

# Workamajig Implementation Homework Assignments

## *Discovery*

During this 30-60 minute call we want to get to know you. We will discuss your needs, expectations and goals for implementing Workamajig. Based on the information you provide we will establish your training plan. We will also find out who will be on your Core Training Team and discuss what that means with our Train the Trainer concept. Prior to the session, the team will want to review the Project Intake Guide for a better understanding of how Workamajig is designed to assist your company's project management needs.

**Attendees:** Core Workamajig Implementation Team: This usually means at least one person from each area of expertise; Accounting, Sales, Project Management, Production.

**Homework:** Provide typical project schedule for each project type your agency performs, Client Invoice and Project Estimate.

**Est Homework Time:** 1 hr

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## *Initial Setup*

In this session, we will talk about how to navigate in the system, add Calendar events, syncing with other calendars, entering or importing your Companies (Clients and Vendors), Contacts and Employees.

**Attendees:** Core Implementation Team

**Homework:** setup employee records, setup Client/Vendor Company records, setup Contacts, setup Calendar: add company holidays. Have IT setup new mailbox to be used for project collaboration.

**Est Homework Time:** Administrator=2 hr; Senior Manager=2 hr

**Total Homework Time:** 4 hr

### Homework Assignments Checklist

- Add Employee Information
  - First name/Last name
  - E-mail address
  - Timezone
  - Security Group
  - Time Approver
  - Expense Approver
- Import or enter Clients, Vendors and Contacts
- Input All Company holidays in the calendar

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## *Accounting Setup*

This session is a pre-accounting session. We will cover the setup of your GL accounts, default project/billing/purchasing settings, setup of labor (services/roles) and expense categories with the connection to GL accounts.

**Attendees:** Core Implementation Team

**Homework:** setup GL accounts, associate appropriate GL account to labor and expense items.

**Est Homework Time:** Accountant=2 hr; Senior Manager=2 hr

**Total Homework Time:** 4 hr

### **Homework Assignments Checklist**

- Confirm GL Accounts
  - Confirm GL Tracking Options
- Confirm Expense Item Settings
  - Purchase Item Sales & Expense Accounts Set
  - Expense Report Items: Sales & Expense Accounts Set
  - Media Items: Sales & Expense Accounts Set
  - Expense Approver
- Confirm Service Sales Account Set
- Setup Tax Rates
- Confirm Client/Vendor Setting
  - Client & Vendor IDs
  - Billing & Payment Addresses
  - 1099 Information
  - Set Tax Rate

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## *Project Templates*

This is also a session that should be attended by everyone on the implementation team. Templates allow you to speed up project creation, standardize across project types and increase reporting efficiency. In this session we will talk about the use of Templates, and how to create them. This will include a project schedule, and estimations of labor and expense items.

**Note:** Please make sure you have sent project schedules of your typical project types to your Workamajig Account Manger prior to the session.

**Attendees:** Core Implementation Team, Project/Account Managers

**Homework:** setup templates for typical project types

**Est Homework Time:** Project/Account Manager=4 hr

**Total Homework Time:** 4 hr

### **Homework Assignments Checklist**

- Define Project Type
  - Confirm GL Tracking Options
- Create Template Schedules
  - Major Milestones >>Detail Milestones
  - Set Task Duration and Predecessors
  - Set Preferred Roles
- Create Template Estimate

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## *Project Intake and Traffic*

We will take what was learned from the Project Template training and create a New Project. The new project will use a template created by your team. You will create and approve the project estimate. You will perform initial Traffic duties, such as setup of assignments and hours. You will then activate the project, and send out the first assignment notifications. We will discuss the Traffic functionality within Workamajig and how it will help you stay in touch with project status, assigned tasks, resource load and maintaining schedules.

**Attendees:** Core Implementation Team, Project/Account Managers, Traffic

**Homework:** Create new project, follow workflow of project startup, review traffic screens based upon the project created.

**Est Homework Time:** Project/Account Manager=1 hr; Traffic=3 hr

**Total Homework Time:** 4 hr

### **Homework Assignments Checklist**

- Create Project
  - Confirm Project Setup settings
  - Add Team - Confirm Default Role
  - Confirm Project Schedule
  - Confirm Project Estimate
- Edit Project Estimate
  - Adjust Hours per Task and Role
  - Adjust known Expenses
  - Push changes to Schedule
- Traffic
  - Confirm Person and Role pushed correctly
  - Reassign Staff
  - Change Project Status & Send Notifications
  - Review Staff Schedule, Assignment Review, & Traffic Calendar

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## ***Collaboration***

In this session you will look at the various ways to communicate with the project team. Areas covered will be Diary, Task level To-Dos, Project Files, and Deliverables.

