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EXPERIENCE MAKERS

THE SKILL EXCHANGE

Understanding Objects in Adobe Workfront

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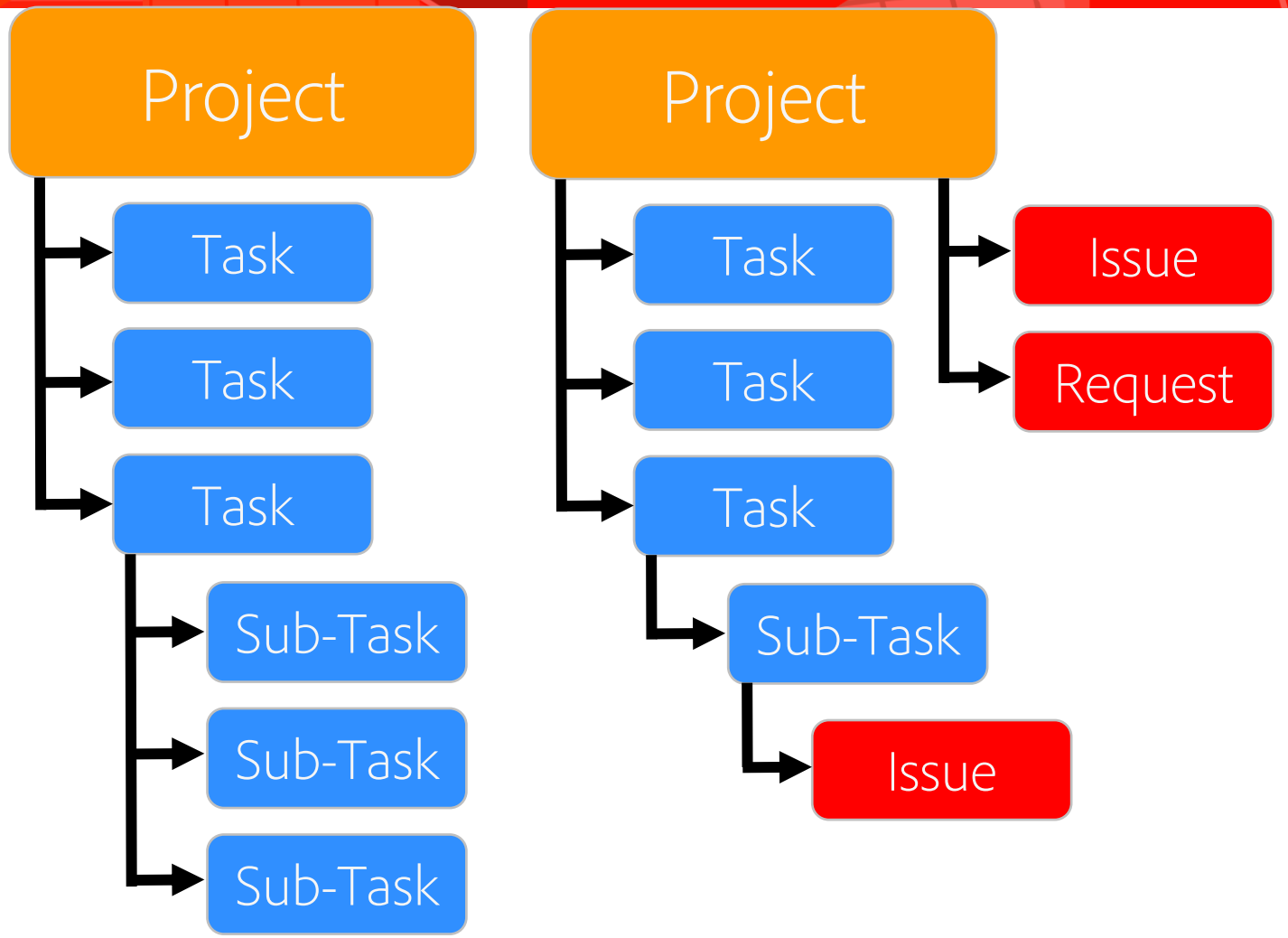
Introduction to Workfront Object Structure

