

Confessions of a Workfront Team of One

Adobe Workfront Customer Success – April 29, 2026

Adobe

This session is being recorded.

Keep an eye out for a follow-up email after the event (from csatscale@adobe.com) with a summary and links to the recording, slide deck, and more.

Adobe

Adobe Workfront Scale Customer Success Team



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Available to all customers,
you can find or contact us:

- During our free virtual events. View the calendar of Events on Experience League. [Register now!](#)
- On Experience League. Tag us on the [Community](#)
- Send us an email at csatscale@adobe.com
- Connect with us on LinkedIn.

We'd love to learn more about you!

Help us learn more about you, how you learn, and how we can support you on your Workfront journey!

The survey takes approximately 7-10 minutes.

Feedback will help us with future programming and direct some of our team's branding.

[**>>Start now**](#)

Thank you!

Leslie, Cynthia, & Nichole





Kat Shondeck

Project Manager, Office of
Entrepreneurship and Commercialization,
Penn State



Confessions of a Workfront Team of One

*How to Manage More than 50 People's
Projects and Build Creative Operational
Systems Without Losing Your Mind*

Kat Shondeck
Project Manager
Office of Entrepreneurship and Commercialization
Penn State University



Scaling Solo, Succeeding Together



- WHAT THIS SESSION COVERS



- WHY WORKFRONT IS MORE THAN A PM TOOL



- WHAT YOU'LL WALK AWAY WITH:
STRATEGIES, DEMOS, AND REAL-WORLD
EXAMPLES



The Challenge:

Juggling Many People and Endless Projects

Every project, every intake, every operational workflow

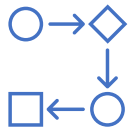
Competing priorities across programs

Balancing strategic work with daily requests

Maintaining system integrity while delivering outcomes

Workfront Unleashed

Workfront is not just a PM tool – it's:



A workflow engine



A data collection system



A financial tracking platform



A reservation and scheduling tool



Use Case #1: Financial Requests & Approvals

Turning Workfront Into a Financial Hub



- Custom forms capturing expense, funding source, justification
- Routing and Conversion
- Dashboards for finance teams



Financial Requests: Workflow Demo

Submission → Conversion → Reporting

- Intake form
- Routing and Conversion
- Reporting dashboard

Financial Requests: Submission

The screenshot displays the Adobe Workfront interface for submitting an OEC Financial Request. The main form area includes the following sections:

- Request Type:** A dropdown menu currently set to "OEC Requests".
- OEC Requests:** An informational box with the text: "Please select the request type that best fits your needs." Below this, it lists "Financial Requests" and "Financial Request Form" as options, with a "show more..." link.
- OEC Requests:** A dropdown menu set to "OEC Financial Requests".
- OEC Financial Requests:** A dropdown menu set to "OEC Financial Requests".
- Details:** A section containing a "Subject" field with the text "D. Duck - SnoozeMaster 3000 Automatic Swing-o-Matic Hammock".
- OEC Financial Request Form:** A section with a "Requestor Information" dropdown menu.
- Instructions:** A paragraph at the bottom stating: "Use this form to request payment of an invoice, competition award, guest presenter fes, or other payment that needs to be made. You may also use this form submit a request for travel reimbursement or settle a P-card transaction in SAP Concur. For invoices that are applied to a Purchase Order."

The interface also shows a sidebar with "Recently accessed request forms" and a list of "My Drafts" with various subject lines. The top navigation bar includes "My Daily Dashboard", "Portfolios", "Programs", "Projects", "Reports", "Templates", "Requests", and "OEC FY26 Financial...". The bottom of the screen shows a Windows taskbar with the date and time "3:26 PM 4/23/2026".

Financial Requests: Routing and Conversion

The screenshot displays a task management interface. At the top, the task title is "OEC_Finance_2026_Demo_P-Card Charge_The Glass Slipper Lounge - catering for Drizella's re...". To the right of the title, there is a "Share" button, a "Percent Complete" progress bar at 100%, and "Assignments and delegations" for "MD Merida DunBroch". Below the title, there are tabs for "Comments", "System activity", and "All (read-only)". A "Summarize comments" button and a "Log Time" button are also visible. The comments section shows three entries from "Kat Shondeck":

- Comment 1:** "@Roz Monster Please make sure that the budget number is correct here. Thanks!" (Today at 5:05 PM). It is directed to "Roz Monster" and has "Like" and "Reply" options.
- Comment 2:** "@Snow White Do we have a list of attendees?" (Today at 5:04 PM). It is directed to "Snow White" and has "Like" and "Reply" options.
- Comment 3:** "@Merida DunBroch I've uploaded the list to Documents for you." (Today at 5:04 PM). It is directed to "Snow White and Merida DunBroch" and has a "Like" option.

