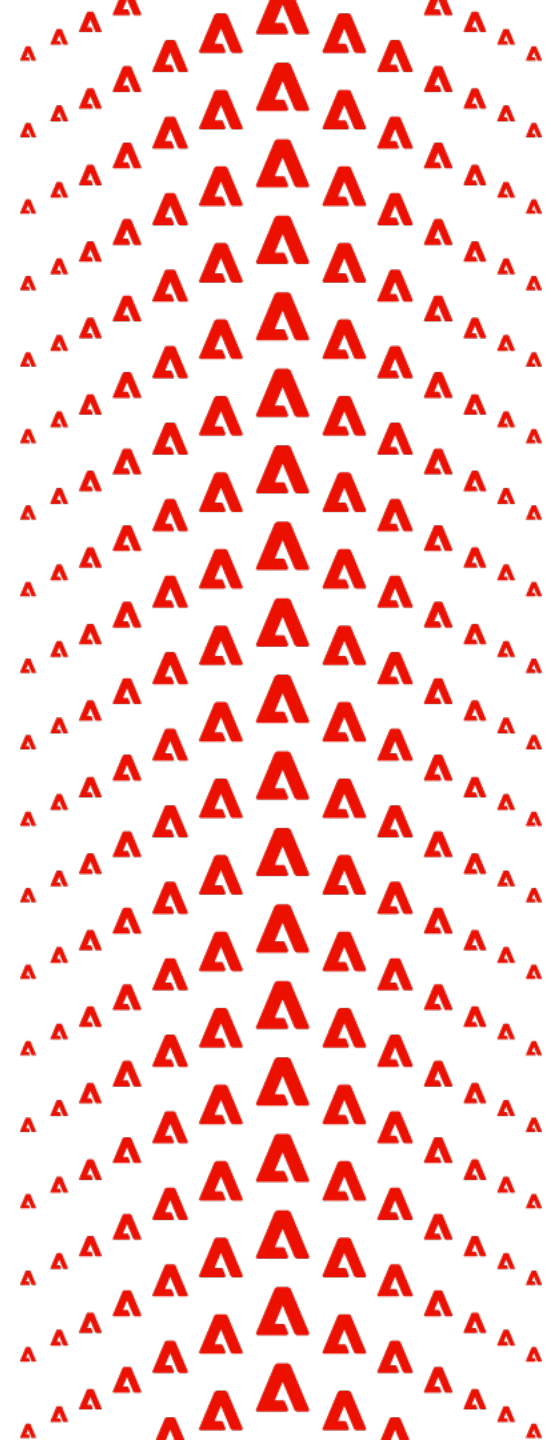
System Admin Essentials: Designing an Ideal User Experience

April 27, 2022



Agenda (Pacific)

Time	Topic
8:00 a.m.	Welcome and agenda
8:05 a.m.	Customer Spotlight: Liberty Mutual Insurance <i>Steven Enos, Senior Operations Analyst, Liberty Mutual Insurance</i>
8:25 a.m.	Designing an Ideal User Experience <i>Mary Ann Erickson, Customer Success Manager, Adobe Workfront</i>
8:45 a.m.	Presenter Q&A
8:55 a.m.	Wrap-up and next steps



Liberty Mutual Workfront User Experience

Steven Enos

Senior Operations Analyst, Copper Giants™

U.S. Marketing & UX, Global Retail Markets

Liberty Mutual Insurance



About Me..

I have 2 daughters ages 9 and 13. Baxter is the most recent addition to our family. Filling in for the 2 black labs that have gone before him.

I enjoy being outside in the woods or on the water. My favorite place is Maine. I also enjoy woodworking and building.