Workfront's Base Objects

- **Project**
  - The overall Deliverable that needs to be completed
- **Task**
  - The planned work item that needs to be done to complete the **Project**
  - Can be broken into **Sub-Tasks** which can be broken into more **Sub-Tasks**
- **Issue**
  - A means for submitting and tracking unplanned work
  - Used synonymously with "**Requests**"



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Terminology Differences

- It's possible you're using different terminology today; if you are, feel free to make a note of what you call these objects.

Terminology in Adobe Workfront	Your Terminology
Portfolio	Campaign? Business Unit? Fiscal Year?
Program	Campaign? Division? Fiscal Quarter?
Project	Deliverable? Epic? Campaign?
Task	Job? Assignment? Planned Work Item?
Issue	Request? Change? Bug?
Custom Form	Intake form? Creative Brief? Unique Info?

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Workfront is an Object Oriented Database

Workfront is defined as an Object Oriented Database that relies on Relationships:

- RDBMS: Stands for Relational Database Management System. It is a database management system based on the relational model i.e. the data and relationships are represented by a collection of interrelated tables. It is a DBMS that enables the user to create, update, administer and interact with a relational database.
- OODBMS: Stands for Object-Oriented Database Management System. It is a DBMS where data is represented in the form of objects, as used in object-oriented programming. OODB implements object-oriented concepts such as classes of objects, object identity, polymorphism, encapsulation, and inheritance. An object-oriented database stores more complex data as compared to a relational database.

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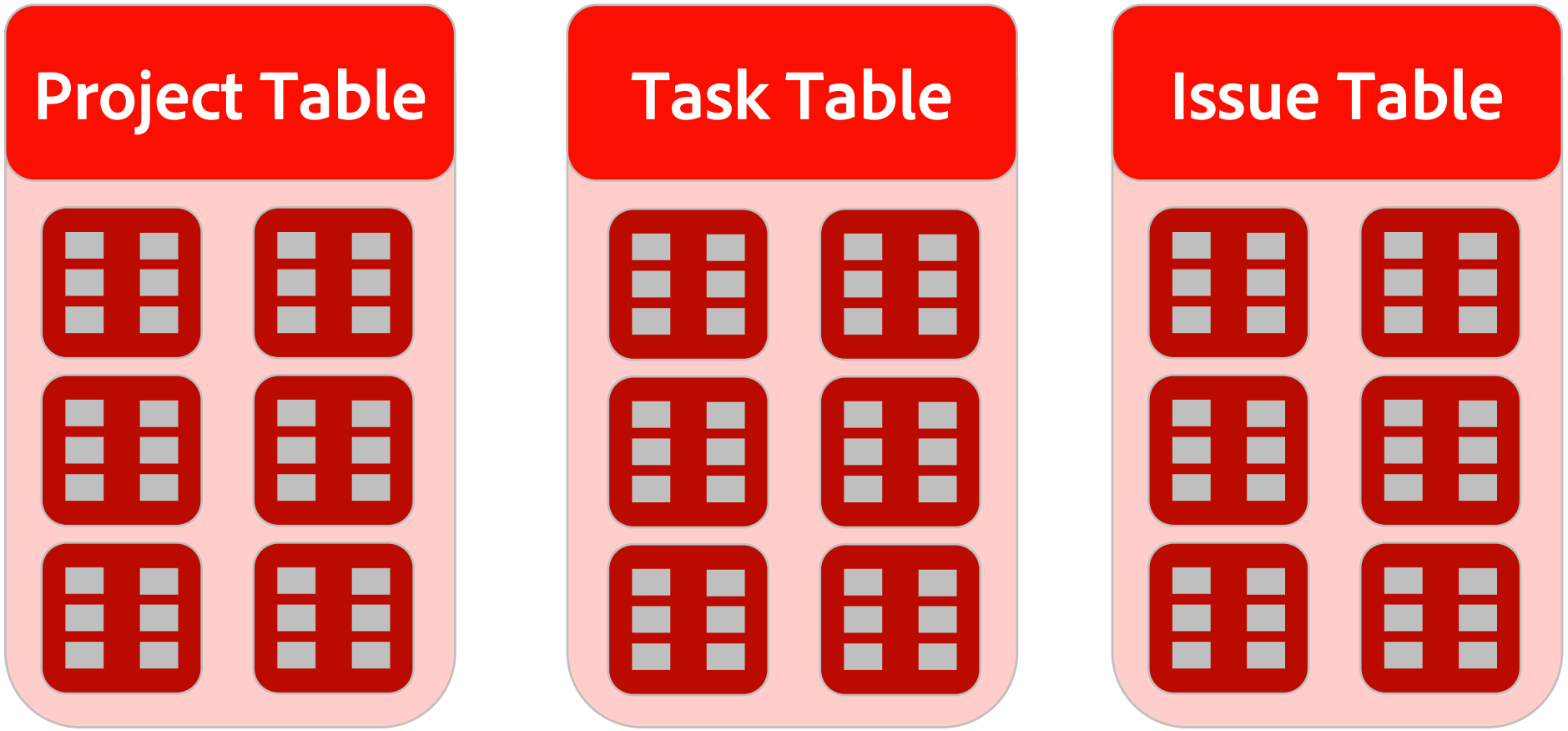
Workfront's Tables