Financial Requests: Dashboard & Tracking

OEC FY26 Financial Request Report - New and In Progress (Demo)											
Request Reference Number	Task Name	Requestor's Name	Assignments	Project: Name	Submission Date ↓	Due Date	Actual Completion Date	Completion Notes	Status	% Complete	
4216501	OEC_Finance_2026_Demo_P-Card Charge_McDuck's Department Store - SnoozeMaster 3000 Automatic Swing-o-Matic Hammock_03.26.26_Ref: 4216501 - Duck	Donald Duck	Roz Monster	OEC_Finance_2026_P-Card Settlements - Demo	4/23/26 3:26 PM	4/27/26			New	0%	

Showing all 1 task

OEC FY26 Financial Request Report - Submitted via Service Now (Demo)											
Request Reference Number	Task Name	Requestor's Name	Assignments	Project: Name	Submission Date ↓	Due Date	Actual Completion Date	Completion Notes	Status	% Complete	
4208300	OEC_Finance_2026_Demo_P-Card Charge_Star Tours transportation - visitor transport to Tattoine_12.21.25_Ref: 4208300 - Solo	Han Solo	Snow White	OEC_Finance_2026_P-Card Settlements - Demo	1/2/26 3:26 PM	1/7/26		This expense has been submitted for review in MINNIE.	Submitted via Service Now	75%	

Showing all 1 task

OEC FY26 Financial Request Report - Complete (Demo)											
Request Reference Number	Task Name	Requestor's Name	Assignments	Project: Name	Submission Date ↓	Planned Completion Date	Actual Completion Date	Completion Notes	Status	% Complete	
4204980	OEC_Finance_2026_Demo_P-Card Charge_The Glass	Cinderella Tremaine	Merida DunBroch	OEC_Finance_2026_P-	11/3/25 3:26 PM	11/7/25	11/5/25	Report is ready for	Complete	100%	



Use Case #2: Strategic Planning & Year-to-Year Reporting



Strategic Planning



The Princeton Review



Adobe Workfront



Strategic Planning in Workfront



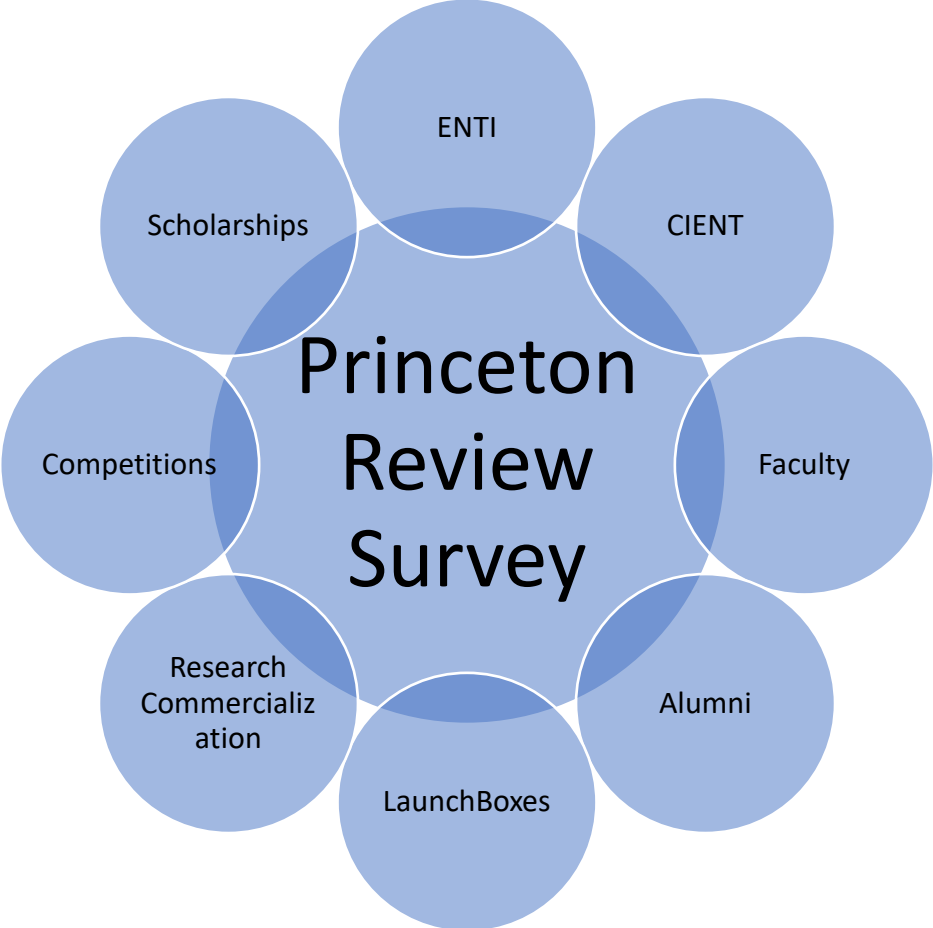


Strategic Planning in Workfront

Strategic Planning Workflow			
Program Directors	Admin Support	Project Manager	Leadership
<ul style="list-style-type: none"> Review PFY docs Set new goals Draft FY plan Present FY plan Upload final plan 	<ul style="list-style-type: none"> Schedule meetings Reserve rooms Send calendar invites Prepare meeting space and handouts 	<ul style="list-style-type: none"> Create projects Send templates Upload PFY/FY docs Build presentations 	<ul style="list-style-type: none"> Attend Goal Setting Approve goals Review presentations Final signoff
Meeting 1: Goal Setting → Meeting 2: Strategic Planning → Meeting 3: Final Presentations			
PFY Review → Goals → FY Plan → Presentation → Final Uploads → Next-Year Project Created			