650 Projects
Annually

3,000+
Deliverables
Annually

Copper Giants™ Managing Director
Clifford Stevens

US
Marketing
& UX

Other
Stakeholders

Creative
Content & Design

Creative
Studio

Integrated
Services

Strategic
Operations
Michael LaBerge

CDs/ACDs

Studio
Design

Project/Acct
Management

Planning &
Analysis

Writers

Production

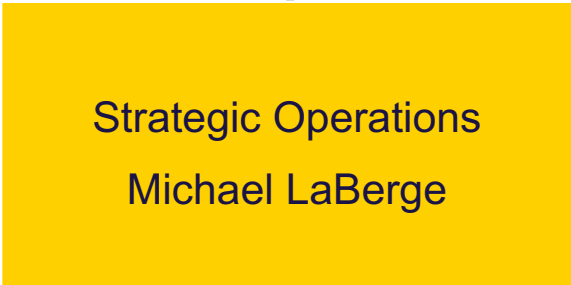
Process &
Technology

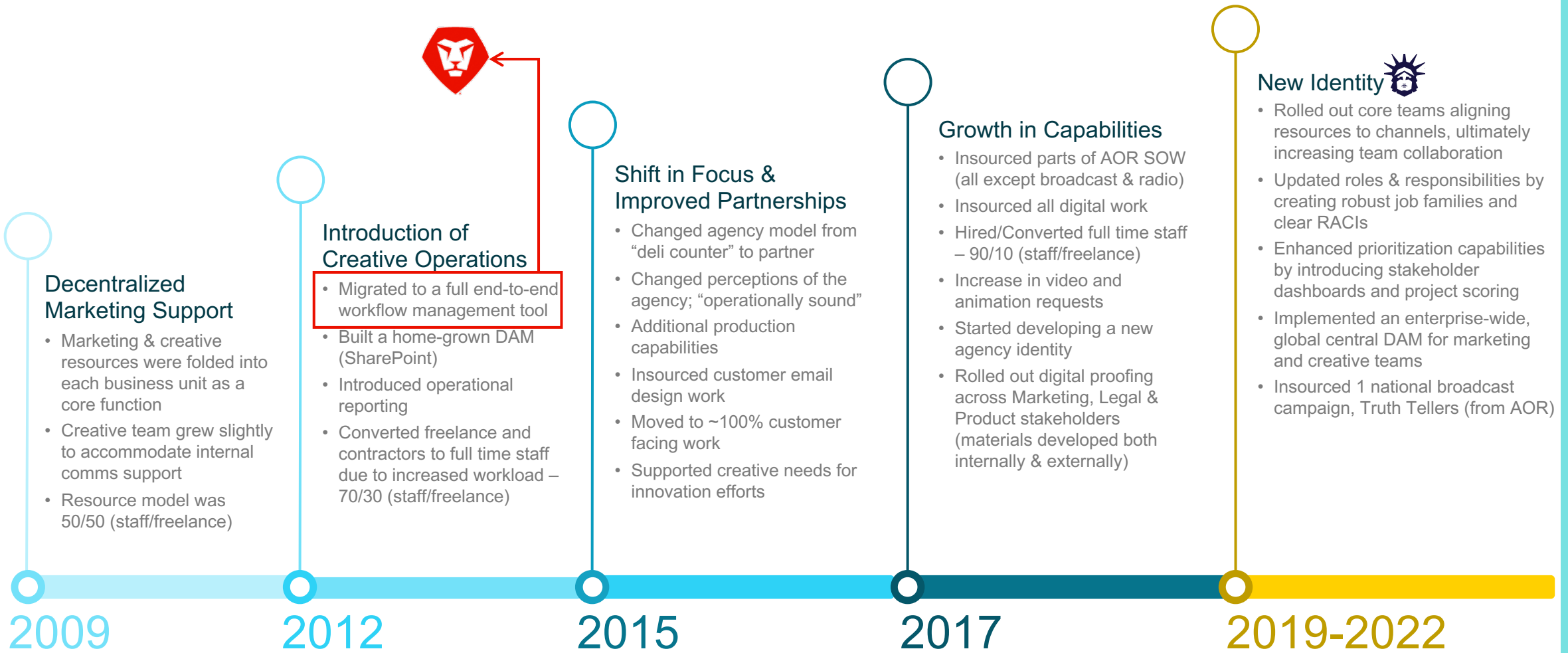
Art Directors

Video Editing &
Animation

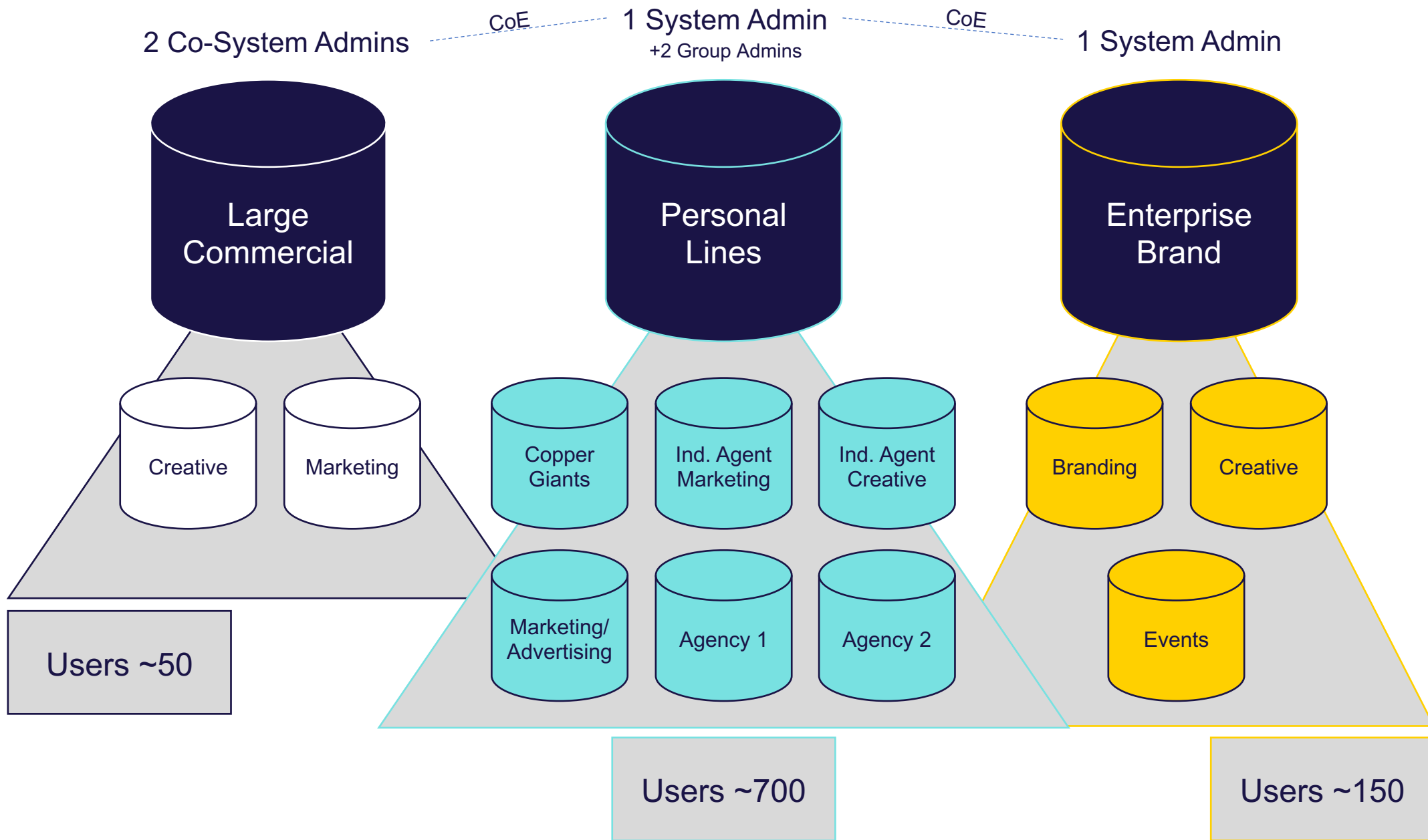
Agency
Evolution

Stakeholder Groups

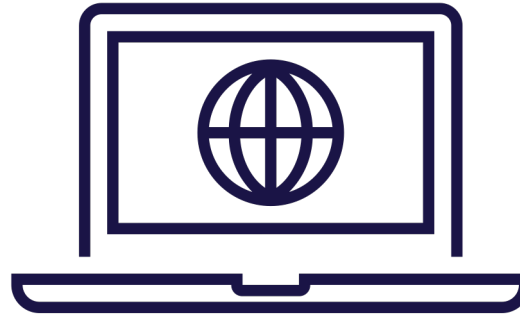
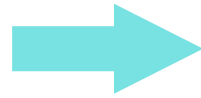




MAJOR MILESTONES



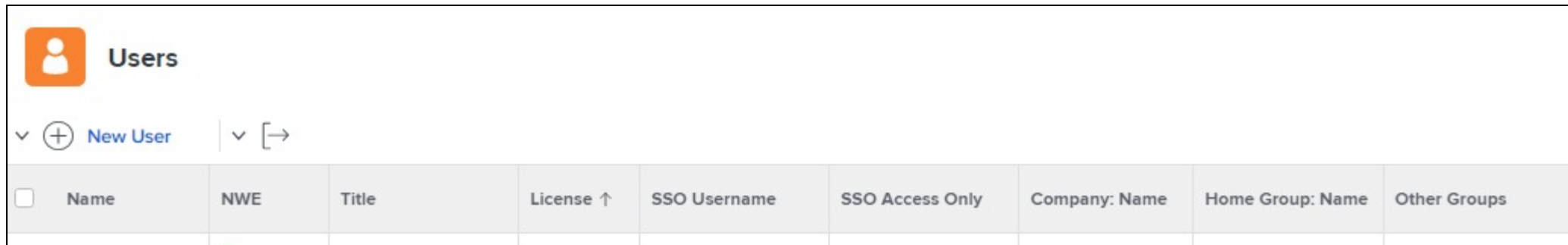
New Workfront Experience transition as catalyst for engagement



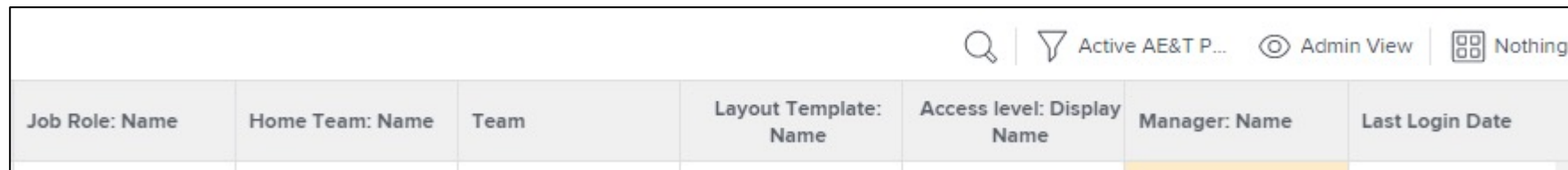
User organizational structure is the base

Learn about and organize your users accordingly.

- Groups, teams, etc.
- Build yourself an actionable user view for fast updates.