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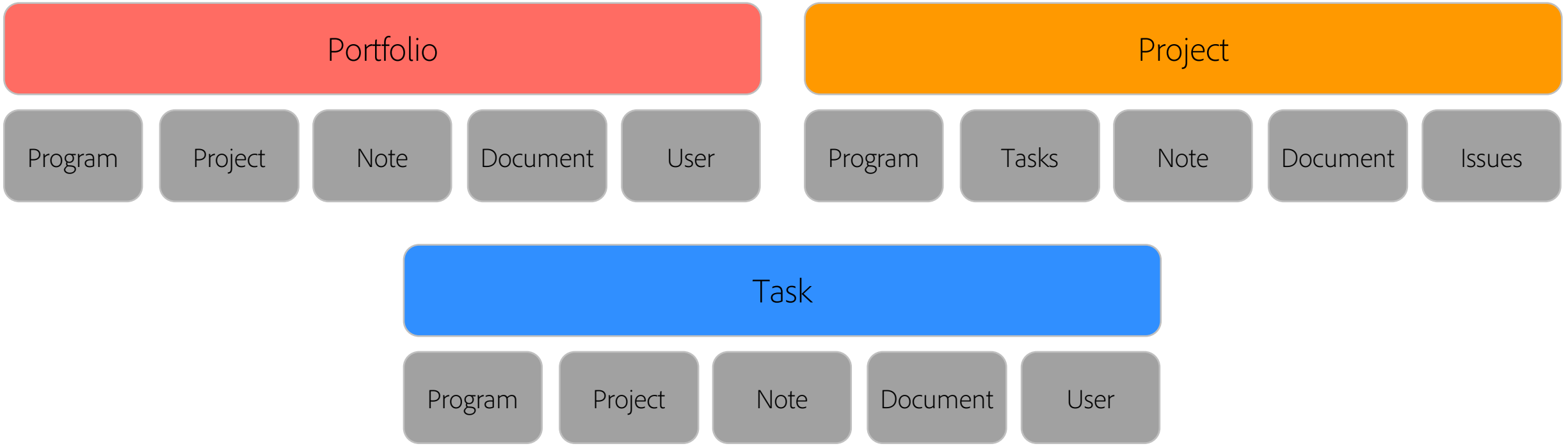
Relational Object Oriented Database

- Objects in Adobe Workfront are related to each other; Tasks live on Projects, Projects are part of Portfolios, Reports can display information about the associations and attributes of objects. We often call these Parent/Child object relationships.