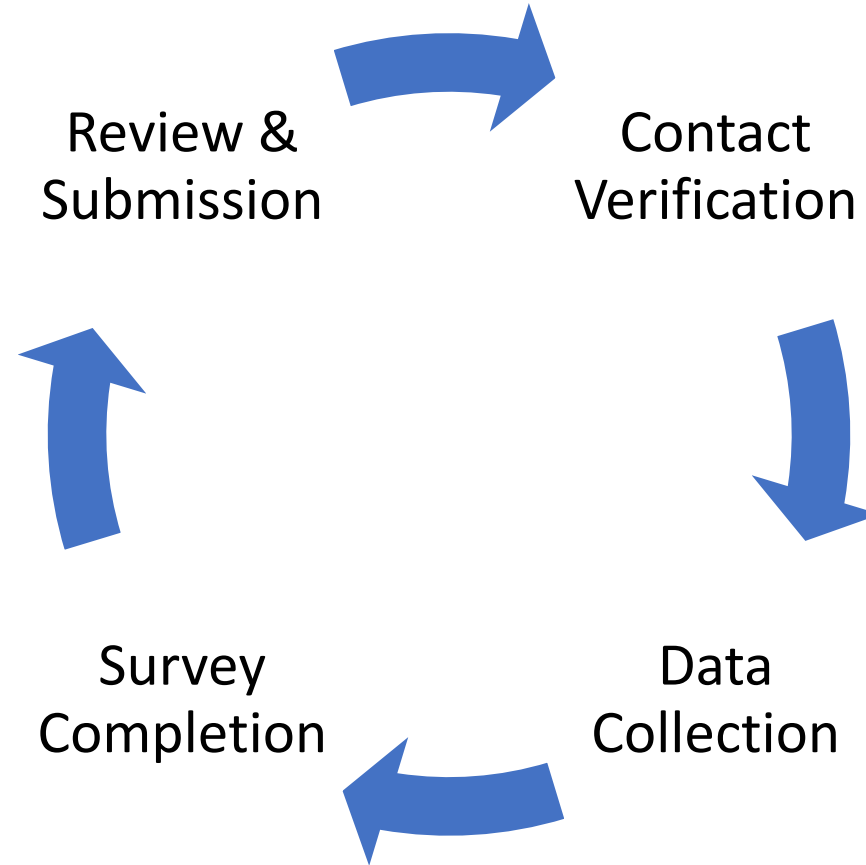


Princeton Review Reporting





Princeton Review Reporting



Why These Two Systems Belong Together

Strategic Planning	Princeton Review
<ul style="list-style-type: none">• Internal, annual planning cycle• PFY Reviews + FY Goals + Program Metrics• Driven by program directors + OEC leadership• Used for internal alignment, resource allocation, and strategic decision-making• Custom forms capture goals, metrics and progress• Year-to-year reporting shows growth, alignment, and strategic evolution	<ul style="list-style-type: none">• External, national ranking + reporting cycle• Courses, faculty, startups, competitions, scholarships, alumni ventures, publications• Driven by multiple contacts across campuses, colleges, LaunchBoxes, and OEC units• Used for national visibility, recruitment, donor interest and ecosystem reputation• Custom forms capture multi-unit data, year-to-year comparisons, and trend shifts• Year-to-year reporting ensures accuracy, consistency, and defensible national ranking
<p>WORKFRONT = Shared Operational Backbone (Structure • Governance • Continuity)</p>	



Demo: Princeton Review/Strategic Planning in Action

- Custom forms capture PFY reviews, FY goals, program metrics, and PR data

OEC Princeton Review Annual Undergraduate Entrepreneurship Survey - Introduction and Contact Information

▼ Princeton Review Survey Details and Instructions
(Copy and paste intro and directions from each annual survey below)

Princeton Review Survey Results Announcement Date and Year

Princeton Review Survey Introduction

B / **I** U

1. Full & official name of parent institution

2. Name of entrepreneurship academic unit or program if applicable

3. Name of entrepreneurship institute/center if applicable



Demo: Princeton Review/Strategic Planning in Action

- Custom forms capture PFY reviews, FY goals, program metrics, and PR data

OEC Princeton Review Annual Undergraduate Entrepreneurship Survey - Academics and Requirements

Default Parameter Group

Princeton Review Survey Results Announcement Date and Year

6. Does your university/college offer an undergraduate degree or major in entrepreneurship?

yes

no

6a. Which academic unit offers the undergraduate major?

6b. If yes, since what year has the university/college offered this undergraduate major?