<input type="checkbox"/>	Name	NWE	Title	License ↑	SSO Username	SSO Access Only	Company: Name	Home Group: Name	Other Groups
--------------------------	------	-----	-------	-----------	--------------	-----------------	---------------	------------------	--------------



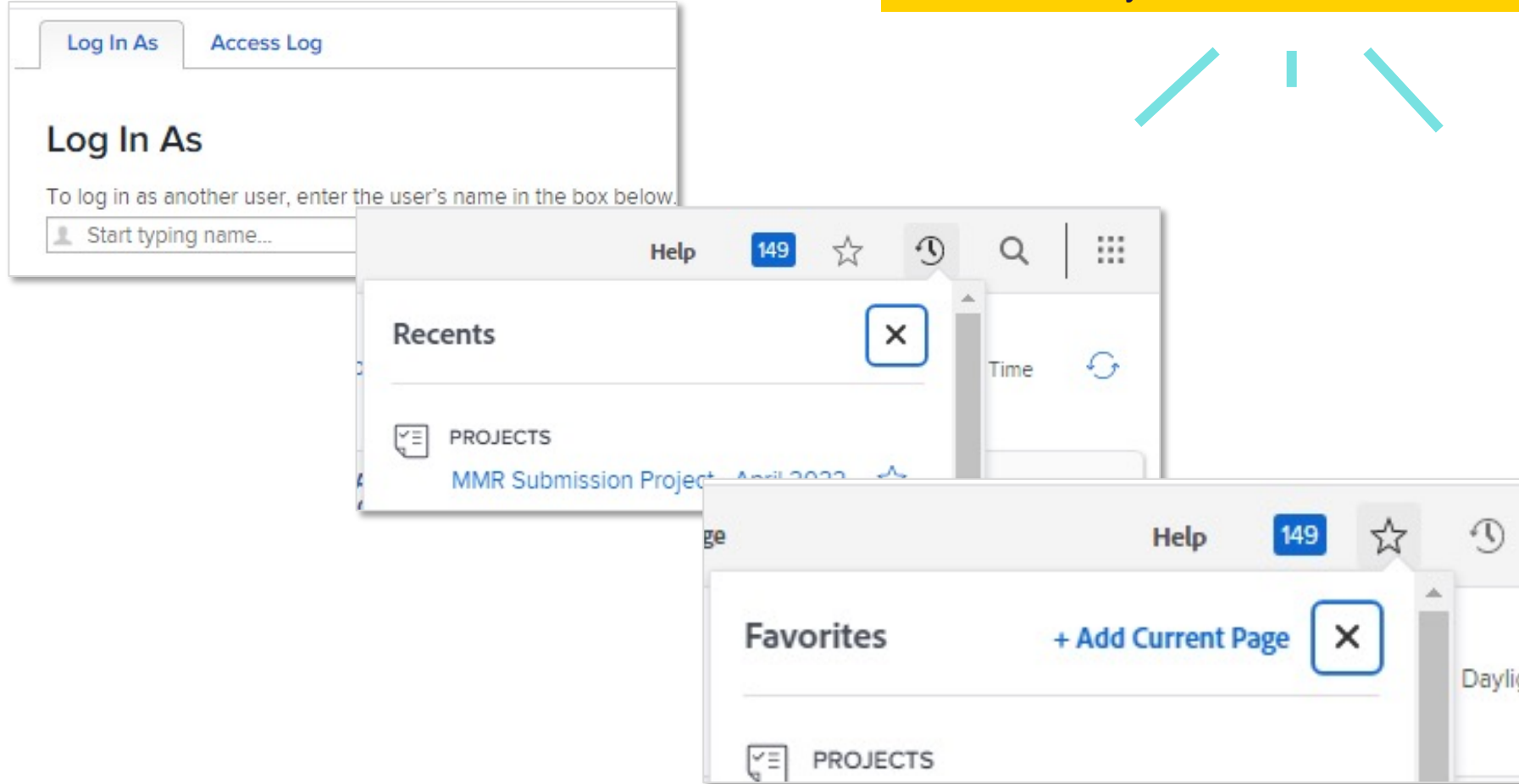
Job Role: Name	Home Team: Name	Team	Layout Template: Name	Access level: Display Name	Manager: Name	Last Login Date
----------------	-----------------	------	-----------------------	----------------------------	---------------	-----------------

Feb 23: Understanding User Management in Workfront

https://webinars.on24.com/adobe_workfront/AdminEssentialsUserMgmt?partnerref=wfone

Know your audience!

Meet with teams and individuals to learn more about how they interact with and use the tool.



Audit and clean up dashboards that will be pinned on user layout templates

Filter by \$\$User.ID whenever possible.

Replace project ID with project:name if needed.

Utilize custom fields in reports/dashboards to capture client direction, updates and changes.

This helps to drive engagement with the dashboard and WF in general.



Report Default | Report Default | Report Default

Project Manager Notes	Business Partner Notes

Enter Text here | Enter Text here

Audit and clean up dashboards that will be pinned on user layout templates

Be aware of how your audience thinks about their work when setting up a dashboard. As an example, what “stage” is the work at?

The screenshot shows a dashboard titled "My Work Dashboard (AE&T)" with three distinct sections highlighted by red boxes. Each section has a "Details" and "Summary" tab. The first section is "My Active Work Items (AE&T)", the second is "My Upcoming Work Items (AE&T)", and the third is "My Recently Completed Work Items - past 4 weeks (AE&T)". A text box on the right contains the instruction: "Use dates, statuses, and predecessors to determine where the work is displayed for the user." Two arrows point from this text box to the highlighted sections.

Audit and clean up dashboards that will be pinned on user layout templates

Column rules can help users better understand when work is ready.

Start On	Due On ↑	Readiness Status	Predecessors
4/18/22	4/22/22	Ready to work	
5/17/22	5/23/22	Waiting on others	9
5/17/22	5/23/22	Waiting on others	9



Column Settings

Custom Column Label: Field Format:

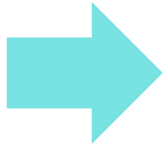
Show this column when on a Dashboard

Column Rules ⓘ

- If Pending Predecessors Equal (Case Sensitive) false
- If Pending Predecessors Equal (Case Sensitive) true

Groupings are a very effective way to organize items for the user.

<input type="checkbox"/> Name	MK_Client #	% Complete
MK_Cycle ID - Multi Carrier: C230C - November 2021 (43)		
MK_Relationship Manager: [REDACTED]		
MK_Account Coordinator: [REDACTED]		
<input type="checkbox"/> [REDACTED]	135804	100%



DASHBOARD

Business Partner 1 Dashboard

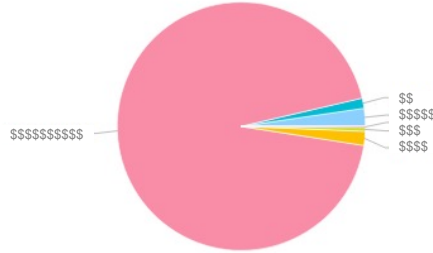
Dashboard Actions



Showback Model for Last Month's Labor Costs

Export Hide Values

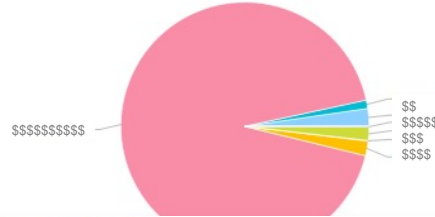
Details | Summary | Chart



Showback Model for YTD Labor Costs

Export Hide Values

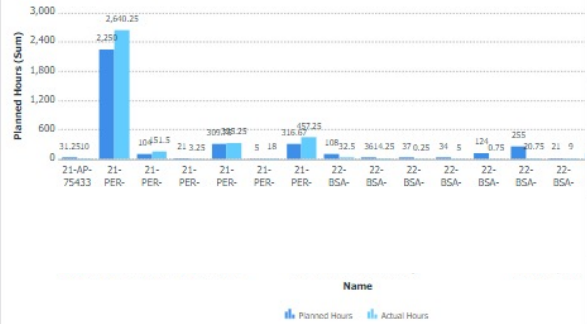
Details | Summary | Chart



Advertising Only - Active Project Hours (Planned vs. Actual YTD)

