



# Adobe Workfront Training Curriculum Guide

2021.2 Product Release Version (Final Update)

# Workfront Ascent: The best way to learn Workfront Classic

Project managers, resource managers, and administrators have an arsenal of on-demand resources available to help them skill up and leverage Workfront like never before.

- **Guided training programs:** Chart your course through Workfront skills.
- **Track your progress:** Pick up training where you left off.
- **More than 150 videos:** Learn exactly what you want at your own pace.
- **Print-ready resources:** Print one of our quick guides if you need a refresher.











Sign-in at [ascent.workfront.com](https://ascent.workfront.com).

Note: As of the 21.2 product release, the classic Adobe Workfront interface is no longer receiving quarterly updates. Ascent content was last updated as part of that release and will receive no further updates.

# Workfront Ascent: Role-based Training Programs














## PROJECT MANAGER

### COURSES On-demand

Getting Started	 6 min
Project Manager Fundamentals	 60 min
Project Timelines	 22 min
Milestones	 23 min
Approval Processes	 15 min
Project Templates	 21 min
Managing Issues	 10 min
Custom Forms	 22 min
Queue Management	 31 min
Report Creation	 85 min













**Total On-demand Time:** 4 hr 54 min

### Additional recommended courses for project managers available in the Learning Library:

- Advanced Reporting Parts 1, 2, 3 
- Introduction to Agile Work Management 
- Scrum and Kanban in Workfront 
- Custom Calendars 
- How to Train Your Users 
- Timesheets & Logging Time 
- Strategic Planning with Workfront Portfolios 
- Project Finances 
- Boredom vs. Burnout: Managing Your Team's Workload 
- Using the Time-Off Calendar 
- Workfront DAM Manager Program 
- Review & Approval Program 
- Workfront Mobile App 













## PROJECT MANAGER WITH REVIEW & APPROVAL

### COURSES On-demand

Getting Started	 6 min
Project Manager Fundamentals	 60 min
Reviewing Proofs	 34 min
Manage Reviews & Approvals with Workfront	 67 min
Project Timelines	 22 min
Milestones	 23 min
Approval Processes	 15 min
Project Templates	 21 min
Managing Issues	 10 min
Custom Forms	 22 min
Queue Management	 31 min
Report Creation	 85 min








**Total On-demand Time:** 6 hr 33 min

### Additional recommended courses for project managers with Review & Approval available in the Learning Library:

- Advanced Reporting Parts 1, 2, 3 
- Introduction to Agile Work Management 
- Scrum and Kanban in Workfront 
- Custom Calendars 
- How to Train Your Users 
- Timesheets & Logging Time 
- Strategic Planning with Workfront Portfolios 
- Project Finances 
- Boredom vs. Burnout: Managing Your Team's Workload 
- Workfront DAM Manager Program 
- Review & Approval Administrator Program 
- Workfront Mobile App 







## WORKFRONT'S SOLUTIONS FOR BETTER PEOPLE MANAGEMENT

### COURSES On-demand

Introduction to Workfront's Solutions for Better People Management	 10 min
Strategic Planning with Workfront Portfolios	 14 min
Managing Resource Capacity to Execute Important Work	 20 min
Boredom vs. Burnout: Managing Your Team's Workload	 17 min
Workload Balancer Overview	 10 min
Utilization Reporting	 17 min
Setting Up Workfront for Better People Management	 21 min


















**On-demand Total Time:** 1 hr 49 min

### Additional recommended courses for resource managers available in the Learning Library:

- Project Manager Fundamentals 
- Using the Time-Off Calendar 
- Timesheet Creation 
- Moving from Legacy to New Resource Management Solutions 
- Project Timelines 
- Report Creation 














## ADMINISTRATOR

### COURSES On-demand

Getting Started	 6 min
Getting Started as a Workfront Administrator	 8 min
Project Manager Fundamentals	 61 min
Project Timelines	 22 min
Milestones	 23 min
Approval Processes	 15 min
Project Templates	 21 min
Managing Issues	 10 min
Custom Forms	 22 min
Queue Management	 31 min
Report Creation	 84 min
Administrator Fundamentals	 49 min
Setting Up Issues	 10 min
Understanding Licenses & Access Levels	 27 min
Adding Users to Workfront	 10 min
Notifications & Subscriptions	 34 min
Driving User Adoption	 37 min






