6c. Does your university/college offer more than one undergraduate major in entrepreneurship?

yes

no

7. Does your university/college offer an undergraduate minor or certificate in entrepreneurship?

yes

no

7. Does your university/college offer more than one undergraduate minor or certificate in entrepreneurship?



Demo: Princeton Review/Strategic Planning in Action

- Custom forms capture PFY reviews, FY goals, program metrics, and PR data

OEC Princeton Review Annual Undergraduate Entrepreneurship Survey - Students and Faculty

Default Parameter Group

What was the total enrollment (full-time and part-time) in your undergraduate entrepreneurship degree(s), major(s), minor(s), and certificate(s) for the past academic year? Total enrollment is defined as any degree seeking student in the entrepreneurship program as defined in question 6 and 7. Students should only be counted once

14. What was the total enrollment full-time and part-time in your undergraduate entrepreneurship degrees, majors, minors, and certificates for the past academic year?

What was the total enrollment (full-time and part-time) in your undergraduate entrepreneurship offerings for the past academic year? Total enrollment for this question is defined as any degree seeking student in any undergraduate major, minor, or program across your institution who enrolled in any of the courses counted in question 11. Students should only be counted once.

15. What was the total enrollment full-time and part-time in your undergraduate entrepreneurship offerings for the past academic year?

15a. How many undergraduate majors are represented by students you are reporting in Q11? Please count undecided or unclassified majors as a single major.

15b. How many total undergraduate majors did your institution offer during the period above?

15c. Please provide link to list of undergraduate majors



Demo: Princeton Review/Strategic Planning in Action

- Custom forms capture PFY reviews, FY goals, program metrics, and PR data

OEC Princeton Review Annual Undergraduate Entrepreneurship Survey - Outside the classroom/Competitions

▼ Outside the classroom

33. On the undergraduate level in the past academic year, did you offer at least one officially sponsored program where students are mentored (e.g. continual active contact working on a project in person or online or through a course) by individuals outside of the university? (Speaker series where individuals speak once or events where there are judges that might give feedback should not be counted in this)

33. On the undergraduate level in the past academic year, did you offer at least one officially sponsored program where students are mentored by individuals outside of the university?

yes

no

34. During the past academic year how many individual mentors worked with your undergraduate students through an officially sponsored school program? According to the definition in qu...

34a. Please list the names and titles of each mentor below (according to the definition in question 33) This is not for publication and will not be shared with any outside party, however, we wish to have a record of the individuals you are reporting.

34a. Please list the names and titles of each mentor below according to the definition in question 33.

B / **I** **U**



Demo: Princeton Review/Strategic Planning in Action

- Custom forms capture PFY reviews, FY goals, program metrics, and PR data

OEC Princeton Review Annual Undergraduate Entrepreneurship Survey - Alumni Entrepreneurship Ventures

Default Parameter Group

24. Please provide the total number of companies started by graduates of your undergraduate degree(s), major(s), minor(s), or certificate(s) programs (as defined in questions 6 and 7). Please report ONLY companies started by students who GRADUATED within the date ranges below.

24. Past 5 years graduating classes

24. Past 10 years graduating classes

24a. Please provide the total number of graduates of your undergraduate degree(s), major(s), minor(s), or certificate(s) programs (as defined in questions 6 and 7).

24a. Past 5 years graduating classes

24a. Past 10 years graduating classes

24b. Please provide the number of graduates of your undergraduate degree(s), major(s), minor(s), or certificate(s) programs (as defined in questions 6 and 7) for whom you have usable employment data for (companies started).

24b. Past 5 years graduating classes

24b. Past 10 years graduating classes

25. Please provide the total dollar amount of funding these businesses have raised by graduates of your undergraduate degree(s), major(s), minor(s), or certificate(s) programs (as defined in questions 6 and 7). Please report ONLY funding raised by students who GRADUATED within the date ranges below.

25. Past 5 years graduating classes

25. Past 10 years graduating classes



Demo: Princeton Review/Strategic Planning in Action

- Custom forms capture PFY reviews, FY goals, program metrics, and PR data

OEC Princeton Review Annual Undergraduate Entrepreneurship Survey - School Says Narrative and Submitter Information

▼ School Says Narrative

43. What features do you consider to be distinguishing aspects of your undergraduate offerings in entrepreneurship? Please explain (1,500 characters max)

0/2000

44. Tell us what is unique and distinctive about your approach to undergraduate entrepreneurship education (1,500 characters max)

0/2000

45. We invite you to indicate if there are items within the survey for which you cannot use the requested analytic convention, or cannot provide data for the cohort requested, whose methodology is unclear, or about which you have questions or comments in general. This information will not be published but will help The Princeton Review further refine the survey.

45. We invite you to indicate if there are items within the survey for which you cannot use the requested analytic convention, or cannot provide data.