Export Hide Values

Details | Summary



Business Partner 1 Active Projects Status Details

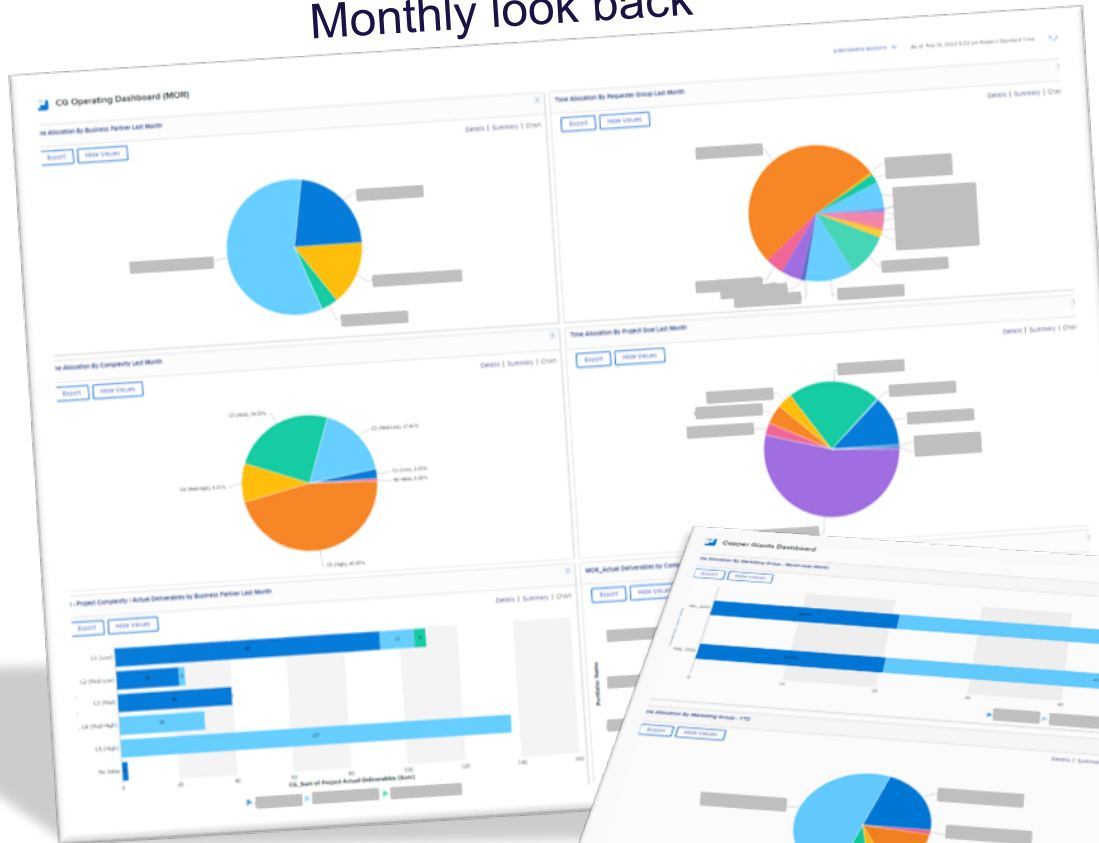
Export

Details | Summary

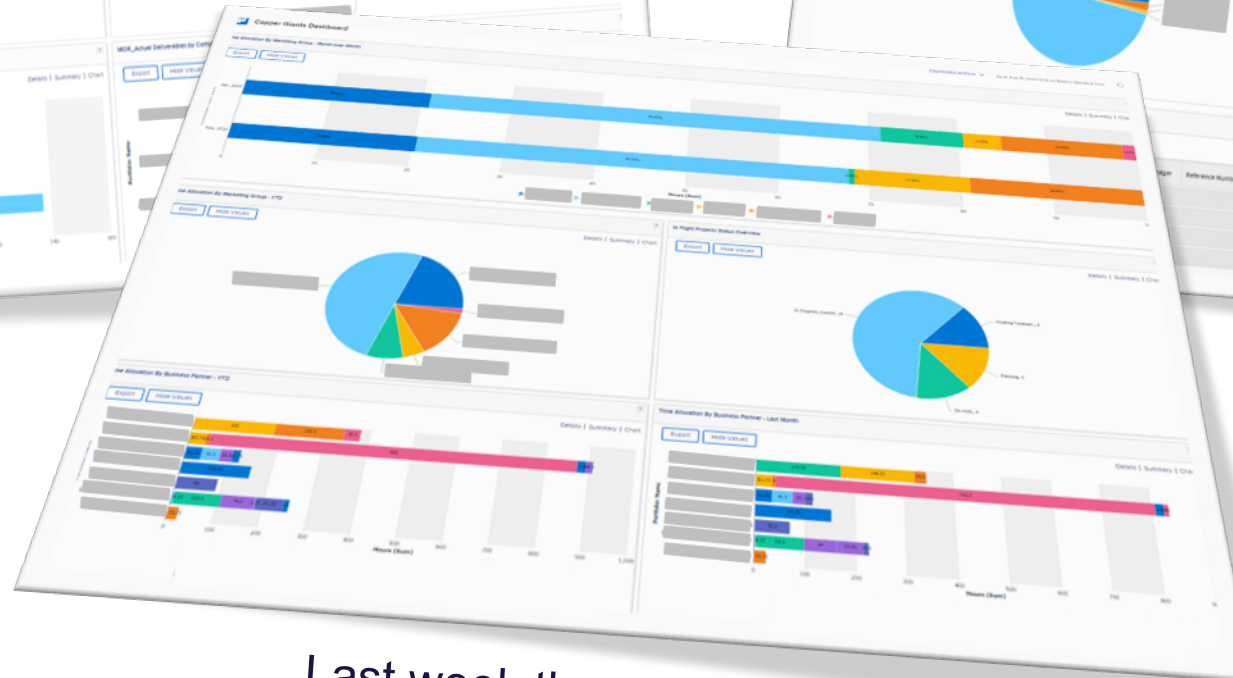
Name	Creative Project Manager	Marketing Manager	Scope Item #	Desc	Status	Due On	% Complete	Planned Hours	Hours Spent to Date	Project Manager Notes
Requester Group: Broadcast (7)										
<input type="checkbox"/> 21-PER-1028726 Campaign			935958		Current	2/25/22	91.89%	2250 Hours	2640.25 Hours	Fishing edit review #1 - 2/9 at 4pm Fishing edit review #2
<input type="checkbox"/> 22-BSA-720423			921803		Current	3/22/22	0%	124 Hours	0.75 Hours	Natalie to provide update
<input type="checkbox"/> 21-PER-1099176, Exploration					Awaiting Feedback.	2/16/22	63.51%	104 Hours	151.5 Hours	Waiting on feedback and approval
<input type="checkbox"/> 22-BSA-102785!			1012037		Current	2/25/22	0%	108 Hours	32.5 Hours	LIVE
<input type="checkbox"/> 21-PER-518804_			918762		Current	12/23/21	18.18%	5 Hours	18 Hours	Update to date
<input type="checkbox"/> 22-BSA-720423			921803		Planning	2/17/22	0%	34 Hours	5 Hours	Natalie to provide update
<input type="checkbox"/> 22-BSA-881422 Updates			935939		Planning	4/15/22	0%	125 Hours	0 Hours	
Requester Group: XXXXXXXXXXXX (1) XXXX										
Requester Group: XXXXXX (3) XX										
Requester Group: XXXXXX (2) XX										
Requester Group: XXXXXXXXXXXX (1) XXXX										
Requester Group: XXXXXXXXXXXX (1) XX										