**On-demand Total Time:** 7 hr 14 min

### Additional recommended courses for administrators available in the Learning Library:

- Advanced Reporting Parts 1, 2, 3 
- Best Practices for Workfront Companies 
- Introduction to Agile Work Management 
- Scrum and Kanban in Workfront 
- Custom Calendars 
- How to Train Your Users 
- Workfront's Solutions for Better People Management Training Program 
- Project Finances 
- Review & Approval Administrator Program 
- Setting up Finances 
- Timesheet Creation 
- Workfront DAM Administrator Program 
- Workfront Mobile App 















## ADMINISTRATOR WITH REVIEW & APPROVAL

### COURSES On-demand

Getting Started	 6 min
Getting Started as a Workfront Administrator	 8 min
Project Manager Fundamentals	 61 min
Reviewing Proofs	 34 min
Manage Reviews & Approvals with Workfront	 67 min
Project Timelines	 22 min
Milestones	 23 min
Approval Processes	 15 min
Project Templates	 21 min
Managing Issues	 10 min
Custom Forms	 22 min
Queue Management	 31 min
Report Creation	 84 min
Administrator Fundamentals	 49 min
Setting Up Issues	 10 min
Understanding Licenses & Access Levels	 27 min
Adding Users to Workfront	 10 min
Notifications & Subscriptions	 34 min
Review & Approval Administration, Part 1	 82 min
Review & Approval Administration, Part 2	 63 min
Driving User Adoption	 37 min

**On-demand Total Time:** 11 hr 48 min

### Additional recommended courses for administrators with Review & Approval available in the Learning Library:

- Advanced Reporting Parts 1, 2, 3 
- Introduction to Agile Work Management 
- Scrum and Kanban in Workfront 
- Workfront DAM Administrator Program 
- How to Train Your Users 
- Project Finances 
- Timesheet Creation 
- Setting up Finances 
- Custom Calendars 
- Risk Types 
- Using the Time-Off Calendar 
- Best Practices for Workfront Companies 
- Workfront's Solutions for Better People Management Training Program 
- Workfront Mobile App 

# All Workfront Ascent Training Courses


## COURSES On-demand

Note: Each course includes links to the available on-demand and live enrollment links in Workfront Ascent.

### Adding Users to Workfront [On-Demand Link](#)

Enter the members of your organization into Workfront. Learn how to set them up for success from the beginning.

Topics: administrator, getting started, bulk adding users, editing users, deactivating users, deleting users, kickstarts to import users

 10 min

### Administrator Fundamentals [On-Demand Link](#)

Learn to set up your users and work processes in Workfront to drive user adoption.


Topics: adoption, user setup, workflow, licenses, access levels, job roles, companies, teams, groups, status, project preferences, task preferences, issue preferences, schedules, layout templates, email notifications, notifications, administrator

 49 min

### Advanced Reporting Part 1 [On-Demand Link](#)

This course is the first in a three-part series on Advanced Reporting. In this class, you'll learn the foundation for building reports in text mode.


Topics: reports, filters, reporting, API Explorer, cross object reference, Camel Case, qualifiers

 145 min

### Advanced Reporting Part 2 [On-Demand Link](#)

Looking for more insight into the work that's being done in your organization? This course will show you how to build views in text mode to create the reports you need to do your job right. This is the second part of a three-part series on Advanced Reporting.


Topics: reports, filters, views, reporting, API Explorer, cross object reference, Camel Case, qualifiers, calculated views, shared columns

 117 min

### Advanced Reporting Part 3 [On-Demand Link](#)

This is the third and final part of the three-part Advanced Reporting series. In this course, you'll learn how to create groups in text mode.


Topics: reports, filters, reporting, API Explorer, cross object reference, Camel Case, qualifiers, calculated aggregates, calculated groupings

 92 min

### Approval Processes [On-Demand Link](#)

Streamline your workflow by applying and creating approval processes to projects, tasks, and issues.


Topics: single use approvals, global approvals, approval workflow

 15 min

### Best Practices for Workfront Companies [On-Demand Link](#)

Learn how you can use companies to set access restrictions, create custom billing rates, separate projects by client, and more.

Topics: administrator, report, billing rates, access levels


 8 min

### Boredom vs. Burnout: Managing Your Team's Workload

#### [On-Demand Link](#)

Leverage Workfront's AI-enabled resource scheduling and planning tools to get the right people doing the right work at the right time.