Demo: Princeton Review/Strategic Planning in Action

- Templates standardize structure across programs and across years
- Task groups guide each phase: PFY Review → Goal Setting → FY Plan → Presentation

TEMPLATE
OEC_Admin_20XX_Strategic Planning_OEC Meeting Coordination/Oversight ⌚ ☆ ⋮

Owner: Kat Shondeck Planned Durat: 42 Days

Template Tasks

Template Tasks | + New Template Task | [→] [↓]

Template Details

# ↑	Task Name	Description	Assignments	Duration	Pln Hrs	Predecessors	Task Constraint
1	Project Summary			42 Days	75 Hours		As Soon As Possible
2	Strategic Planning Meeting Coordination			21 Days	14 Hours		As Soon As Possible
3	Determine who to assign administrative support tasks to for this project.		OEC_Program Manager	1 Day			As Soon As Possible
4	Assign administrative support tasks to designated person		OEC_Project Manager	1 Day			As Soon As Possible
5	Coordinate with James to determine the number of strategic planning meetings and which programs/teams will be presented and which OEC staff members will be present at each. Enter in Project Details.		OEC_Program Manager	5 Days			As Soon As Possible
6	Project Manager creates strategic planning projects for each date listed in Project Details		OEC_Project Manager	5 Days			As Soon As Possible
7	Director of Administration and Project Manager determine format of presentations.		OEC_Program Manager OEC_Project Manager	10 Days			As Soon As Possible
8	Project Manager creates presentation template		OEC_Project Manager	5 Days			As Soon As Possible
9	Strategic Planning Group 1 - PennTAP			32 Days			As Soon As Possible
10	Determine who will be taking meeting notes and add meeting to their calendar. Make note in Project Details.		OEC_Program Manager	1 Day			As Soon As Possible

TEMPLATE
OEC_Admin_20XX_Strategic Planning_Team Name ⌚ ☆ ⋮

Owner: Nicole Bauman Planned Durat: 90 Days

Template Tasks

Template Tasks | + New Template Task | [→] [↓]

Template Details

# ↑	Task Name	Description	Assignments	Duration	Pln Hrs	Predecessors	Task Constraint
1	Project Summary			90 Days	59 Hours		As Soon As Possible
2	Initiation			4 Days	3 Hours		As Soon As Possible
3	Determine who to assign administrative support tasks to for this project.		OEC_Program Manager	3 Days	1 Hour		As Soon As Possible
4	Assign administrative support tasks to designated person		OEC_Project Manager	1 Day	1 Hour	3	As Soon As Possible
5	Upload 2026 Final Strategic Planning documents		Kat Shondeck	1 Day	1 Hour	3	As Soon As Possible
6	Meeting 1 - Goal Planning			34 Days	14 Hours		As Soon As Possible
13	Meeting 2 - Strategic Planning			67 Days	35 Hours		As Soon As Possible
14	Log on to 25Live and reserve the room (typically 603). List meeting date, time and location on form in Project Details.		OEC_Administrative Support Specialist	1 Day	2 Hours		As Soon As Possible
15	Schedule the meeting (both in-person and virtual options) in Outlook and send calendar invites to all stakeholders.		OEC_Administrative Support Specialist	1 Day	2 Hours	14	As Soon As Possible
16	2027 Strategic Planning template is sent to Unit Director		OEC_Project Manager	2 Days	2 Hours	12	As Soon As Possible
17	Brad meets with Team to review approved goals and develop 2027 strategic plan per the planning template			10 Days	4 Hours	15 16 7 9	As Soon As Possible

Showing 34 template tas

Demo: Princeton Review/Strategic Planning in Action

- Year-to-year continuity comes from cloning projects and reusing structured forms
- Workfront becomes the system of record for institutional memory

PROGRAM Administration [Share] [Refresh] [Star] [More]

← Projects

Program Details [New Project] [Filter]

Projects

- Name ↑
- Copy of OEC_Admin_2027_Strategic Planning_EDSP Group 1 (AEN, Central Services, Inc.U, OriginLabs, SUW)
- OEC_2025_EDSP - Group 1_Strategic Planning
- OEC_2025_EDSP - Group 2_Strategic Planning
- OEC_2025_EDSP_Strategic Planning - TEST
- OEC_2025_PennTAP_Strategic Planning
- OEC_2025_Research Start-up_Strategic Planning
- OEC_2025_SBDC_Strategic Planning
- OEC_Admin_2026_Strategic Planning_EDSP Group 1 (AEN, Central Services, Inc.U, OriginLabs, SUW)
- OEC_Admin_2026_Strategic Planning_EDSP Group 2 (BA)
- OEC_Admin_2026_Strategic Planning_EDSP Group 3 (SFP, HVLB)
- OEC_Admin_2026_Strategic Planning_OEC Meeting Coordination/Oversight
- OEC_Admin_2026_Strategic Planning_PennTAP
- OEC_Admin_2026_Strategic Planning_Research Commercialization
- OEC_Admin_2026_Strategic Planning_SBDC/VBOC
- OEC_Admin_2027_Strategic Planning_EDSP Group 1 (AEN, Central Services, Inc.U,

DASHBOARD OEC_Princeton Review Year to Year Reporting [Dashboard Actions] As of April 28, 2026 at 1:16 PM Eastern Daylight Time