Monthly look back



Quarterly look ahead



Last week through today



EXECUTIVE SUMMARY – LAST MONTH BY THE NUMBERS

NEW REQUESTS

AAA +AA%
MoM

PROJECTS WORKED

BBB +BB%
MoM

DELIVERABLES

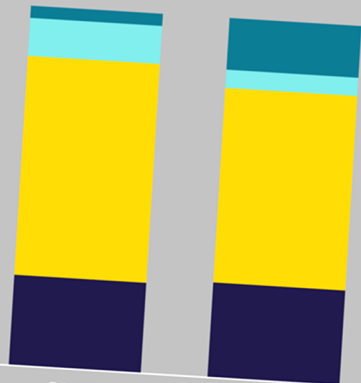
CCC +CC%
MoM

EXPENSES YTD

INSOURCING SAVINGS YTD



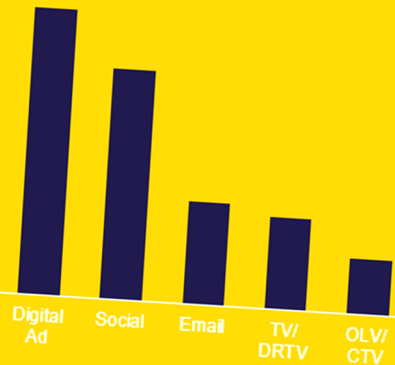
SUPPORT ALLOCATION



2022P
(annual)

Last
Month

TOP DELIVERABLE TYPES (ACTUALS)



Digital
Ad

Social

Email

TV/
DRTV

OLV/
CTV

\$\$\$

Freelancer
Spend

\$\$\$

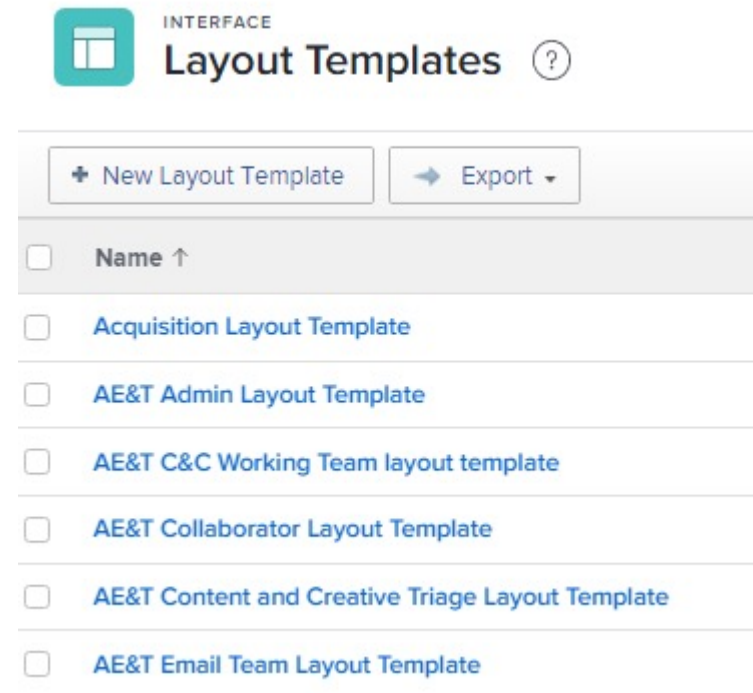
Tech
Spend

\$\$\$

Production
Spend

Layout templates are your bridge to the user

- Utilize layout templates to customize the user experience and drive specific dashboard engagement.
- Remember... Less is more, especially with new users.
- Once you have a simplified base layout template, use that to copy from as you create new ones. Much easier to add as you go.
- Use layout templates for easy sharing of dashboards to groups.



Build your bridge...

Acquisition Layout Template
Template for users have need access to the Marketing Comms plan project

Administrative access
Grant access to

Assignments
Assign this to

Terminology
Set Terminology

Main Menu
Set Main Menu

Top navigation area

Select landing page
Acquisition & ...

Acquisition & New P... x

My Current Projects x

Requests x

MMR Submitter Das... x

Acquisition Quarterl... x

Copper Giants Plann... x

Projects x

Add new pin

Customize what users see

Project v

Project

Task

Issue

Portfolio

Program

Template

Template Task

Billing Record

Projects

Requests

Approvals

Pins are your number one tool for engagement. You want to include enough to be effective but not overwhelm the user.

Make your stock pins count!

Customize what users see in all areas; project, task, list, etc.

Build your bridge...

Details

Custom Forms

Overview

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Reference Number	<input type="checkbox"/> URL
<input type="checkbox"/> Schedule From	<input checked="" type="checkbox"/> Planned Start Date	<input type="checkbox"/> Projected Start Date	<input checked="" type="checkbox"/> Actual Start Date
<input checked="" type="checkbox"/> Planned Completion Date	<input type="checkbox"/> Projected Completion Date	<input checked="" type="checkbox"/> Actual Completion Date	<input type="checkbox"/> Planned Duration
<input type="checkbox"/> Actual Duration	<input checked="" type="checkbox"/> Planned Hours	<input checked="" type="checkbox"/> Actual Hours	<input type="checkbox"/> Condition Type
<input type="checkbox"/> Condition	<input type="checkbox"/> Priority	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Project Owner
<input checked="" type="checkbox"/> Project Sponsor	<input type="checkbox"/> Resource Manager	<input type="checkbox"/> Converted Issue Originator	<input type="checkbox"/> Group
<input type="checkbox"/> Company	<input type="checkbox"/> Entered By	<input type="checkbox"/> Entry Date	<input checked="" type="checkbox"/> Last Updated By
<input checked="" type="checkbox"/> Last Update Date	<input checked="" type="checkbox"/> This Resolves	<input type="checkbox"/> Template	<input type="checkbox"/> Integrations
<input checked="" type="checkbox"/> Portfolio	<input checked="" type="checkbox"/> Program		

Finance

<input type="checkbox"/> Performance Index Method	<input type="checkbox"/> CPI / SPI / CSI	<input type="checkbox"/> Estimate at Completion	<input type="checkbox"/> Budget
<input type="checkbox"/> Fixed Cost	<input checked="" type="checkbox"/> Planned Cost	<input checked="" type="checkbox"/> Actual Cost	<input type="checkbox"/> Fixed Revenue
<input type="checkbox"/> Planned Revenue	<input type="checkbox"/> Actual Revenue	<input type="checkbox"/> Billed Revenue	<input type="checkbox"/> Project Currency
<input type="checkbox"/> Planned Benefit	<input type="checkbox"/> Actual Benefit		

Less
is
more!

Main Menu

Choose what displays in the Main Menu

Active items

- Projects
- Dashboards
- Requests
- Documents
- Calendars

Available items

- Home
- Portfolios
- Programs
- Reports
- Resourcing
- Teams
- Users
- Timesheets
- Templates
- Analytics
- My Updates
- Boards

Build your bridge...

- Lists are an area to pay particular attention to.
- Cleaning up list choices across all areas (projects, tasks, etc.) leads to a cleaner, more consistent user experience.

Customize what users see

Lists ▼

Select a list to customize
Projects ▼

Filter

- All Default
- Active
- Behind Schedule
- Current
- Due This Month
- Late
- My Projects
- On Time
- Projects I Own
- Projects I'm On
- Scenario Planner Projects
- [+ Add Filter](#)

View

- All Dates
- Condition
- Cost Overview
- Earned Value
- Expenses
- Hour Approval
- Labor Costs
- Portfolio Values
- Project Goal Performance
- Standard Default
- The Real Story
- [+ Add View](#)

Grouping

- Nothing
- Category
- Company
- Completion Date By Month
- Completion Date By Week
- Condition
- Condition By Month
- Entered By
- Group
- Owner
- Planned Date Alignment
- Planned Hours Alignment
- Portfolio
- Priority

Customize your bridge...

Do they like it? Find out!

1. Identify a vocal and knowledgeable pilot group for feedback.
2. Individual and group sessions can both be effective depending on the audience.
3. Once pilot group is aligned and can help champion—roll out by group/team structure.
4. Encourage feedback and be proactive with touch points.

Now what?

Look 

Listen 

Evolve 

Thank you!

