Celoxis Onboarding Services
The Enhanced Package

Duration: 19 hours, typically covered in 3 weeks

The Enhanced Package is designed to ensure new enterprise customers adopt and deploy Celoxis as quickly and smoothly as possible. The program starts with focus on the basics and progresses to train teams on several key aspects to make sure they derive maximum benefits from all the advanced capabilities available in the system.

Objectives

1. Accelerating adoption of Celoxis as a practice with a unique mix of explainer and hands-on interactive sessions.
2. Understanding best practices on setup and configuration.
3. Building a foundation to get optimal value from Celoxis.

Inclusions

1. **Kickoff session** to establish objectives & success criteria, understand your current systems and get familiar with the kinds of projects and project teams you manage.
2. **10 sessions of one hour each** to equip your teams for managing real-life projects in Celoxis. These sessions will cover the following essential and advanced modules:

Getting Started & Basic Project Setup	*Project Setup - Advanced*
Administration	*Security*
Time & Expense	*Project Financials and Portfolio Management*
Resource Management	*Reporting*
Celoxis Apps	*Celoxis Apps - Advanced*

3. **3 hands-on virtual sessions of two hours** each to get better feel of the application thus resulting in greater retention of the fundamental modules. We will cover the following modules:
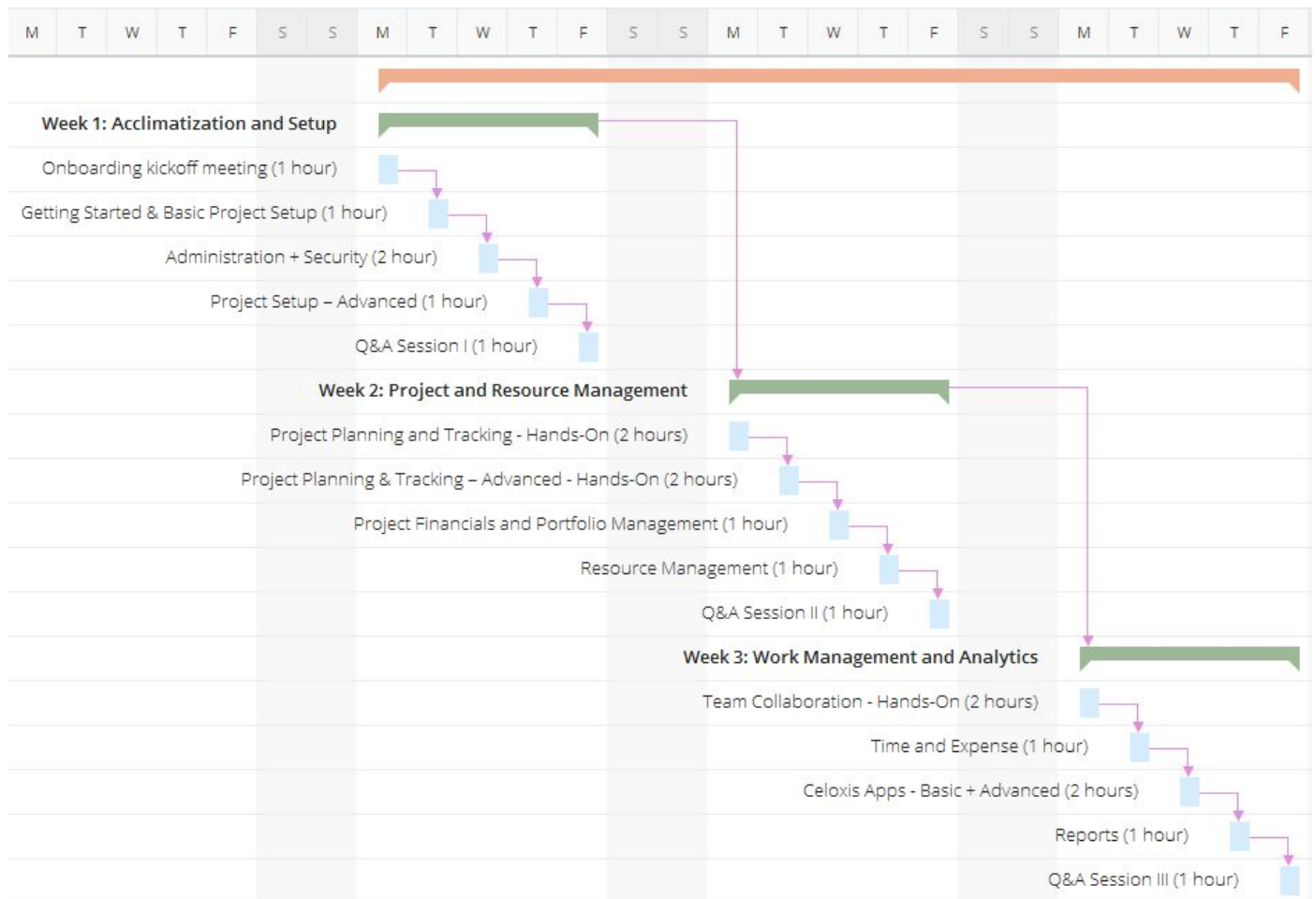
Project Planning & Tracking	*Project Planning & Tracking - Advanced*	*Team Collaboration*

In these sessions, our expert will demonstrate certain scenarios and then all trainees will login to their respective Celoxis accounts and will perform the same scenarios as

shown by our expert. Logins for these hands-on sessions will be provided by the expert at the beginning of each session. Celoxis experts will be available to address any queries teams might have during the hands-on sessions.

4. **3 Q&A sessions of one hour each** to address specific queries, training topics and/or product configuration.
5. Focussed training plan so that different user groups can plan their other work schedules appropriately:
   a. Week 1 - Managers & Administrators
   b. Week 2 - Managers
   c. Weeks 3 - Managers,Team members & Administrators

Roll-out plan

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F

Week 1: Acclimatization and Setup

Onboarding kickoff meeting (1 hour)

Getting Started & Basic Project Setup (1 hour)

Administration + Security (2 hour)

Project Setup – Advanced (1 hour)

Q&A Session I (1 hour)

Week 2: Project and Resource Management

Project Planning and Tracking - Hands-On (2 hours)

Project Planning & Tracking – Advanced - Hands-On (2 hours)

Project Financials and Portfolio Management (1 hour)

Resource Management (1 hour)

Q&A Session II (1 hour)

Week 3: Work Management and Analytics

Team Collaboration - Hands-On (2 hours)

Time and Expense (1 hour)

Celoxis Apps - Basic + Advanced (2 hours)

Reports (1 hour)

Q&A Session III (1 hour)

Cost

Duration	Hours	Cost(USD)
Typically covered in 3 Weeks	Kickoff + 19 hours	2,699.00

Terms and Conditions

1. We require 2 weeks advance notification to book a schedule.
2. Session Timings:
    a. **North America:** 8:00 AM to 12:00 PM US Eastern time.
    b. **EMEA:** 09:00 AM to 4:00 PM GMT.
    c. **APAC:** 2:00 PM to 6:00 PM Australian Eastern time.
3. All Sessions are live online sessions, conducted via a web-conferencing tool like Gotomeeting or Webex.
4. Services shall be delivered by Celoxis experts, which may include Celoxis-authorized third-party vendors.
5. Validity of the program is **six months** from the date of purchase. Any unused hours will expire and are not refundable.
6. Any rescheduling of sessions can be done 72 hours before the scheduled session. We will not reschedule any session in case of no-show.
7. We record all our sessions for quality and internal training purposes. We do not distribute them.

Contact your Celoxis Account Manager, or
reach us at sales@celoxis.com