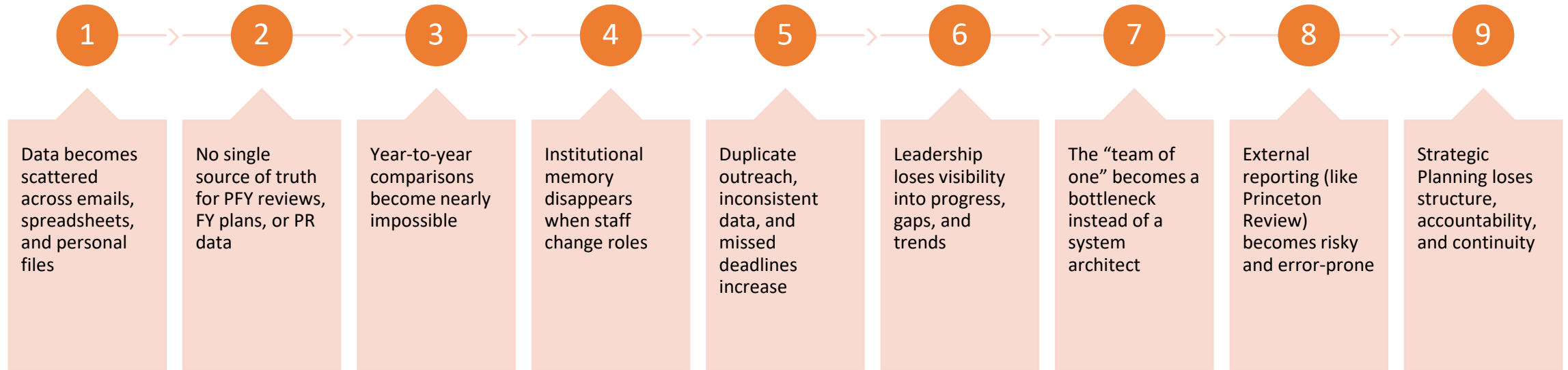
This dashboard will provide us a way to compare changes in data reported to the Princeton Review from year to year.

Princeton Review Year to Year Data - Section 1: Introduction and Contact Information

Details Summary

1. Full & official name of parent institution	2. Name of entrepreneurship academic unit or program if applicable	3. Name of entrepreneurship institute/center if applicable	Respondent Name	Respondent Title	Respondent Office	Respondent Phone	Entrepreneurship Contact Name	Entrepreneurship Contact Title	Entrepreneurship Contact Address 1	Entrepreneurship Contact Address 2	Entrepreneurship Contact City/Town	Entrepreneurship Contact State/Province	Entrepreneurship Contact Zip/Postal Code	Entrepreneurship Contact Phone	Entrepreneurship Contact Email	Entrepreneurship Contact
Name: OEC_Administration_2021-2022_Princeton Review Archived Data (1)																
<input type="checkbox"/> The Pennsylvania State University	Invent Penn State - Reporting on behalf of the Penn State entrepreneurship ip ecosystem	Penn State has 25+ entrepreneurship ip centers across our 24 campus locations	James Delatree	Associate Vice President for Research, Director, Office of Entrepreneurship ip & Commercialization	Office of the Senior Vice President for Research	(814) 865 1751		Campus, college or degree program director	Directory found at invent.psu.edu						invent@psu.edu	invent.psu.edu
Name: OEC_Administration_2022-2023_Princeton Review Archived Data (1)																
<input type="checkbox"/> The Pennsylvania State University	Invent Penn State - Reporting on behalf of the Penn State entrepreneurship ip ecosystem	Penn State has 25+ entrepreneurship ip centers across our 24 campus locations	James Delatree	Associate Vice President for Research, Director, Office of Entrepreneurship ip & Commercialization	Office of the Senior Vice President for Research	(814) 865 1751		Campus, college or degree program director	Directory found at invent.psu.edu						invent@psu.edu	invent.psu.edu

What Happens Without Workfront?



Workfront turns chaos into a system — and a system into institutional stability.



Use Case #3: Room Rentals & Payments

The Unexpected Powerhouse Use Case



Reservation details captured in Workfront



Custom forms for room type, date, equipment, catering



Payment tracking or internal chargebacks



Reporting on usage, revenue, occupancy



Room Rental Demo

Reservation → Conversion →
Payment Tracking





Room Rental Demo - Intake

OEC Event and Facilities Management

OEC Event and Facilities Management ⓘ

OEC Room Reservation Status

Details

Subject *

| type request subject

ⓘ This field is required.

OEC_Events_Room Reservation Status

▼ Room Request Details 📌

Group/Program Name

Date/s Room/s Needed

Time Room Needed

Room Requested

- All
- 113
- 603
- 612
- Lobby/Mezzanine

Reservation Status

- Reserved - Confirmed
- Reserved - Tentative
- Waitlisted
- Other

Is this reservation for an internal or e...

