

smartsheet ENGAGE '18

Discover new ways to use the Smartsheet platform, and turn those insights into action.

Advanced Work Management with Smartsheet: \$450

This course is designed for existing and emerging project managers. Users will develop and use a project sheet to initiate, execute, control, and complete a project. Use resource management to assign and track resources and use formulas to automate sheet activity. Learn how to keep your team and stakeholders informed through the use of collaborative tools including the creation of a project dashboard, the development of reports to display change requests, issues, risks and project progress, and the use of automated alerts and actions to keep tasks on track and alert team members of changes to the project.

Course outline:

- Transfer work breakdown into Smartsheet hierarchies
- Transform a base sheet into a project sheet
- Create task relationships
- Assign resources to task
- Enable resource management
- Track resource scheduling
- Use formulas to track schedule, work and budget
- Build cell links between sheets
- Display the critical path
- Create a project baseline
- Automate notifications, update requests and reminders
- Create reports to manage requests, issues and risks
- Build and deploy a dashboard to communicate key project metrics

This course includes a complimentary Smartsheet Certification exam held on **Thursday, October 4 from 1:00-5:00pm**. While not required, we encourage you to apply your learning from the ENGAGE conference to become Smartsheet Solutions Certified.