Fast and Functional: Blueprints in Adobe Workfront

Adobe Workfront Customer Success | September 23, 2025

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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.

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Agenda

The Blueprints library in Adobe Workfront is constantly growing with new, ready-to-use templates and dashboards. With a quick install process, you can spend less time setting up and more time getting work done.

Join the Workfront Customer Success team for an engaging session to learn everything you need to know about Blueprints - what they are, how they work, and how you can start using them today to maximize value across your organization. And if you have ideas for future Blueprints, we'd love to hear!

Start Time	9:00 a.m. PT/12:00 p.m. ET
2 minutes	Welcome & Introductions
20 minutes	Blueprints Overview
15 minutes	Live Demo: Installing a Blueprint
20 minutes	Q&A
3 minutes	Wrap Up: Survey, Resources & Events
End Time	10:00 a.m. PT/1:00 p.m. ET

Introductions – Scale Customer Success

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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.

What are Blueprints?

- Don't start from scratch!

- Catalog of ready-to-use project templates, organizational structures & dashboards

  - [See the full list of available Blueprints here](#)

  - New Blueprints are released regularly, so check back often for "NEW" ones

- Fully customizable – only include what you need/want

- Easily installed within minutes

  - Choose between your Production or Sandbox environment

- Industry and department-specific solutions – take advantage of the filters!

- Reduced time and effort by leveraging proven templates

- Don't be afraid to give them a try – they won't necessarily "break" your system!
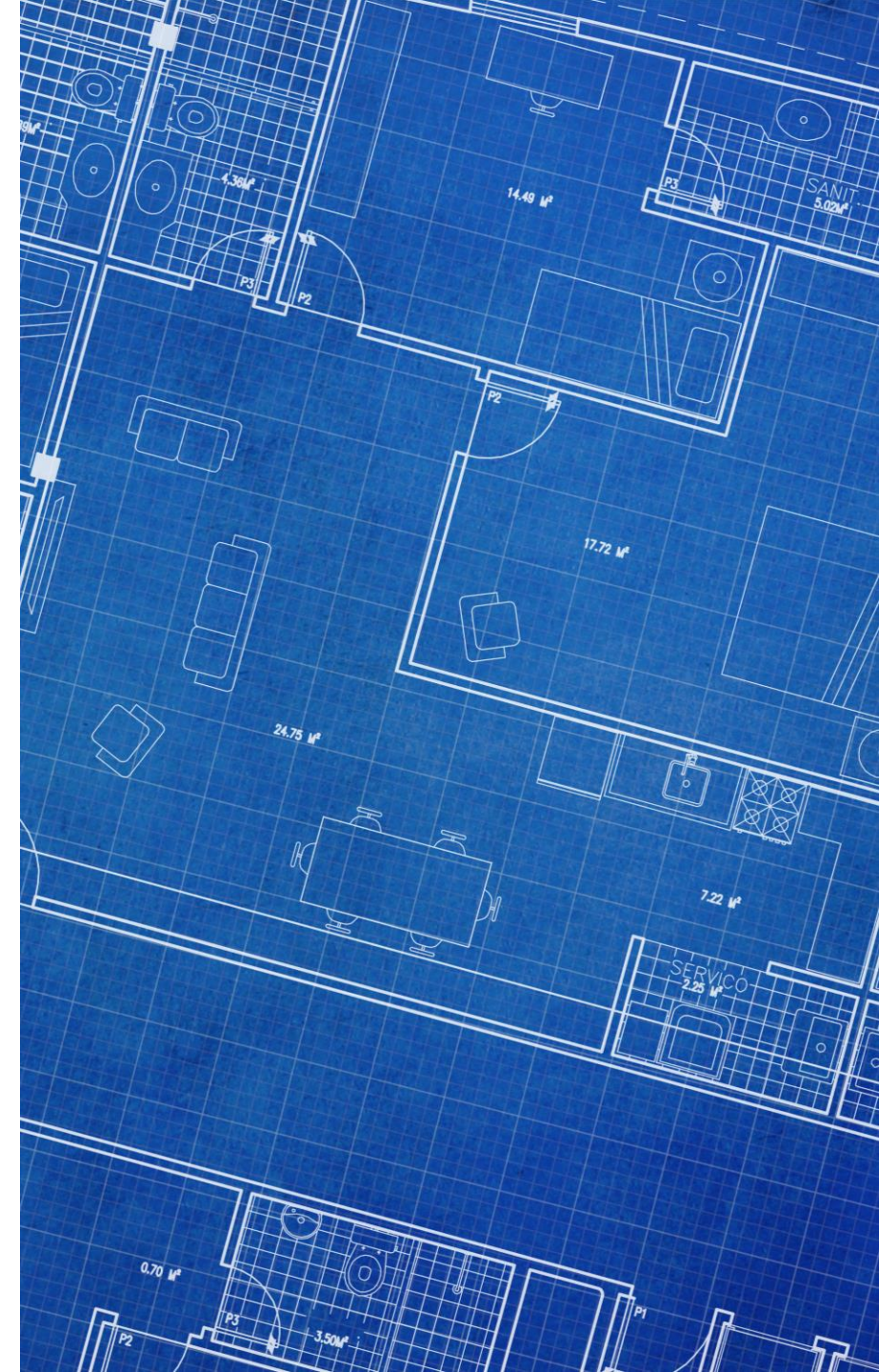
How to Access Blueprints

