

**Duration: 6 hours, typically covered in one week**

The Essentials Package is designed to get you and your team up and running on Celoxis as quickly as possible. Mainly designed for organizations that need rapid user onboarding, this program gives a solid understanding of Celoxis key modules to start the work within a short time. The optional modules give you the flexibility to deep dive into additional project management topics.

### Objectives

Understanding of key Celoxis modules within a short time paving the way towards a faster return on investment. At the end of this program, your users will have a good familiarity of Celoxis and will be able to

1. Setup projects from scratch as well as import existing plans from Microsoft Project
2. Plan and track projects
3. View and update work items.

### 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. **5 sessions of one hour each** to equip your team for managing real-life projects in Celoxis. Since this is a rapid onboarding program, we assume that your team is experienced in using other project management tools such as Microsoft Project. In these 5 sessions, we will cover the following modules:

<i>Getting Started &amp; Basic Project Setup</i>	<i>Project Planning &amp; Tracking</i>	<i>Project Setup - Advanced</i>
<i>Project Planning &amp; Tracking - Advanced</i>		<i>Team Collaboration</i>

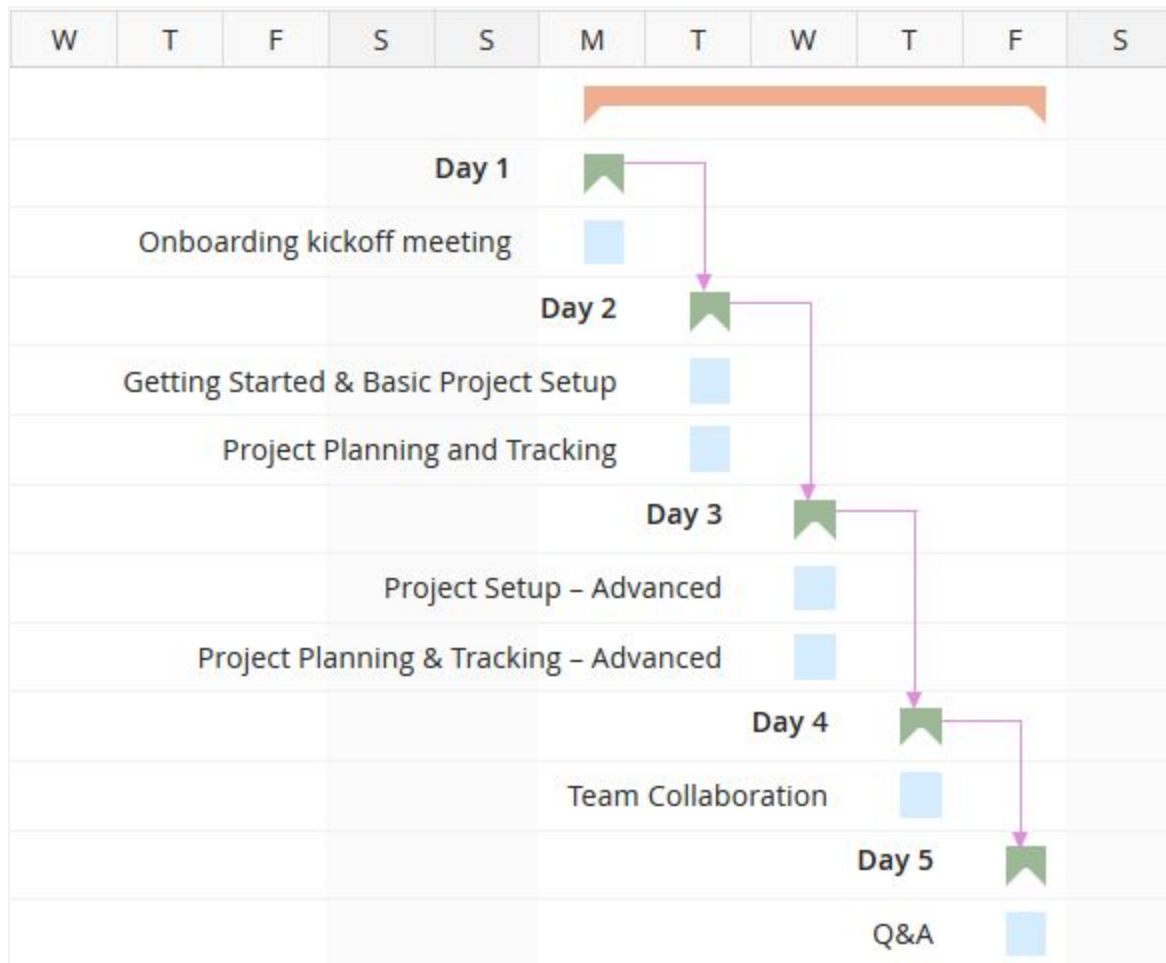
3. **1 Q&A session** to address specific queries, training topics and/or product configuration.

### Optional Modules

In addition to the program inclusions, you may purchase specific modules to customize your onboarding package. These modules cover additional project management topics and will ensure your ongoing success with Celoxis. There are six different modules and you can pick any module(s) that are relevant to your use. These will be conducted in the subsequent week.

<i>Administration</i>	<i>Security</i>
<i>Time &amp; Expense</i>	<i>Project Financials and Portfolio Management</i>
<i>Resource Management</i>	<i>Reporting</i>
<i>Celoxis Apps</i>	<i>Celoxis Apps - Advanced</i>

### Roll-out plan



### Cost

Duration	Hours	Cost(USD)
Typically covered in one week	Kickoff + 6 hours	900.00

### 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](mailto:sales@celoxis.com)