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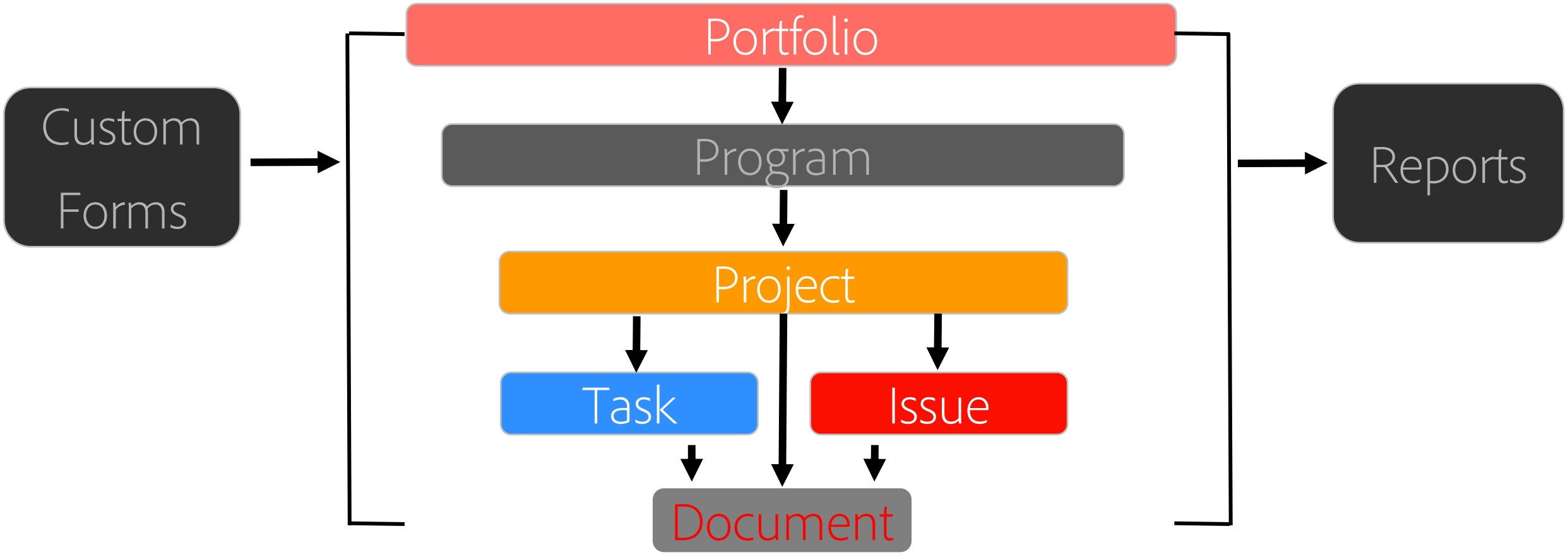
Object Hierarchy

- Objects related directly to Project management and associated deliverables exist within an established hierarchy.