- All users can **browse** the catalog of Blueprints (if you'd like)

  - Would this be considered "noise" in the Main Menu area?

  - Is this something that will benefit a user and the work they are doing or just add more confusion?

- Only System Administrators can **install** Blueprints

- Find the Blueprints icon in the Main Menu

- You may need to customize your Layout Template (Set Main Menu)
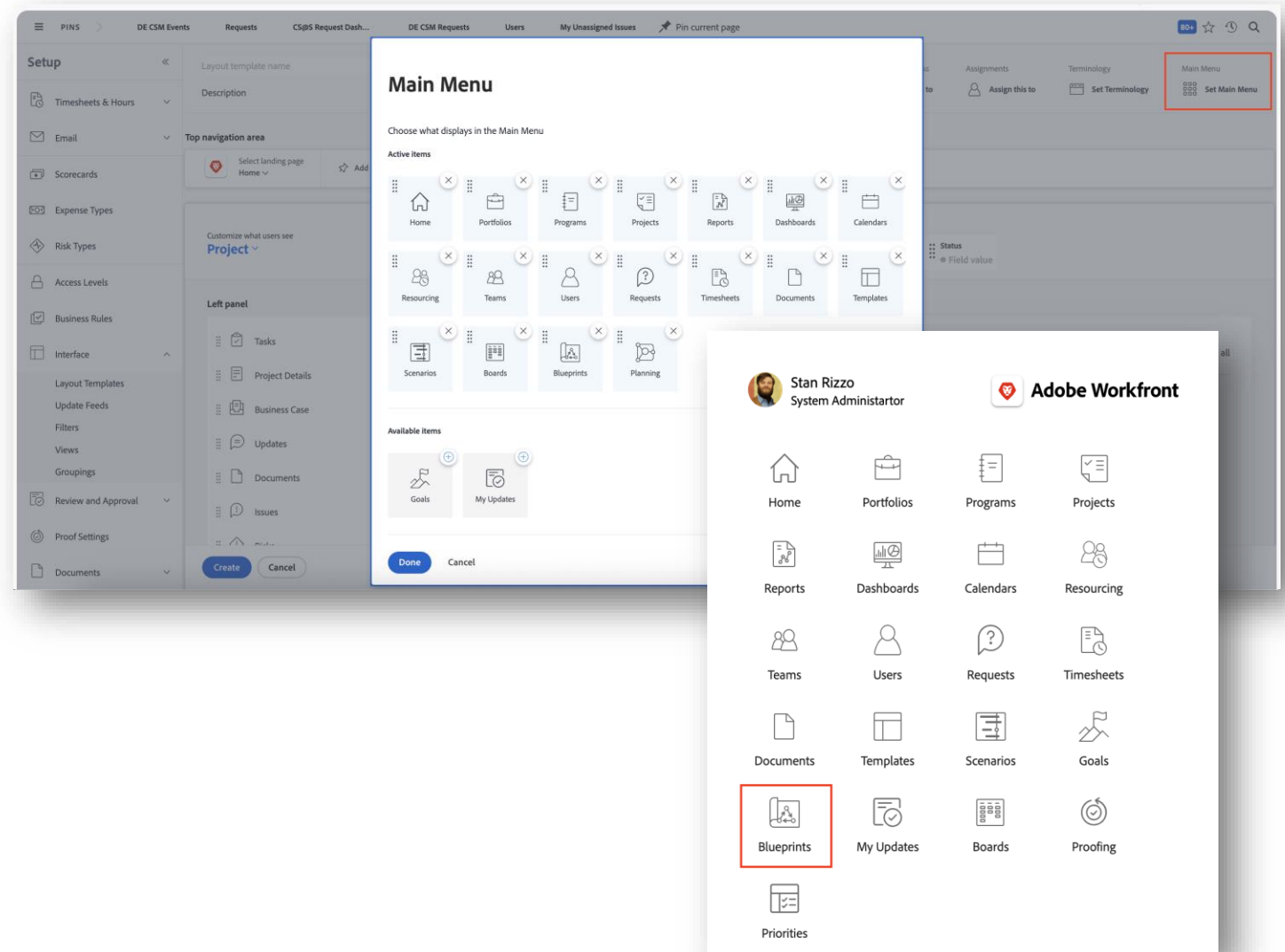
Navigating the Blueprints Library