**Attendees:** Core Implementation Team, Project/Account Managers, Traffic, Production Team (optional)

**Homework:** Practice creating and using the various collaboration tools. Ensure "collaboration" mailbox is setup

**Est Homework Time:** IT=30 min; Core Team=2 hr

**Total Homework Time:** 2.5 hr

### **Homework Assignment Checklist**

- Setup Collaboration Mailbox
  - Create Mailbox
  - Setup via Admin
- Practice Create and Respond
  - Diary
  - To-Do
  - Project File
  - Deliverable

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## *Time & Expenses*

This session revolves around the general staff and projects managers entering time and expenses towards a project. Time entry will look at the preferred method of entering time via the My Task and Today's Time widgets. We will also discuss best practices for time entry. Expense entry will look at the various methods for entering expenses against a project. These will include Staff Expense Reports, Misc Costs, Orders and Vendor Invoices. We will look at best practices and workflows to assure timely entry and tracking of expenses to the correct project.

**Attendees:** Core Implementation Team, Project/Account Managers, Production Team, Purchasing Team

**Homework:** Practice time and expense entry workflows.

**Est Homework Time:** Core Team=3 hr

**Total Homework Time:** 3 hr

### **Homework Assignment Checklist**

- Create and Approve Expense Report
- Enter Misc Costs
  - Via Project
  - Via Project:Misc Cost: +
- Create and Approve Purchase Order
  - Via Estimate
  - Via Purchasing>Purchase Order> +
- Create and Approve Vendor Invoice

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## ***Billing***

This session will look at creating client invoices, based upon time and expenses that have been entered against the project. We will look at best practices for assuring a consistent billing workflow through the agency. We will cover the 3 typical methods of agency billing: Time & Materials, Fixed-Fee, and Retainer. Then based upon your needs, the majority of the time will be spent working on your agency workflow, for using the Workamajig Billing module.

**Attendees:** Core Implementation Team, Project/Account Managers, Billing Team

**Homework:** Practice billing workflow

**Est Homework Time:** Core Team=2 hr; Billing Team=3 hr

**Total Homework Time:** 5 hr

### **Homework Assignment Checklist**

- Electronic Billing Worksheet Workflow
  - Create Worksheet
  - PM/AE Approval
  - Billing Team Approval
  - Generate Invoice
- Define Invoice Layout
- Setup Client Record
  - Invoice/Estimate Layout
  - Billing Method



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## *Accounting*

In this session we will review the GL Chart of Accounts setup, any additional settings you may need such as Office or Department separations or the need for separate GL Companies in one system. We will also review your defaults, check layouts, bank reconciliations, receipts, vendor invoices, payments and JE's. Lastly, we will review the GO-LIVE process for accounting and how to enter your opening balances and transactions in the system.

**Attendees:** Core Implementation Team, Accounting Team

**Homework:** Practice entering payments & receipts, posting transactions. Review financial reports.

**Est Homework Time:** Core Team=1hr; Accounting=2 hr

**Total Homework Time:** 3 hr

### **Homework Assignment Checklist**

- Confirm GL Settings
  - Service
  - Purchase Items
  - Expense Items
  - Media Items
  - GL Default Accounts/GL Tracking Options
- Confirm Billing & Purchasing Workflow
- Confirm Financial Report Needs

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## ***Go Live***

The Go Live meetings are to ensure you and your team are ready for fully working in Workamajig.

**Pre-Go Live:** This is a general review to go through your entire Workamajig workflow, from project intake to looking at financial statements. We will also confirm any changes in the "Go-Live" date set by your team during our discovery call. Scheduled 1-2 weeks prior to your Go-Live date.

**Post Go-Live:** This is a general check-in and QA session to see how the implementation is going and to troubleshoot any hiccups you may have encountered. Scheduled 1-3 weeks after Go-Live date.

**Attendees:** Core Implementation Team, all Team members.

### **Go-Live Checklist**

- Old System
  - Run AP Aging, AR Aging and Trial Balance
- Workamajig
  - Enter AP Invoices that match AP Aging report.
  - Enter AR Invoices that match AR Aging report
  - Enter Journal Entry that matches Trial Balance
  - Enter Account Reconciliation to clear JE and account for uncleared checks
  - Post All Transactions
  - Run AP Aging, AR Aging and Trial Balance: should match old system
  - Set GL Closing Date