	Single Instance	Multiple Instance
Advantages	There can be one administrator for all the departments using Workfront	System admins have access only to their own instance and cannot see the data from other groups/divisions.
	Business Processes defined once can be used across the departments	Each division can develop their own independent processes without impacting other department.
	All departments can collaborate within the same instance and can work on same projects.	Shared entities in WF like Roles, companies, teams, groups and statuses can be defined independently.
	Integration with other softwares need to focus only on one workfront instance	Separate integration flows can be defined independently as per department needs.
Disadvantages	System administrators can view everything in the system. If you have two departments and projects that you don't want to share between the departments, you cannot hide them from system admins.	Multiple system admins are required to maintain the system.
	Changes made by system admins are global and should be made only after getting approval from all stakeholders.	If similar changes are required to be done, they should be done independently in the different instances. *Note*: *A lot of configurational changes can be migrated using Workfront's excel based kick-starters.*
	Roles, teams, groups and companies are shared across the departments.	If there is a project that has to be shared within departments, it has to be created in both instances and worked on independently.
	Scheduling views allow access to all teams for resource assignment if resource managers can see everyone in the system	If in future, WF is used for raising requests/opportunities within the organisation, sales team should know which system they are raising such requests in. *Note*: *Workfront to Workfront integration between multiple instances can be handled using the Advanced Workflow management module -Fusion*