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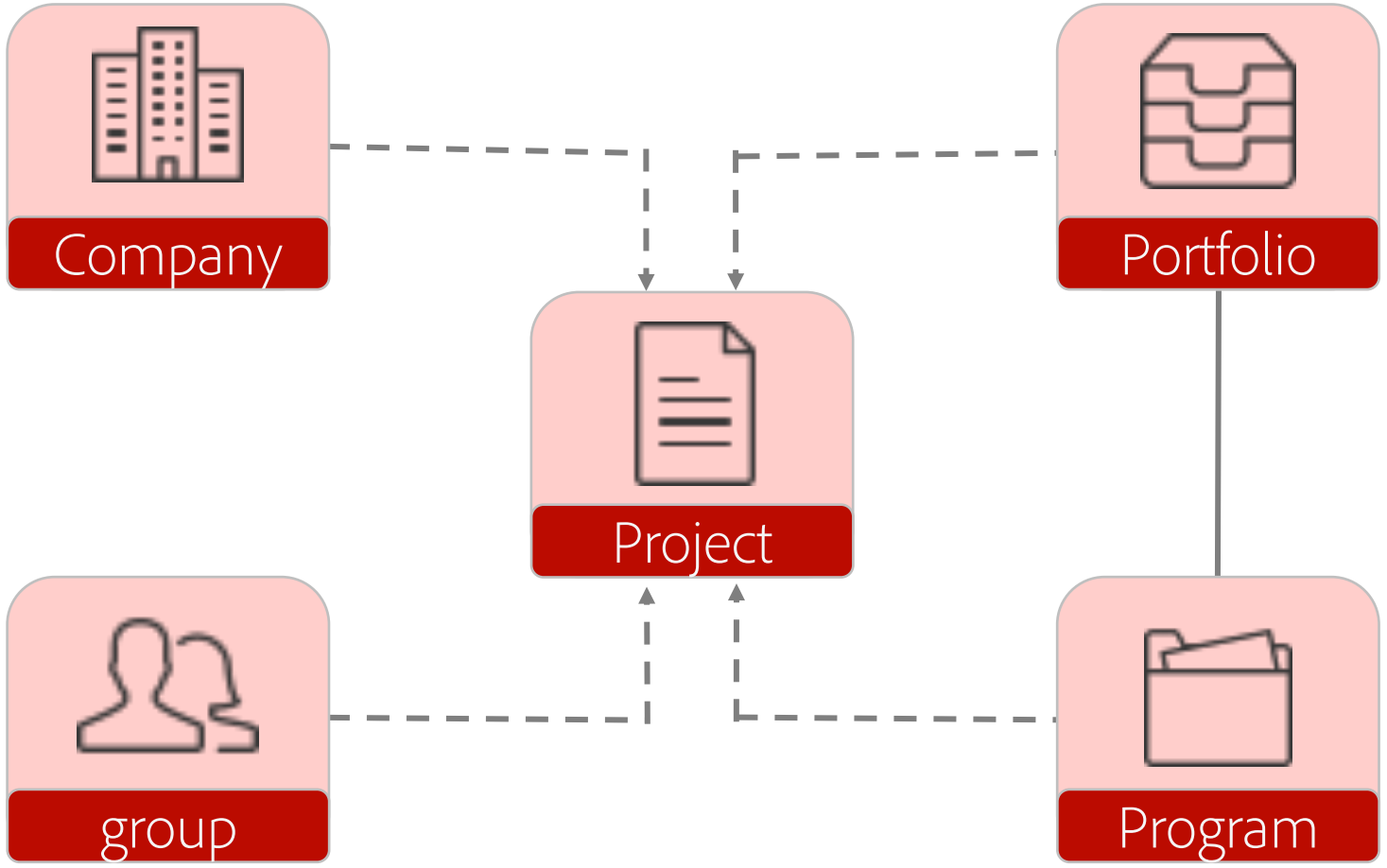
Object Relationships

- Objects in Workfront are related and we use attributes from these objects for insight into our work being done. Here an example of ways a Project is related to other objects:



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Companies, Groups, Teams, & Job Roles

Companies

- A company is an organizational unit in Workfront. Companies are used for financial planning, reporting, defining permissions around objects, and to keep information confidential.
- A company can represent:
  - Your own organization.
  - A client you work with.

Used To:

- Organize users
- Keep information separate
  - Through access levels, locking comments
- Associate Projects and Templates
  - And other objects
- Designate org chart

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Groups

- Groups represent an organizational unit similar but distinct from teams and companies. You can also associate Groups with projects.

- You can use Groups in Workfront for the following needs:
  - Grant access to users
  - Organize users according to your departmental structure.
  - Indicate ownership of projects.

- Groups coincide with departmental divisions. This allows for departments to keep their information such as users, templates, custom forms, and projects separate from other departments using Workfront. You can divide Groups into Subgroups.