1. Organized in alphabetical order by name

2. Select your filter criteria to narrow down results – use case, maturity level, installation status, or type (recommendation: start with type!)

   a. Managed: Comprehensive list of tasks to ensure each step of the process is being followed

   b. Integrated: Contain fewer tasks to track only milestones and other key deliverables necessary for reporting purposes

3. Click **Details** to see what's inside / how it works

4. Option to configure Blueprint requests

   a. Allow users to submit a request and route to the System Administrator

   b. Choose request queue and (optional) queue topic
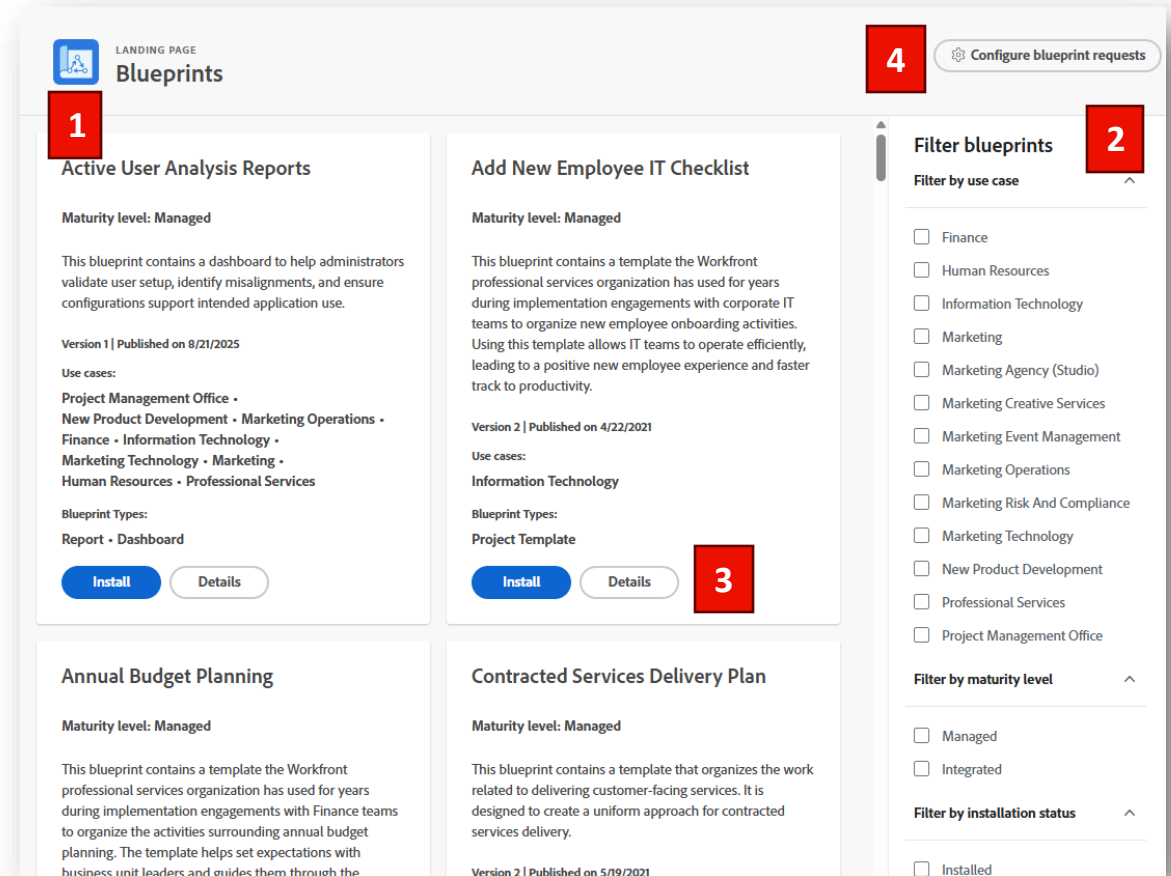
Installing & Customizing a Blueprint