Topics: resource management, resource pool, resource budget manager, resource planner, capacity planner, resource estimates, resource budgeting, resource grid, utilization reports, allocation

 17 min

### Collaborator Fundamentals [On-Demand Link](#)

Learn how to navigate Workfront, review work, and submit and track requests.

Topics: reviewer, requester, approval, request, updates

 14 min



### Custom Calendars [On-Demand Link](#)

Track projects, tasks, and issues using custom calendars.

*Topics: custom-calendar, my work calendar*

8 min

### Custom Forms [On-Demand Link](#)

Capture your organization's unique information by creating fields not available by default in your system. You'll learn to create, share, and attach custom forms within Workfront.

*Topics: field library, custom field, custom form, calculated field, skip logic, display logic, section break*

22 min

### Driving User Adoption [On-Demand Link](#)

Learn strategies to break through roadblocks that are preventing your users from fully embracing Workfront. Learn to improve the user experience and the culture surrounding the product.

*Topics: dashboards, layout templates, project templates, custom tabs, request queues, reports*

37 min

### Executive Fundamentals [On-Demand Link](#)

Learn how to navigate in Workfront for improved visibility and communication in your organization.

*Topics: requests, dashboards, reports, navigation*

8 min

### Getting Started [On-Demand Link](#)

Learn how Workfront helps your team do great work faster and how Workfront Training can help.

*Topics: training guide*

6 min

### Getting Started as a Workfront Administrator [On-Demand Link](#)

Administrators have an incredibly important role: setting up the system. This class will show you how to find success with the responsibilities that come with this job.

*Topics: getting started, administrator, training guide*

8 min

### How to Train Your Users [On-Demand Link](#)

Have you tried to train your team on Workfront but find you're just not hitting the mark? In this session, you'll learn some of the best practices to follow when introducing new team members to the system. You'll also learn some tips that will help you hold recurring training for existing users.

*Topics: change management, training*

25 min

### Introduction to Agile Work Management [On-Demand Link](#)

Get an introduction to the Agile methodologies of Scrum and Kanban to help you determine if an Agile approach is right for your team to effectively get work done.

*Topics: Scrum, Kanban, methodology*

22 min

5 hrs

### Introduction to Group Administration [On-Demand Link](#)

Use your capabilities as a group administrator to take control of your group's experience in Workfront. Learn about the benefits of being a group administrator and how your new access level will immediately impact the members of your group.

*Topics: access levels, group administrators, administrator, setup*

18 min

### Introduction to Workfront's Solutions for Better People Management [On-Demand Link](#)

This overview of Workfront's solutions for people management introduces you to strategic planning, capacity planning, resource planning, and resource scheduling.

*Topics: resource management, people management, overview*

10 min

### Legacy Resource Management [On-Demand Link](#)

Manage resources using the legacy resource pools, capacity planner, and business case.

*Topics: resource pool, capacity planner, business case, team builder, resource budget manager, resource estimates*

69 min

### Manage Proofs with Workfront Proof [On-Demand Link](#)

Create and route proofs, manage work through the dashboard, and create proof versions with Workfront Proof (formerly ProofHQ).

*Topics: versions, proof, proofing tool, proof details, proof comments*

40 min

### Manage Reviews & Approvals with Workfront

[On-Demand Link](#)

Upload and manage the review cycle of documents using Workfront proofing (formerly Workfront + ProofHQ Premium).

*Topics: proof, documents, approvals, workflow*

67 min

### Managing Issues [On-Demand Link](#)

Issue management is the process of how you handle unplanned work in your organization. Learn how to enter and track issues.

*Topics: project manager, leveraging issues*

10 min

### Managing Resource Capacity to Execute Important Work

[On-Demand Link](#)

Leverage Workfront's resource planner to analyze and manage the supply and demand of your people resources.

*Topics: resource planner, resource management, people management, budget, variable, available, priority, business case, net remaining, what if*

20 min

### Milestones [On-Demand Link](#)

Learn how milestones can help you compare key tasks across projects.

*Topics: project, milestone, milestone path, setup*

23 min

### Moving from Legacy to New Resource Management Solutions

[On-Demand Link](#)

Learn about what's new, what has changed, and what has stayed the same with Workfront's resource management solutions.

