



smartsheet ENGAGE

2017



smartsheet
Work Better™

Collaborative Work Management

COURSE OVERVIEW

Unlock the tools, tips and tricks, and best practices we've distilled from our work with the world's leading businesses. Collaborative Work Management in Smartsheet is a hands-on learning experience that will teach you how to use Smartsheet to initiate, plan, execute, control, and close projects and processes. Topics range from how to best create a new sheet to optimize collaboration to how to best break your work down into manageable tasks. You will also learn how to create a calendar to keep your team accountable, assign resources to tasks, build task reports and collaborate with team and stakeholders using Smartsheet Sights – all the knowledge you need to Work Better.

QUICK FACTS

When	September 21st, 2017 8:00am - 3:00pm
Where	Smartsheet HQ in Bellevue, WA
Cost	\$525, exclusively offered for ENGAGE attendees
Prerequisites	None

COURSE OBJECTIVES

- Create and properly set up a sheet given specific criteria
- Develop and modify a method to track the progress of your work
- Analyze, interpret, and adjust your team's resources, budget, and schedule information
- Use the appropriate collaborative tools to keep your team and stakeholders informed
- Use Smartsheet Sights to create a master dashboard to track key metrics across multiple projects and workstreams