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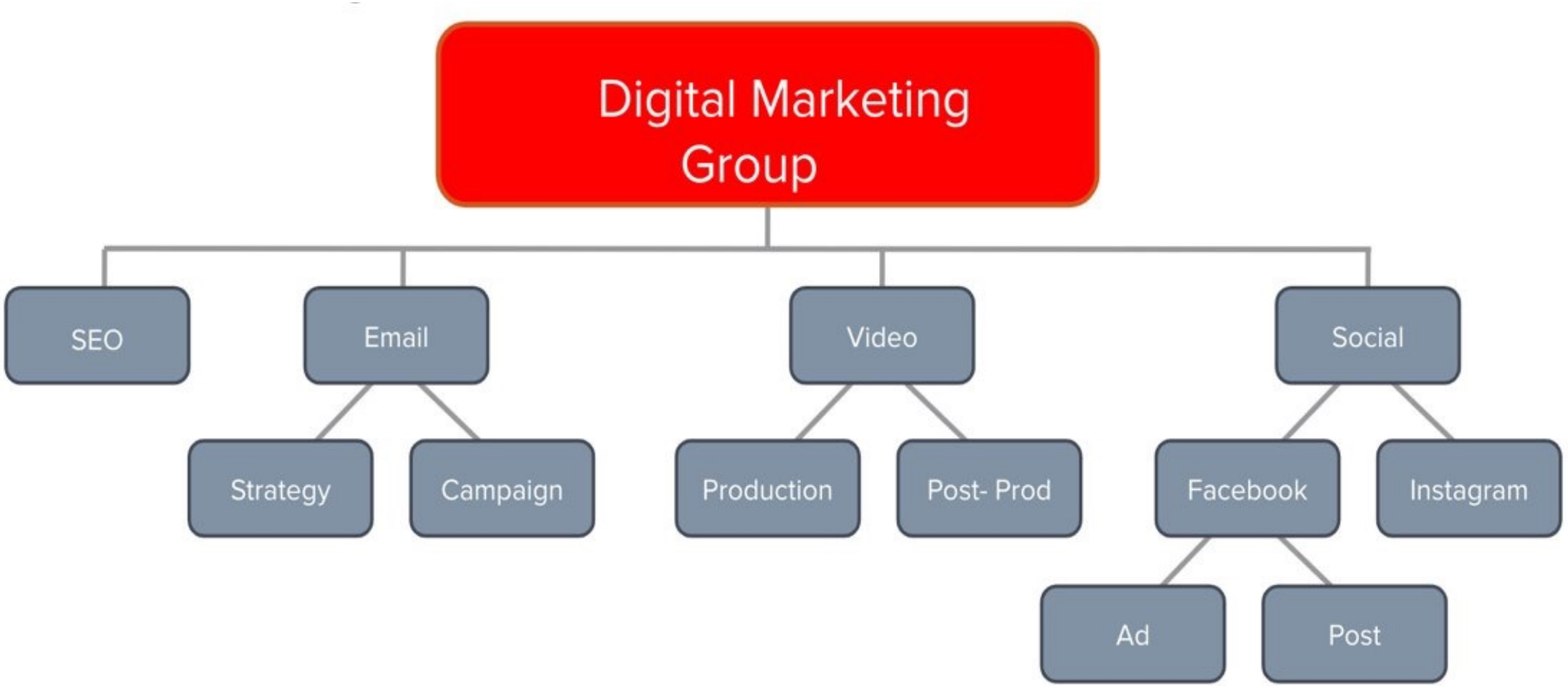
Example Group/Sub-Group Structure



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Teams

- The purpose of a team in Workfront is to capture the real-life day to day dynamic of functional working groups in the workplace.
- Can reflect teams of users with the same role and skill or a team of users with diverse skills (silo vs dynamic).
- Great for Project Managers to assign when they know the team but not the individual that will be working on the task.
- Different from a Project Team (users working on a Project).
- Used To:
  - Assign Work - Including used in a Routing Request
  - Assign Layout Templates – Team settings
  - Assign Schedules – Team settings
  - Can be created for communication purposes (monitoring updates, sending announcemnts, etc.

