



SUPERHERO ACTIVITY

Setup Instructions

This looks like a job for...

FUN LEARNING EXPERIENCE

The Super Hero Activity is a unique and interactive way to introduce users to Workfront. Your team will interact with the following elements:

- Projects
- Tasks
- Assignments
- My Work
- Time tracking
- Statuses
- Updates
- Directed updates
- Task reassignments
- Documents
- Search
- Help
- User profiles
- Proofing
- Notifications
- Alerts
- Favorites
- The Home Icon



The activity is intended to last 60 minutes. Feel free to change, add to, or edit the activity in any way you like. Reach out to your Workfront customer success manager or consultant if you have any questions.

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SETUP INSTRUCTIONS:

1. Upload the Superhero Activity project kick-start file into your instance. Remember, you can do this by going to new project and selecting MS Project.
2. Change the project status to Planning.
3. Update the Project Planned Start Date and Owner under “Edit Project”.
4. Duplicate the section (parent task) for as many users as you’d like to participate.
5. Change the Team Member task names to the team members’ names and assign each of the tasks to each team member under their section (you may want to use bulk edit to do this).
6. Turn on the Standard + Descriptions project view.
7. Share the project with everyone that is participating using groups or teams.
8. Upload the Superhero Guide and the Emergency Scene files included in this pack to the project Documents and create proofs. Note: If you don’t have proofing, change the task description to have the user enter their response in an update.
10. Create a Superhero custom form which includes these 3 required fields:
 - a. Superpower (Single Line Text Field) Instructions – What is your superpower?
 - b. What is your origin story? (Paragraph Text Field) Instructions – How did you obtain your superpower?
 - c. What will you be known as? (Single Line Text Field) Instructions – What is your superhero name?
11. Create a request queue that only includes a priority and the custom form titled “Superhero Power”. Set up a routing rule to automatically assign these to you or someone else that can approve these requests.
12. Create a user named Thor Odin and upload a non-trademarked photo of Thor.
13. Change the Superhero Activity project status to Current.

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HELPFUL TIPS:

1. You may consider adding some superhero flair to the activity such as masks, capes, posters, etc.
2. Ask 2-4 individuals that have completed their Workfront training to be available to answer questions throughout the activity.
3. A full walk-through/rehearsal with one new user is recommended before doing it with the entire team.
4. We recommend doing this activity before training the users on the workflows configured in your instance, i.e. before their day-to-day activities in Workfront.
5. Remember this activity is intended to be fun! Make this a good first experience for everyone. You may want to recognize or incentivize team members that have demonstrated competence and creativity during the Superhero Activity.