- internal
- external

Date Room Needed - DO NOT USE

📅

Room Rental Demo - Conversion

PROJECT **OEC_Events and Facilities_2027_August, 2026_603** 🕒 ☆ Share ⋮

Percent Complete: 0% | Project Owner: Set Owner | Planned Completion Date: Aug 31, 2026 | Condition: On Target | Status: Current

Tasks

#	Task Name	Assignments	Duration	Pln Hrs	Pred	Start On	Due On	% Complete	Task Constraint
1	Project Summary		56.19 Days	3 Hours		8/3/26	8/31/26	0%	As Soon As Possible
2	Disney Princess Summit		56.19 Days	3 Hours		8/3/26	8/31/26	0%	As Soon As Possible
3	Confirm all details of reservation (Form is located in Parent Task Details) and record in 25Live		1.94 Days	1 Hour		8/3/26	8/3/26	0%	Fixed Dates
4	Confirm all reservation tasks have been completed	OEC_Event and Facilities Coordinator	1 Day	1 Hour		8/14/26	8/14/26	0%	Fixed Dates
5	Send Client Invoice and Reservation Agreement.		1 Day	1 Hour		8/14/26	8/14/26	0%	As Soon As Possible
6	Receive payment and submit Financial Request for payment to be processed. (Link to request in Task Details)		0 Days	0 Hours		8/14/26	8/14/26	0%	As Soon As Possible
7	Signed agreement uploaded to Documents		0 Days	0 Hours		8/14/26	8/14/26	0%	As Soon As Possible
8	Make sure event is properly staffed		0 Days	0 Hours		8/14/26	8/14/26	0%	As Soon As Possible
9	Ensure that front desk or event staff is aware that they will be greeting client		0 Days	0 Hours		8/14/26	8/14/26	0%	As Soon As Possible
10	Make sure all doors are unlocked	OEC_Event and Facilities Coordinator	0 Days	1 Hour		8/31/26	8/31/26	0%	Fixed Dates
11	Room Reservation Date		0 Days	0 Hours		8/31/26	8/31/26	0%	Fixed Dates

Room Rental Demo – Documents and Custom Forms

The screenshot shows the Workfront interface for a project named "OEC_Events and Facilities_2027_August, 2026_603". The left sidebar contains navigation options: Tasks, Project Details, Documents (2), Updates, Updates sorted by Column, Workload Balancer, People, Issues (0), Risks, Business Case, Approvals, and Baselines. The main area displays a folder named "08.31.26_Disney Princess Summit (2)" containing two documents: "Disney Princess Summit Invoice.pdf" and "Disney Princess Summit Room Rental Agreement.pdf". Both documents were added on 04/28/2026 at 02:05 PM by Kat Shondeck and have a "Comment" link.

The screenshot shows the "Disney Princess Summit" task page. The task is 0% complete and has a planned completion date of August 31, 2026. The "OEC Room Reservation Details" custom form is displayed, containing the following fields:

Event Name	Event Start Date	Event End Date	Total Hours Reserved per Room	EBIH Room Reserved
+Add	+Add	+Add	+Add	+Add
Event type	+Add			
Point of Contact for the Event	+Add			
Contact Phone	+Add			
Please list either SIMBA IO # or Billing Address, if not a PSU entity				
+Add				
Name and Email to Send Invoice for Review				
+Add				
Expected Attendance				
+Add				
Staff on Duty - Please list name, email, and/or phone				
+Add				

Room Rental Demo – Custom Calendar

Calendars

OEJ EJBH Rentals Rename ...

Show Weekends

New Calendar Add

Today < > April 2026 Month v

Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11
		<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">College of Engineering Research Sy...</div> <div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">College of Engineering Research Sy...</div> <div style="background-color: #DDA0DD; padding: 2px; font-size: 0.8em;">College of Engineering Research Sy...</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Biorenewables Symposium</div> <div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Biorenewables Symposium</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Restorative Circles Program</div> <div style="background-color: #FFD700; padding: 2px; font-size: 0.8em;">Alumni Council Meeting</div> <div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Alumni Council Meeting</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">EMS 2026 Spring Development Cou...</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Restorative Circles Program</div>	
12	<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Provost's Council of Academic Deans</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Faculty, Staff, Postdocs Meeting (EMS)</div>	<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Chief Science Officers End of Year Cel...</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">EMS Spring Staff Meeting</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">2026 Youth Program Directors Meeti...</div> <div style="background-color: #DDA0DD; padding: 2px; font-size: 0.8em;">Entrepreneurship Crash Course Prog...</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">2026 Youth Program Directors Meeti...</div> <div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Ed Equity Advisory Board Meeting</div>	18
19	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Moral Boundaries and Fragmentatio...</div> <div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">STAIR Summit</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">HUCK Summit</div>	<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">STAIR Summit</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">HUCK Summit</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">IPDR Summit</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Happy Valley Comm Final All Firm</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">IST Town Hall</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Food Security Innovation Symposium</div> <div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Gas Initiative Meeting - EMS Energy L...</div>	25
26	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">ALC</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">The Changemaker Collective - PAUS...</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">CBICC National Civics Bee</div>	<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">American Red Cross</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Penn State Global Fulbright Luncheon</div>	<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">MPP Capstone Presentations</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">MPP Graduation and Awards Celebr...</div>	<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Rock Ethics Faculty Workshop</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Teaching Program for Postdocs - 1</div>	2
3	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Consortium for Substance Use & Ad...</div>		<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">Brighter Financial Futures - High Sch...</div> <div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Brighter Financial Futures - High Sch...</div>	<div style="background-color: #90EE90; padding: 2px; font-size: 0.8em;">IST IIS Department Faculty Retreat</div>	<div style="background-color: #ADD8E6; padding: 2px; font-size: 0.8em;">Teaching Program for Postdocs - 2</div>	9

- 113 - Paid ...
- 113 - Unpaid ...
- 603 - Paid ...
- 603 - Unpaid/Partially Paid ...
- 612 - Paid ...
- 612 Unpaid/Partially Paid ...
- Lobby/Mezzanine - Paid ...
- Lobby/Mezzanine - Unpai... ...