Steven Enos

Senior Operations Analyst, Copper Giants™

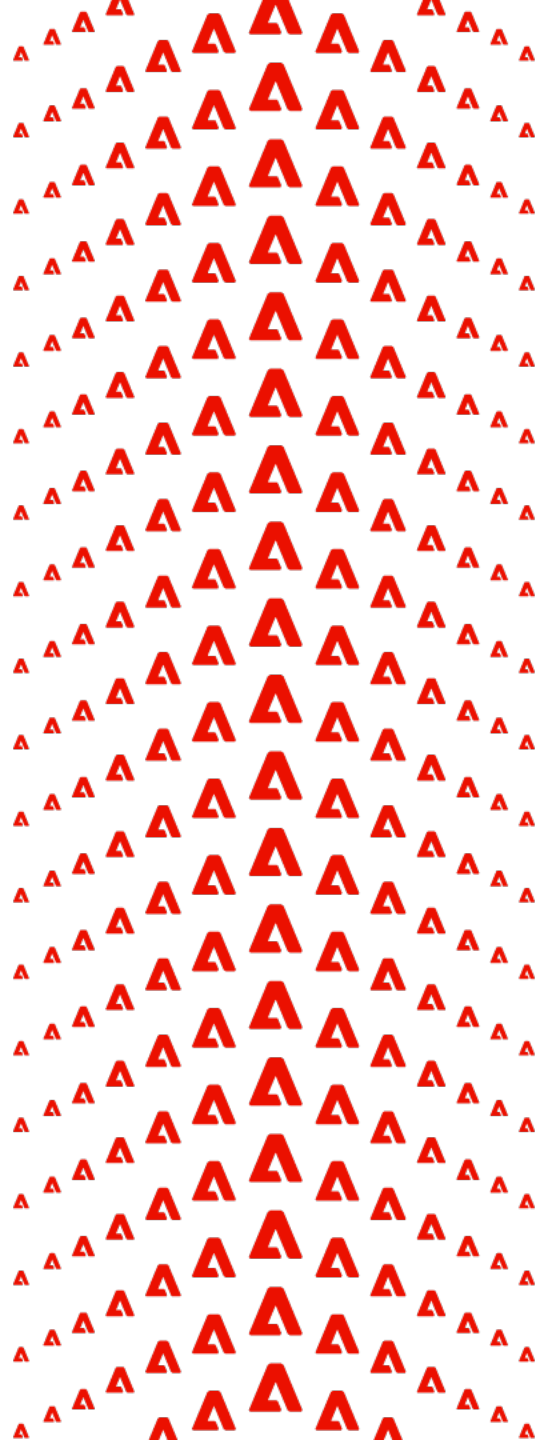
U.S. Marketing & UX, Global Retail Markets

Liberty Mutual Insurance



Adobe Workfront | Best Practices

Optimize the User Experience



In your work – the System Administrator

New request
SAMPLE

Request Type
System Administrator Request Queue

Details

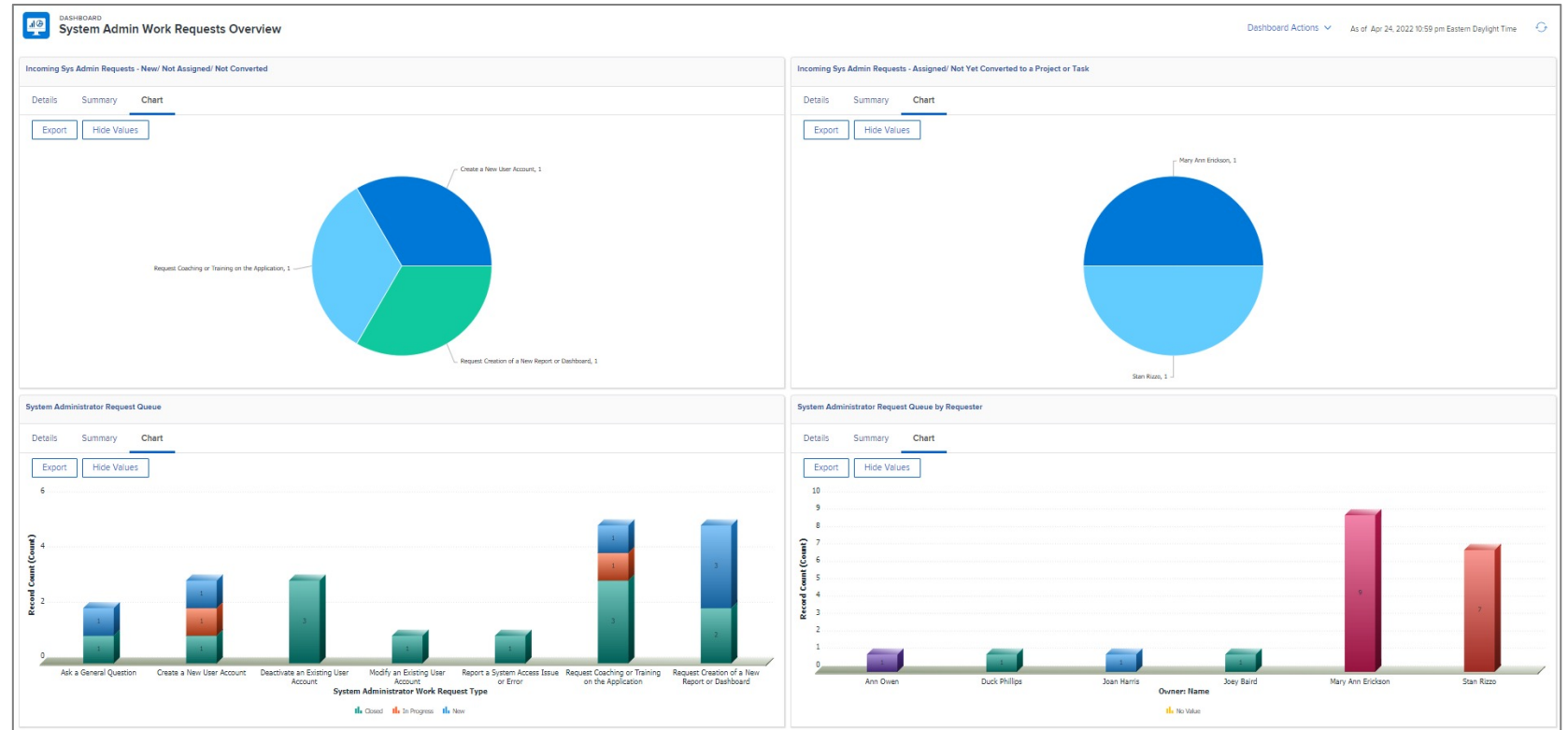
Subject *
SAMPLE

Priority
Normal

Primary Contact
Mary Ann Erickson

- Ask a General Question
- Create a New User Account
- Modify an Existing User Account
- Deactivate an Existing User Account
- Report a System Access Issue or Error
- Report a System Error (not access related)
- Request a Modification to the Current Application Setup
- Request Creation of a New Report or Dashboard
- Request Coaching or Training on the Application
- Request a Demonstration of the Application Product
- Request a New Implementation of the Application ... artment)
- Request Office Hours - Discuss Process Workflows/... ce/ Etc.