*Topics: resource management, resource pools, resource budget manager, resource planner, capacity planner, resource estimates, resource budgeting, resource grid, utilization reports*

13 min

### Notifications & Subscriptions [On-Demand Link](#)

Activate the correct notifications to keep users up-to-date with their work items. Empower your users to control how they receive notifications.

*Topics: subscriptions, notifications, updates, email, daily digest*

34 min

### Project Finances [On-Demand Link](#)

Learn how to track financial information for projects, set cost and revenue types, override billing rates, and more.

*Topics: expense types, budget, planned cost, actual cost, revenue type, cost type, billing rates, cost, revenue*

12 min

### Project Manager Fundamentals [On-Demand Link](#)

Learn how to plan projects with tasks and timelines. We'll show you how to make basic assignments and share the tasks with others involved with the project. You'll also learn how to collaborate on project assignments through updates and document sharing.

*Topics: create projects, create tasks, project templates, status, parent/child relationships, task, subtasks, bulk edit, duration, predecessor, assignment, filters, views, groupings, report, mobile*

61 min

### Project Templates [On-Demand Link](#)

Learn how to capture repeatable processes and save time by creating and sharing templates in Workfront.

*Topics: share templates, create templates*

21 min

### Project Timelines [On-Demand Link](#)

Get a better understanding of how to create project timelines by learning about task constraints, date types, and progress statuses.

*Topics: progress status, task constraint, date type, condition type, duration, predecessor, planned date, actual date, projected date, estimated date, commit date*

22 min

### Queue Management [On-Demand Link](#)

Learn how to create and use Workfront Queues to manage requests and issues.

*Topics: requests, routing rules, topic groups, queue topics, queue, request queues*

31 min

### Report Creation [On-Demand Link](#)

Learn the basics of creating custom reports to gain visibility into the work you manage.

*Topics: groupings, filters, views, list reports, custom reports, matrix, graphs, or statements, wildcards*

85 min

### Review & Approval Administration Part 1 [On-Demand Link](#)

Establish global proofing settings and custom proof decisions.

*Topics: formerly ProofHQ, settings, administrator*

82 min

### Review & Approval Administration Part 2 [On-Demand Link](#)

Create custom views and automated workflow templates.

*Topics: formerly ProofHQ, views, templates, administrator*

63 min

### Reviewing Proofs [On-Demand Link](#)

Learn how to use Workfront's digital proofing tools to collaborate on asset reviews and decisions.

*Topics: proofing tool, markup, comments, proof, proof email, review & approval, versions, videos*

34 min

### Risk Types [On-Demand Link](#)

Learn how to customize your risk types to match your organization's needs and terminology.

*Topics: administrator*

4 min

### Scrum and Kanban in Workfront [On-Demand Link](#)

Give your work processes flexibility by learning to use Scrum and Kanban Agile work management methodologies in Workfront.

*Topics: burndown chart, iteration, prioritization, grooming, storyboard*

27 min

### Setting up Finances [On-Demand Link](#)

Financial information can be a big concern for Workfront customers. What is the budget and are we within it? Learn how to set up the finance aspects in Workfront so you are prepared to track expenses and answer those important budget questions.

*Topics: setup, administrator, expense types, exchange rates, performance metrics*

9 min

### Setting up Issues [On-Demand Link](#)

Manage issues more successfully by customizing issue types and issue statuses to match your organization's workflows.

*Topics: setup, administrator*

10 min

### Setting up Priorities [On-Demand Link](#)

Priorities help establish the importance of projects, tasks, or issues in Workfront. In this course, you will learn how to set up custom priorities for your organization.

*Topics: setup, administrator, priorities*

5 min

### Setting Up Workfront for Better People Management [On-Demand Link](#)

Learn to set up your organization's system to leverage both strategic and tactical resource management solutions in Workfront.

*Topics: people management, system administrator, resource pools, resource manager, schedule, FTE, job roles, durations, planned hours*

21 min

### Strategic Planning with Workfront Portfolios [On-Demand Link](#)

Use Workfront's portfolios and programs to organize your projects, justify initiatives, mitigate risks, and optimize resource allocation.

14 min

*Topics: programs, scorecards, business case, project request, portfolio optimizer, resource estimates*

### Team Member Fundamentals [On-Demand Link](#)

Learn how to navigate in Workfront to find your work, update your team, and mark your work as complete.

21 min

*Topics: updates, tagging, my work, work requests, working on, mark complete, logging time*

### Timesheet Creation [On-Demand Link](#)

Learn how timesheets are created, configured, and used in Workfront.