- Tips for installing Blueprints to fit your team's needs

  - Don't rush through the mapping!

  - Check out the Preview, if available, to see what it looks like.

  - On the left-hand side, hover over the more information icon (i) to see additional details associated with the Role, Team, Queue Topic, Filter, View, Grouping, etc.

- For organizational structures, in particular, install in your Sandbox environment first.

- Reminder that you can always customize what's in the Blueprint after it has been installed (and we recommend doing so).

- *Let's walkthrough how to install a Blueprint.*
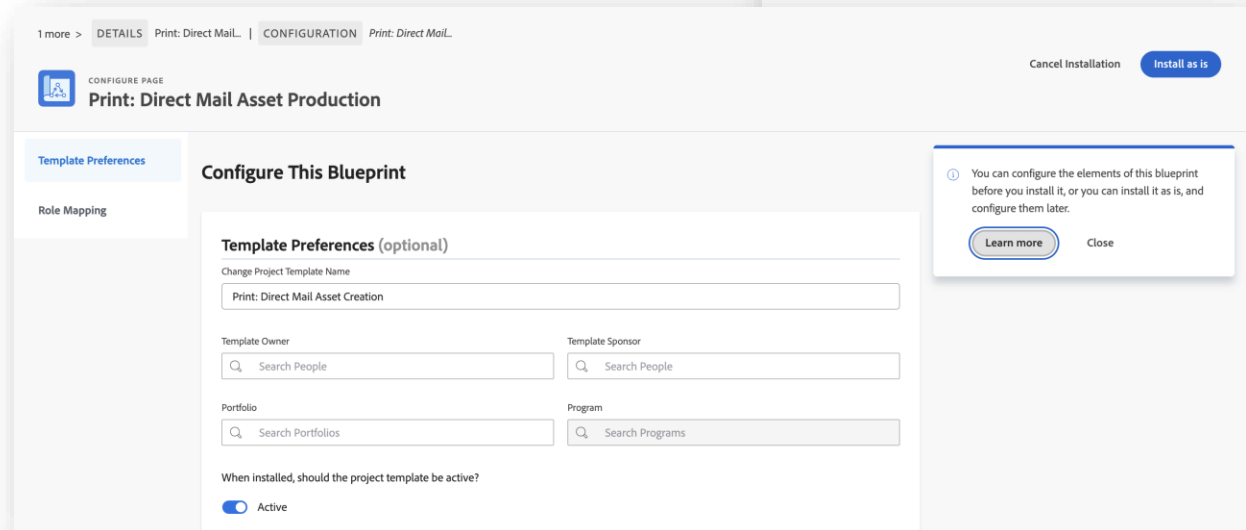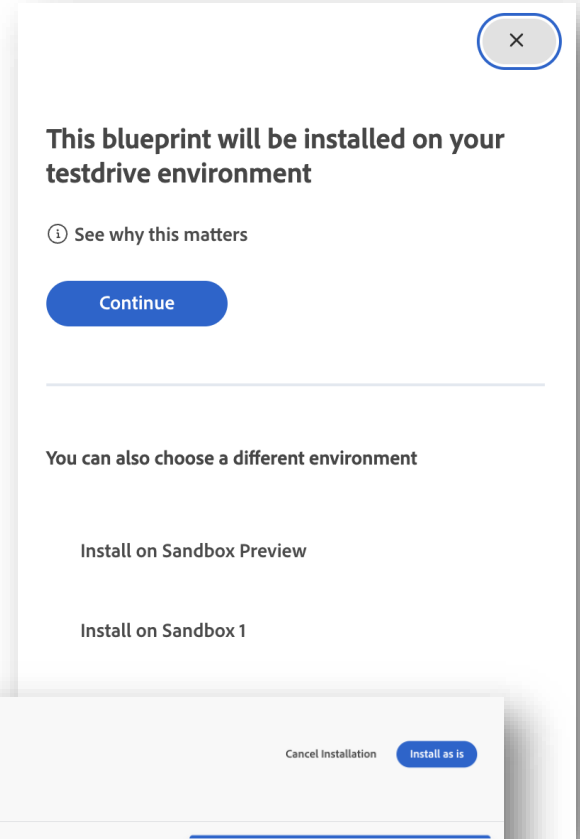
Finding a recently installed Blueprint

- Navigate back to the Blueprints area and filter by Installation Status > Installed

  - Option to search for object using the Basic or Advanced Search

  - Find the Blueprint and click on the Details button > Scroll down to view installation history > click on See Details > View Dashboard

Finding a recently installed Blueprint (2)

- To find a recently installed Blueprint **dashboard or project template**, go to the Dashboards > All Dashboards or Templates area via your Main Menu

- Sort by the column, Owner (descending)

- Look for objects with no owner

Now What ... Next Steps

You're not done, just yet! Once you've installed a Blueprint...

For project templates:

- Attach required custom forms

- Adjust template task planned hours and duration

- Associate a milestone path and milestones

- Assign job roles or users to tasks

- Test with a pilot project!
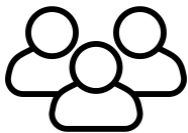
For organizational structures:

- Add or move users to the new companies, groups, job roles, and teams

- Consider using the Workfront Training for New Users Blueprint to help bring new users up to speed

For dashboards:

- Edit or confirm the views, filters, and groupings

- Add a "Report Report" as your table of contents

- Consider scheduling reports within the dashboard

- Add to Favorites, Pins, or Layout Template

Most importantly!

- **Update the sharing permissions so that these new assets can be used right away!**

Tip: Make copies of templates and reports before adjusting

Recently Released Blueprints

[Dashboard] Active User Analysis Reports

- This blueprint contains a dashboard to help administrators validate user setup, identify misalignments, and ensure configurations support intended application use.

[Dashboard] Baseline Dashboard

- This blueprint contains a single dashboard with 4 reports that show task and project changes from the baseline(s) captured at either the beginning or during the project. Use these reports to see important timeline and effort changes that may differ from the original baseline or subsequent baselines.