Submit Close Discard draft



Object visibility – User activity awareness

Users										
Active	Name	User Information	Email Address	Groups	Teams	Layout Template: Name	License	Has Proof License	Last Login Date ↓	Login Count
<input type="checkbox"/>	Mary Ann Erickson	Manager: Kara Trapp Access Level: System Administrator Primary Job Role: Marketing Operations Manager Home Group: Marketing Home Team: Workfront System Administrators	maryannerickson@workfront.com	Marketing	Workfront System Administrators Customer Success	System Administrator	Plan	●	4/24/22	73
<input type="checkbox"/>	Stan Rizzo	Manager: Access Level: System Administrator Primary Job Role: Home Group: Marketing Home Team: Digital Marketing Team	admin@csatscale.demo	Marketing	Workfront System Administrators Administrative Team Digital Marketing Team Creative Customer Success	System Administrator	Plan	●	4/22/22	155
<input type="checkbox"/>	Joan Harris	Manager: Access Level: System Administrator Primary Job Role: Project Manager Home Group: Marketing Home Team: Customer Success	joan@csatscale.demo	Marketing	Workfront System Administrators Management Creative Request Traffic Team Administrative Team Customer Success	User Dash	Plan	●	10/21/21	4
<input type="checkbox"/>	Svetlana Silina	Manager: Kara Trapp Access Level: System Administrator Primary Job Role: Art Director Home Group: Marketing Home Team: Customer Success	svetlanasilina@workfront.com	Marketing	Customer Success		Plan	●	10/21/21	79
<input type="checkbox"/>	Leslie Stinson Spier	Manager: Access Level: System Administrator Primary Job Role: Home Group: Marketing Home Team: Customer Success	stinsonl@adobe.com	Marketing	Customer Success		Plan	●	7/21/21	2
<input type="checkbox"/>	Cynthia Boon	Manager: Access Level: System Administrator Primary Job Role: Home Group: Marketing Home Team:	boon@adobe.com	Marketing		Boon's Test	Plan	●	7/21/21	5
<input type="checkbox"/>	Nichole Vargas	Manager: Kara Trapp Access Level: System Administrator Primary Job Role: Home Group: Operations Home Team: Customer Success	nicholevargas@workfront.com	Operations Marketing	Workfront System Administrators Customer Success	Project Manager	Plan	●	7/13/21	1

Manage and maintain your environment – keep it current, relevant, accurate



With your end users – requesters, team members, stakeholders, etc.

Users Requests Dashboard Projects In-Flight Creative - Task Statu... Guided Self-launch L... Sample NWE Transiti... Workfront Usage Da... Workfront Cleanup ... Unpin current page Help

DASHBOARD
Requester Status Dashboard Dashboard Actions As of Apr 24, 2022 6:36 pm Eastern Daylight Time

[DEPT/ TEAM NAME] - Status of Requests for New Work

Report Default Report Default Nothing

<input type="checkbox"/> Request Priority	Date Requested	Request Status	Request Ref#	Request Name	Last Update Communication	Request Shortcuts
<input type="checkbox"/> Normal	4/21/22	New	8983	Sample for Training 04212022		
<input type="checkbox"/> Normal	4/21/22	Awaiting Feedback	9033	Sample Campaign Request for Training	Need more information -- please complete the creative brief as outlined.	
<input type="checkbox"/> Normal	4/21/22	To Be Assigned	8984	Sample Video Request for Training 042122	Videographer on PTO, will return next week.	

Showing all 3 issues

[DEPT/ TEAM NAME] - Active Project/ Task Status of Work Requested

Details Summary

Report Default Report Default Report Default

<input type="checkbox"/> Date Requested	Request Status	Request Name	Project or Task Status	Project or Task Name	Project or Task Planned Start	Project or Task % Complete	Project or Task Projected Complete
Month: Jun, 2021 (1)							
<input type="checkbox"/> 6/8/21	In Progress	Create New Account for David Smith	Current	Create New Account for David Smith	6/8/21	100%	8/18/21
Month: Oct, 2021 (2)							
<input type="checkbox"/> 10/26/21	In Progress	101 Workshop Example 001	In Progress	Request Queue Training for Marketing Team	12/15/21	30%	4/25/22
<input type="checkbox"/> 10/26/21	New	101 Workshop Example 003	New	101 Workshop Example 003	10/26/21	0%	10/27/21

Showing all 3 issues

[DEPT/ TEAM NAME] - Completed Project/ Task Summary of Work Requested

Details Summary

Report Default Report Default Report Default

<input type="checkbox"/> Date Requested	Request Status	Request Name	Project or Task Status	Project or Task Name	Project or Task % Complete	Project or Task Actual Complete
Month: Jun, 2021 (1)						
<input type="checkbox"/> 6/9/21	Closed	Show Me How Brochure	Complete	Show Me How Brochure	100%	7/5/21

Showing all 1 issue

Requester – Original Submission

Users Requests Dashboard Projects In-Flight Creative - Task Statu... Guided Self-launch I... Sample NWE Transiti... Workfront Usage Da... Workfront Cleanup ... Pin current page Help

REPORT {DEPT/ TEAM NAME} - Status of Requests for New Work w/ Alerts Show Filters Report Actions As of Apr 24, 2022 11:46 am Eastern Daylight Time

Use this report to view YOUR (Primary Contact/ Submitted by = YOUR User Account) new work requests that have been submitted but not yet converted to a project or task for fulfillment and completion.

Details

Request Priority	Date Requested	Request Status	Request Ref#	Request Name	Last Update Communication	Request Shortcuts
<input type="checkbox"/> Normal	4/21/22	New	8983	Sample for Training 04212022		
<input type="checkbox"/> Normal	4/21/22	Awaiting Feedback	9033	Sample Campaign Request for Training	Need more information -- please complete the creative brief as outlined.	
<input type="checkbox"/> Normal	4/21/22	To Be Assigned	8984	Sample Video Request for Training 042122	Videographer on PTO; will return next week.	

Showing 3 issues

Requester – Work in Progress (Converted Requests)

Users Requests Dashboard Projects In-Flight Creative - Task Statu... Guided Self-launch I... Sample NWE Transiti... Workfront Usage Da... Workfront Cleanup ... Pin current page Help


REPORT {DEPT/ TEAM NAME} - Active Project/ Task Status of Work Requested Show Filters Report Actions As of Apr 24, 2022 5:44 pm Eastern Daylight Time

This report shows the current status of the resolving project or task, as appropriate, of requests submitted by YOU (your User ID) that have been converted into projects or tasks from initial start through completion of fulfillment. The request status will remain aligned with the current project status until final completion/ resolution. [Less](#)

Details Summary

<input type="checkbox"/> Date Requested	Request Status	Request Name	Project or Task Status	Project or Task Name	Project or Task Planned Start	Project or Task % Complete	Project or Task Projected Complete
Month: Jun, 2021 (1)							
<input type="checkbox"/> 6/8/21	In Progress	Create New Account for David Smith	Current	Create New Account for David Smith	6/8/21	100%	8/18/21
Month: Oct, 2021 (2)							
<input type="checkbox"/> 10/26/21	In Progress	101 Workshop Example 001	In Progress	Request Queue Training for Marketing Team	12/15/21	30%	4/25/22
<input type="checkbox"/> 10/26/21	New	101 Workshop Example 003	New	101 Workshop Example 003	10/26/21	0%	10/27/21

Showing 3 issues



Requester – Completed Work (Requests)

Users Requests Dashboard Projects In-Flight Creative - Task Statu... Guided Self-launch I... Sample NWE Transiti... Workfront Usage Da... Workfront Cleanup ... Pin current page Help

REPORT {DEPT/ TEAM NAME] - Completed Project/ Task Summary of Work Requested Show Filters Report Actions As of Apr 24, 2022 6:06 pm Eastern Daylight Time

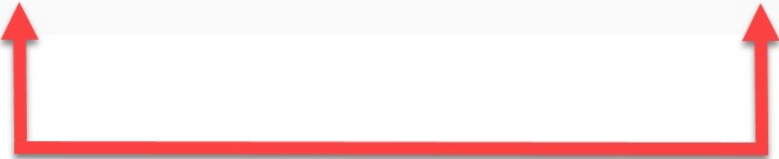
This report shows the completed resolving project or task, as appropriate, of requests submitted by YOU (your User ID) that have been converted into projects or tasks from initial start through completion of fulfillment. The request status will show as resolved and the project/ task status will show as closed or complete. [Less](#)