+ Add to Calendar

Room Rental Demo – Reporting

REPORT
FY 25 & FY26 Events and Facilities Income

Show Filters Report Actions As of April 28, 2026 at 2:14 PM Eastern Daylight Time

Details Summary Chart

[-] [→] [v]

Search Report Default Report Default Report Default

Ref #	Name of Client	Room Reserved	Room Reservation Start Date	Invoice Number	Payment amount	Source Task: Completion Notes	Status
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REPORT
EJBIH Room Reservation Report - FY 26 Reservations

Provides the number of current reservations and sum hours per room reserved for EJBIH Lobby/Mezzanine 133 603 & 612. Cancelled reservations have been removed.

Details Summary Chart

Export

Parent: EJBIH Room Reserved	Count	Parent: Total Hours Reserved per Room (Sum)
113 & 612	2	10
603	107	799
603 & 612	35	364.5
612	61	346.5
Lobby/Mezzanine	14	51
Lobby/Mezzanine & 113	1	4
Lobby/Mezzanine, 113, 603 & 612	8	76
Lobby/Mezzanine & 603	4	44
Lobby/Mezzanine, 603 & 612	11	203.5
TOTAL:	243	1898.5

REPORT
Room Reservation Report - Cancelled Hours

Provides the number of cancelled hours previously reserved for EJBIH 603 & 612.

Details Summary

Export

Task: EJBIH Room Reserved	Count	Total Hours Reserved per Room (Sum)
603	7	46
603 & 612	14	260
612	9	56.5
No Value	1	
TOTAL:	31	362.5



Tools, Configurations & Tricks

What Admins Really Want to Know

Custom form
design
strategies

Reports and
Dashboards
that tell a story

Templates for
repeatable
processes

Lessons Learned: Wisdom from the Workfront Trenches



- What I'd do differently
- What I wish I knew sooner
- How to scale without burnout
- How to set boundaries as a team of one
- Rely on your fellow system admins



Questions?

Reach out to me at any time!

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www.linkedin.com/in/kat-shondeck/



Updates

Webinar Feedback

Please complete [this short survey](#) to share feedback on today's webinar. Responses are anonymous, so transparency and honesty are appreciated!



FREE Events for Workfront System Administrators

All events are published to the [Events](#) page on Experience League or the [Workfront User Group Events](#) [WUG] homepage (login required). Check back often for updates and to register.

- May 5 at 9:00 a.m. PT - [Adobe Workfront Champions Panel: Real-World Advice for Admins](#) [WUG]
- May 7 at 8:00 a.m. PT - [Mastering Business Rules & Advanced Validation Logic in Adobe Workfront](#)
- May 12 at 9:00 a.m. PT - [Spill the Tea: Adobe Summit 2026 Afterparty](#) [WUG]
- May 13 at 8:00 a.m. PT- [Configuring Sustainable Workfront Adoption: From Architecture to Everyday Use](#)
- May 14 at 9:00 a.m. PT- [Unlock the Adobe Champion Advantage: Who It's For, What It Takes, and How to Apply](#)
- May 14 at 9:00 a.m. PT- [Reimagining Work with AI: What's Next for Workfront](#) [WUG]
- May 18 at 8:00 a.m. PT - [Driving Value: Introducing Advanced Enterprise Operations Capabilities in Workfront](#)
- May 21 at 9:00 a.m. PT - [Inside the Workfront Admin Role: 10 Lessons from My First Two Years](#)
- May 28 at 8:00 a.m. PT - [Workfront Planning Global Record Types Explained: When, Why, and How to Use Them](#)
- [In-Person] June 3 at 11:00 a.m. ET - [Atlanta: Workfront Lunch & Learn with Customer Success](#)

Have a topic you'd like to see added to the list? Send us an email at csatscale@adobe.com.

Workfront Job Board

Did you know that the Experience League Community forum has a dedicated Discussion Group where you can post [Workfront-related job openings](#)?

- Anyone can post!
- Find qualified candidates
- Help the broader Workfront Community find their next opportunity
- Increase visibility for open roles within a targeted, skilled audience
- Strengthen connections across customers, partners, and practitioners

The screenshot shows the Adobe Experience League Workfront Job Board community page. The page features a navigation bar with the Experience League logo and various menu items like Learn, Documentation, AI training, Events, Community, and Support. A search bar is present in the top right. Below the navigation, the page title "Workfront Job Board" is displayed, along with a search bar for groups. Statistics show 86 total posts and 38 total replies. A "You're a member" button and a "Create new post" button are visible. The main content area displays a list of job postings, including one for a Workfront Global Administrator position in Cleveland, Ohio, and another for a remote Sr. Creative Project Manager. An "About this group" section describes it as a dedicated space for sharing and discovering Adobe Workfront related job opportunities. A sidebar menu on the right lists various community resources and product-specific communities.

Adobe