[Project Template] Workfront Training for New Users

- This blueprint contains 3 project templates by persona: Project Managers, Workers/Assignees, and Contributors/Requestors /Reviewers. Each template provides links to foundational Workfront training for new users to utilize Workfront in accordance with their role.
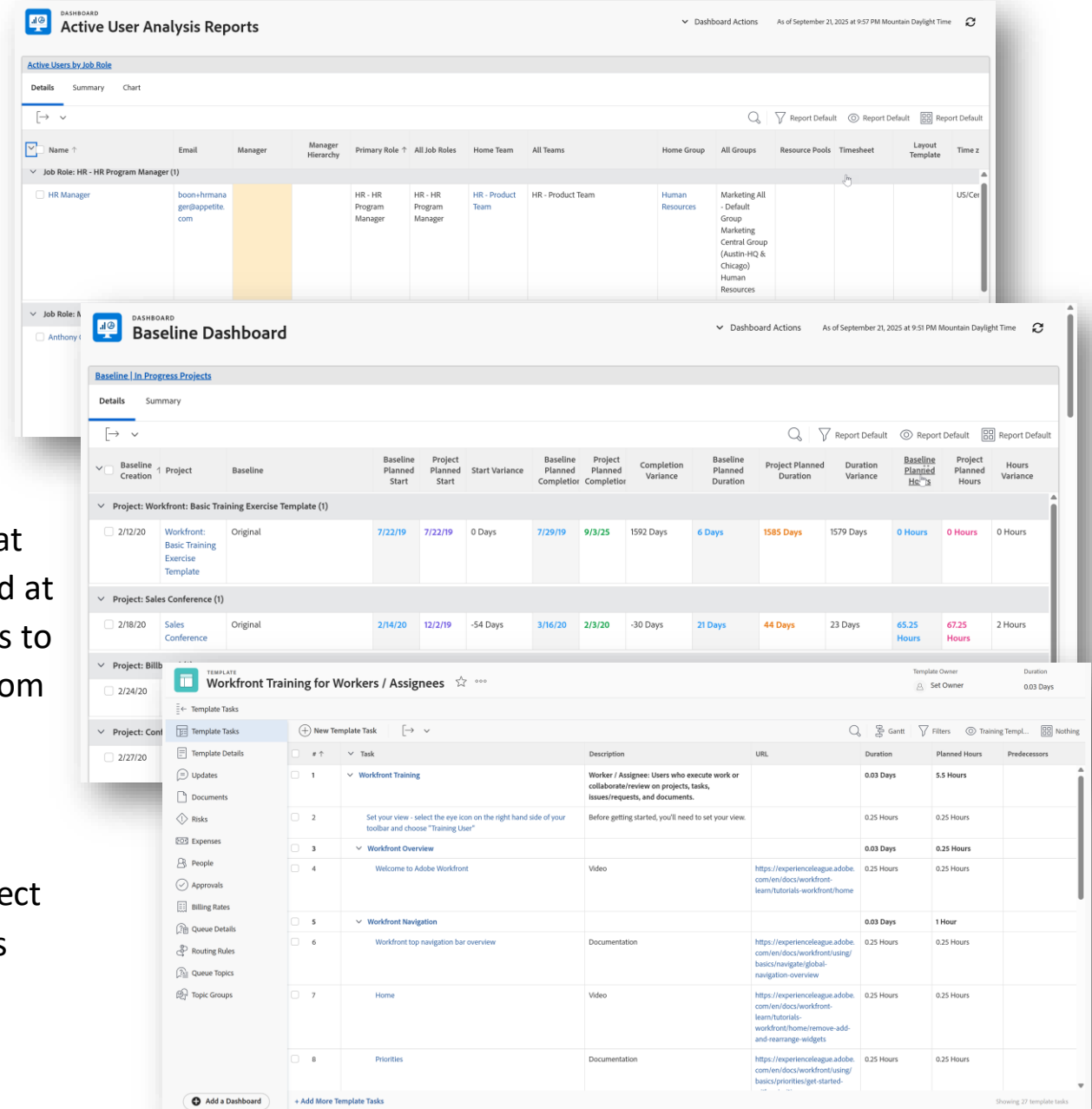
Popular Blueprints

- [Dashboard] [System Administrator Maintenance Dashboard](#) - This blueprint contains a single dashboard to assist system administrators in maintaining and cleaning up the system periodically from miscellaneous clutter that might build up over time.