Details Summary

Search Report Default Report Default Report Default

Date Requested ↑	Request Status	Request Name	Project or Task Status	Project or Task Name	Project or Task % Complete	Project or Task Actual Complete
Month: Jun, 2021 (1)						
6/9/21	Closed	Show Me How Brochure	Complete	Show Me How Brochure	100%	7/5/21

Showing 1 issue



Out of the Box Request View vs. Requester Status Dashboard

Requests

Submitted

Drafts (2)

Requester Status

Add custom section

Name	Converted to	Path	Status	Entry Date	Last Update Date
101 Workshop Example 001	Request Queue Training for Marketing Team	System Administrator Request Queue	In Progress	10/26/2021	4/24/2022
Sample Video Request for Training C		Video Requests	To Be Assigned	4/21/2022	4/21/2022
Sample Campaign Request for Traini		Campaign Requests	Awaiting Feedback	4/21/2022	4/21/2022
Sample for Training 0421022		System Administrator Request Queue	New	4/21/2022	4/21/2022
30 Second Clip - Japan	30 Second Clip - Japan	Video Requests	New	4/21/2021	3/31/2022
Mothers Day Campaign	Mothers Day Campaign		New	5/26/2021	3/31/2022
Q3 Summer BBQ	Q3 Summer BBQ	Event Requests	New	6/8/2021	3/31/2022
101 Workshop Example 003	101 Workshop Example 003	System Administrator Request Queue	New	10/26/2021	3/31/2022
101 Workshop Example 002		System Administrator Request Queue	Closed	10/26/2021	3/31/2022
Holiday Video		Video Requests	Closed	11/3/2021	3/31/2022
Holiday Video		Video Requests	Closed	12/5/2021	3/31/2022
New Hire Training		System Administrator Request Queue	Closed	12/6/2021	3/31/2022
Deactivate Team Member - Marketin		System Administrator Request Queue	Closed	12/6/2021	3/31/2022
Nichole 3		Campaign Requests	Closed	9/21/2021	3/31/2022
Halloween Video Request		Video Requests	Closed	10/18/2021	3/31/2022
New Hire Training		System Administrator Request Queue	Closed	10/18/2021	3/31/2022
Fall Event		Event Requests	Closed	8/18/2021	3/31/2022
Request Report		System Administrator Request Queue	Closed	8/18/2021	3/31/2022
New Request		System Administrator Request Queue	Closed	9/8/2021	3/31/2022

Showing All (489) Issues 1 - 489 of 489 Issues

Requester Status Dashboard

(DEPT/ TEAM NAME) - Status of Requests for New Work

Request Priority	Date Requested	Request Status	Request Ref#	Request Name	Last Update Communication	Request Shortcuts
Normal	4/21/22	New	8983	Sample for Training 0421022		
Normal	4/21/22	Awaiting Feedback	9033	Sample Campaign Request for Training	Need more information -- please complete the creative brief as outlined.	
Normal	4/21/22	To Be Assigned	8984	Sample Video Request for Training 0421022	Videoographer on PTO; will return next week.	

(DEPT/ TEAM NAME) - Active Project/ Task Status of Work Requested

Date Requested	Request Status	Request Name	Project or Task Status	Project or Task Name	Project or Task Planned Start	Project or Task % Complete	Project or Task Projected Complete
6/8/21	In Progress	Create New Account for David Smith	Current	Create New Account for David Smith	6/8/21	100%	8/18/21
10/26/21	In Progress	101 Workshop Example 001	In Progress	Request Queue Training for Marketing Team	12/15/21	30%	4/25/22
10/26/21	New	101 Workshop Example 003	New	101 Workshop Example 003	10/26/21	0%	10/27/21

(DEPT/ TEAM NAME) - Completed Project/ Task Summary of Work Requested

Date Requested	Request Status	Request Name	Project or Task Status	Project or Task Name	Project or Task % Complete	Project or Task Actual Complete
6/9/21	Closed	Show Me How Brochure	Complete	Show Me How Brochure	100%	7/5/21

Which experience would you prefer?

Across your organization – visibility, collaboration, celebration and fun

Users Requests Dashboard Projects In-Flight Creative - Task Statu... Guided Self-launch L... Sample NWE Transitt... Workfront Usage Da... Workfront Cleanup ... [CS@S] Team Snaps... [CS@S] Sys Admin U... Marketing KPI Dash... Milestone Status Dash... Pin current page Help 0 ☆ ⌚ 🔍 ☰

DASHBOARD
Team Success -- Celebration Dashboard Dashboard Actions As of Apr 25, 2022 10:54 am Eastern Daylight Time ↻

On-Time Delivery Ratio Report

Details Summary **Chart**

Export Hide Values

Category	Percentage
On Time	66.67%
Late	33.33%

On-Time Delivery by Project Owner

Details Summary **Chart**

Export Hide Values

Owner Name	On Time Count	Late Count
Joan Harris	6	3
Mary Ann Erickson	2	1
Roy Campbell	0	2
Stan Rizzo	6	2

GTM Summary Report

🔍 📄 Report Default 🔄 Report Default 🗄️ Nothing

Name	Owner	Plan Start Date	Target Due Date	% Complete	Actual Complete Date	Days Under
<input type="checkbox"/> Facebook Page World Cup Sweepstakes	Joan Harris	6/15/20	9/3/20	100%	9/1/20	-2
<input type="checkbox"/> Full Page World Cup Sweepstakes Magazine Ad	Joan Harris	7/27/20	8/27/20	100%	8/26/20	-1
<input type="checkbox"/> Microsite World Cup Sweepstakes	Stan Rizzo	5/19/20	8/5/20	100%	8/5/20	0
<input type="checkbox"/> Reporting Success Workshop Execution	Stan Rizzo	4/16/21	4/21/21	100%	4/21/21	0
<input type="checkbox"/> Spring Catalog	Stan Rizzo	4/29/20	7/29/20	100%	7/26/20	-2
<input type="checkbox"/> Valentines Day Sale Direct Mailer	Stan Rizzo	12/28/20	2/4/21	100%	7/12/20	-207
<input type="checkbox"/> World Cup Sweepstakes Email Blast 1	Joan Harris	7/13/20	8/21/20	100%	8/20/20	-1

Showing all 7 projects

Remember, as you travel your journey



A tribe is a group of people **connected to one another, connected to a leader, and connected to an idea**. For millions of years, human beings have been part of one tribe or another. A group only needs two things to be a tribe; a **shared interest** and a **way to communicate**.

~ Seth Godin

Questions?



Upcoming Events

System Admin Essentials Webinars

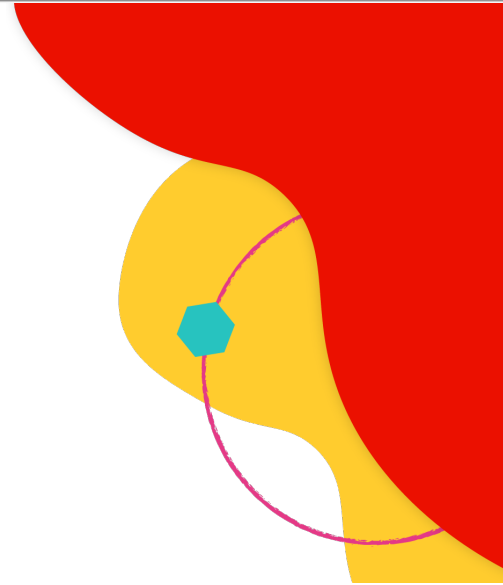
- May 11: Leveraging the Group Admin
- June 8: Foundations of Operational Reporting

Office Hours + Small Group Workshops

- May 4: Ask the Expert: User Experience Office Hours
- May 5: Small Group Workshop: Request Queues
- May 12: Small Group Workshop: User Management
- Check in regularly as topics are added weekly!



Register at one.workfront.com/events



Thank you!