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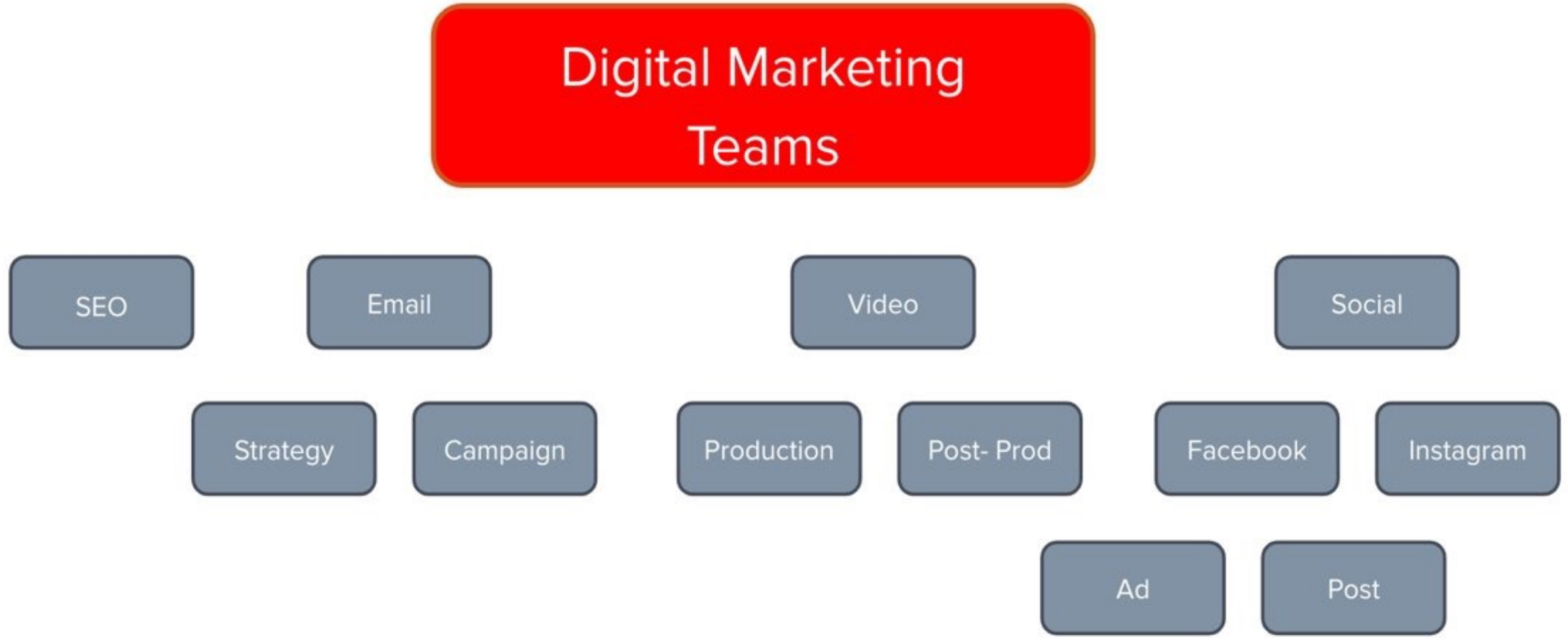
Example Team Structure



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Understanding Job Roles

- A job role represents a functional capacity, or a skill set a user might fill.
- When making task and issue assignments, job roles can be used as generic resources for when a Project Manager is unsure which user or team to assign to the work.
- Before users begin using Workfront, Admins should create job roles that are relevant to their organization. Should also delete default job roles that are not relevant to the organization.
  - Pinpoint what a user can do and what work you can assign them
  - Not always the same as job titles
  - Typically, don't have 1:1 relationship with users

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