- [Dashboard] [People Manager Dashboard](#) - This blueprint contains a single dashboard with 12 reports to give people managers visibility into their direct reports' work.

- [Dashboard] [Offboarding | Departing User Dashboard](#) - This blueprint contains a single dashboard with 13 reports to help you find, reassign, or manage the objects and assignments associated with a user departing Workfront (or for a user moving into a new role).

- [Project Template] [Inherited Instance Basics | Checklist](#) - If you recently inherited a Workfront instance and need guidance on where to start, this blueprint contains a checklist with a short list of questions, resources, and links to help you get a clear understanding of how your Workfront instance is configured.

- [Dashboard] [Value Realization | Core Value Dashboard](#) - This blueprint contains a single dashboard with 21 reports to help you measure the value of Workfront. These reports help you translate the benefits of centralizing work and managing work processes into measurable values that you can track over time to drive better outcomes.

Share your ideas!

What Blueprints do you want to see added to the Library?

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Q&A

Raise your hand to come off mute or post your question in the chat!

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Resources & Events

Experience League, Community, and more

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Congratulations to the 2025-2026 Adobe Workfront Champions!

Adobe Workfront Champions
Class of 2025-2026

Name	Company
Alexandra Lavaud	Wellington Management
Autumn Earle	Merkle / Dentsu
Becky Barus	Qualcomm
Bridgette Procter	Kroger
Britney Rochette	Charlotte Hornets
Caitlin Fenton	Optum
Carol Majewski	RAPP	KERN Agency
Cassandra Lang	Baptist Health South Florida
Chris Thygersen	Workday
Craig Peterson	Prudential
Daniel Clarke	EMMsphere
David Quick	NAB
Deborah Lawrence	IBM
Denver Lemont	CrowdStrike
Elizabeth Rouch	LeapPoint, an OPMG Company
Erika Kratzer	OneAmerica Financial
Jacquirus Rhyne	Slalom
Jeffrey Gillis	Natixis Investment Managers
Jessica Eagger Millar	Endeavour Group
Karen Castens	Byline Bank
Kassie Bonamo	NASCAR
Kaylee Richard	Toll Brothers
Kellie Gardner	Emmsphere
Kiersten Kollins	DSW, Designer Shoe Warehouse
Kimberly Rea	Schneider Electric
Kurt Jones	JP Morgan
Lee Anne Murphy	Abbvie
Monique Evans	Stanley Black & Decker
Nuria Munguia	TD Bank
Olya Kollen	WorkFocus.io
Ross Barton	Ologie, Inc.
Ryan Turner	3M
Scott Mors	thyssenkrupp System Engineering, Inc
Skye Hansen	Starbucks
Susan Hart	Delta Dental of California
Tim Wyckoff	Shaw Industries
Victoria (Linn) Sellers	Accenture

Let's honor these expert Adobe practitioners from across the globe and celebrate a diverse and dynamic community of thought leaders.

Adobe Champions will also be top contributors of actionable insights and inspirational guidance on the Perspectives section of Adobe Experience League. Keep an eye out for new learning content from these expert peers!

Learn more about these Champions and the Champion Program HERE!

FREE Events for Workfront System Administrators

All events are published to the Events page on Experience League. Check back often for updates and to register.