25 min

*Topics: timesheet, logging time, administrator, setup, hour types*

### Timesheets & Logging Time [On-Demand Link](#)

Learn how to fill out a timesheet and log hours in Workfront.

10 min

*Topics: timesheet, log hours, team member*

### Understanding Licenses & Access Levels [On-Demand Link](#)

Everything a user can see and do in Workfront is determined by licenses and access levels. Learn how to define the correct permissions.

27 min

*Topics: licenses, access levels, sharing, permissions*

### Using the Time-Off Calendar [On-Demand Link](#)

Learn how to use the time-off calendar in Workfront to ensure project timelines are accurate.

7 min

*Topics: resource management, project timeline*

### Using Workfront Ascent as a Manager [On-Demand Link](#)

Learn how to get the most out of Workfront Ascent as a manager. We'll cover how to access reports, assign users to courses, and even set custom due dates.

13 min

*Topics: Bridge, Workfront Ascent, training, training reporting*

### Utilization Reporting [On-Demand Link](#)

Monitor costs and expenses and determine what factors are causing budget overages with utilization reports in Workfront.

17 min

*Topics: resource management, reporting, project, portfolio, programs, utilize, budget, costs, expenses*

### Workfront DAM Admin 1: System Setup [On-Demand Link](#)

Set system preferences. Establish user groups, asset organization, and permissions in Workfront DAM.

63 min

*Topics: Brand Connect, groups, users, settings*

### Workfront DAM Admin 2: Metadata & Keywords [On-Demand Link](#)

Develop a metadata and keyword strategy. Setup keywords and metadata fields in Workfront DAM.

72 min

*Topics: metadata templates, metadata mapping*

### Workfront DAM Admin: Brand Connect Customization

[On-Demand Link](#)

Customize interface appearance, create Brand Guidelines, and build custom pages in Workfront DAM.

34 min

*Topics: Brand Connect appearance, Brand Connect pages, Brand Connect navigation, brand guidelines*

### Workfront DAM User: Brand Connect [On-Demand Link](#)

Find and download approved assets in Workfront DAM.

58 min


*Topics: assets, lightboxes, downloading assets, sharing assets, notifications*

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**Workfront DAM User: Contributor** [On-Demand Link](#)

Upload, download, manage, and share assets in Workfront DAM.

*Topics: finding assets, lightboxes, asset management, publishing assets*

 90 min

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**Workfront for Slack** [On-Demand Link](#)

Get your work done faster by updating assignments and completing approvals with the Workfront for Slack integration.

*Topics: setup, team members*

 12 min

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**Workfront Mobile App** [On-Demand Link](#)

Connect to Workfront on the go by using the Workfront app. Log time, submit requests, and update your work, all from your phone or tablet.

*Topics: team member, application, cellphone*

 15 min

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**Workload Balancer Overview** [On-Demand Link](#)

Visualize and manage your team members' workloads to help prevent overallocation and allow your people to do their best work.

*Topics: resource manager, allocation, resource management*

 11 min

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# Workfront Training: Continuing Education Credits

Workfront is in the process of aligning the on-demand courses and programs we offer through Workfront Ascent with the legacy Workfront classes listed on the PMI website. Use the following charts to claim the appropriate credits for the Workfront Ascent program or course you completed or attended.

Workfront Ascent Program	PMI Course Name	PDU's	PMI Activity Code
Project Manager	Work Management Part 1	3	000-028
	Work Management Part 2	3	000-032
Administrator	Administrator Part 1	3	000-031
	Administrator Part 2	3	000-027

Workfront Ascent Course	PMI Course Name	PDU's	PMI Activity Code
Boredom vs. Burnout: Managing Your Team's Workload	Resource Scheduling	1	000-033
Introduction to Agile Work Management and Scrum and Kanban in Workfront	Agile	3	000-015
Manage Reviews & Approvals with Workfront	Workfront + ProofHQ Premium	1	000-034
Strategic Planning with Workfront Portfolios	Portfolio Management	3	000-012
Queue Management	Queue Management	3	000-014
Review & Approval Administration Part 1	Workfront + ProofHQ Premium Administrator: System Setup	1	000-039
Review & Approval Administration Part 2	Workfront + ProofHQ Premium Administrator: Views & Templates	1	000-040



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