- September 30 at 8:00 a.m. PT - Pitch Perfect: Defining & Communicating Workfront Value

- October 2 at 10:00 a.m. PT – Wake up with Workfront: Wake Up with Workfront: Scaling with Advanced Features & Fusion- Part 2

- October 3 at 9:00 a.m. PT – Admin Chat for Marketing & Creative

- October 8 at 11:00 a.m. PT - Workfront Pro-tips for Governance, Execution, and Adoption

- October 9 at 8:00 a.m. PT – Adobe Workfront Fourth Quarter Release Webinar (Release planned for 10/16)

- October 14 at 8:00 a.m. PT – Admin 101: Getting Started with Workfront

- October 16 at 10:00 a.m. – Inside Mayo Clinic: How Workfront Fusion Helps the Humans

- October 20 at 6:00 a.m. PT – Workfront Collective

- October 21 at 9:00 a.m. PT / October 21 at 4:00 p.m. PT / October 27 at 10:30 a.m. IST – Workfront 2H Roadmap Webinar

- October 23 at 8:00 a.m. PT – Leveraging the Workfront + AEM Native Integration

- October 28 8:00 a.m. PT – Your dream Workfront report EXISTS! Two Approaches to Mastering EXISTS Statements

- October 29 at 9:00 a.m. PT – [Workfront AMA] Ask Me Anything about System Smarts & Strategic Starts (text-only Community event)

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

Workfront 2nd Half 2025 Roadmap Webinar

Twice a year, Adobe hosts the Experience Cloud Roadmap Webinar Series for the portfolio of solutions, offering customers a high-level preview of what's coming in the months ahead.

On October 21 (NA/EMEA) and October 27 (APAC/India), the Adobe Workfront product team will share an inside look at recently released features, upcoming enhancements, and what's on the horizon for the Workfront roadmap. This 45-minute live session offers a unique opportunity to preview what's coming next, ask questions in real time, and engage directly with the team shaping the product's future.

Click here to register!

Workfront Skill Exchange Sessions & Resources

Keynote: Workfront Product Keynote - Paul Vaughn, Adobe

Learn Track (Beginner)

- Maximize Efficiency with AI: Mastering Workfront's AI Tools - Scott Mors, Thyssenkrupp and Kari Woolf, Adobe
- Getting Started with Review and Approvals - Myka Bohnsack, Adobe
- Enabling Users on New Features: Agitation is Life - Daniel Clarke, Emmsphere
  - Discussion thread with Daniel
- Preparing Your Workfront Organization for a Center of Excellence - Danielle Johnston, Adobe

Grow Track (Intermediate/Advanced)

- Maximize Your Workfront License: Pro Tips for User Management & Licensing - Monique Evans, Stanley Black & Decker and Sonia Espejo, Adobe
  - Discussion thread with Monique and Sonia
- Automate Workfront User Account Creation with Fusion - Kurt Jones, VP, Marketing Delivery Lead, J.P. Morgan Payments
  - Discussion thread with Kurt
- Streamlining Creative Workflows with Workfront + AEM - Adam Driggs, Leap Point
- Elevate Workfront Reporting with Advanced Text Mode - Nathan Johnson, Adobe

Workfront User Groups

Workfront User Groups (WUGs) are your chance to connect locally with other Workfront customers! They are customer-led meetups intended to help individuals succeed with using Adobe Workfront. Need more convincing - here's 5 reasons to join a WUG from So. California WUG co-leader, Becky Barus.

Current chapters:

WUG-BOSTON, MA United States 🇺🇸	**WUG-CENTRAL, MO** United States 🇺🇸	**WUG-COLORADO, CO** United States 🇺🇸	**WUG-DC MARYLAND VIRGINIA** United States 🇺🇸
WUG-MICHIGAN, MI United States 🇺🇸	**WUG-NEW YORK CITY, NY** United States 🇺🇸	**WUG-OHIO, OH** United States 🇺🇸	**WUG-PHILADELPHIA, PA** United States 🇺🇸
WUG-PITTSBURGH, PA United States 🇺🇸	**WUG-SOUTHERN CALIFORNIA, CA** United States 🇺🇸	**WUG-TORONTO, ON** Canada 🇨🇦	**WUG-UTAH, UT** United States 🇺🇸

Don't see your city or region listed? Apply to start a new chapter by emailing Julie Wilson at juwilson@adobe.com

Have you signed up yet? Be sure to check the Chapters page for updates on new chapters in your area.

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Feedback

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

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Thank You!

Huge shoutout to Rick, Kiersten, and Nicole

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