GroundsOpsStaff

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A <u>Grounds</u> <u>Op</u>erations and <u>Staffi</u>ng Computer Application

Based on APPA Operational Guidelines for Grounds Management

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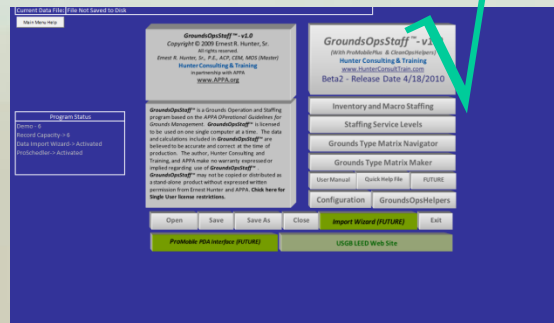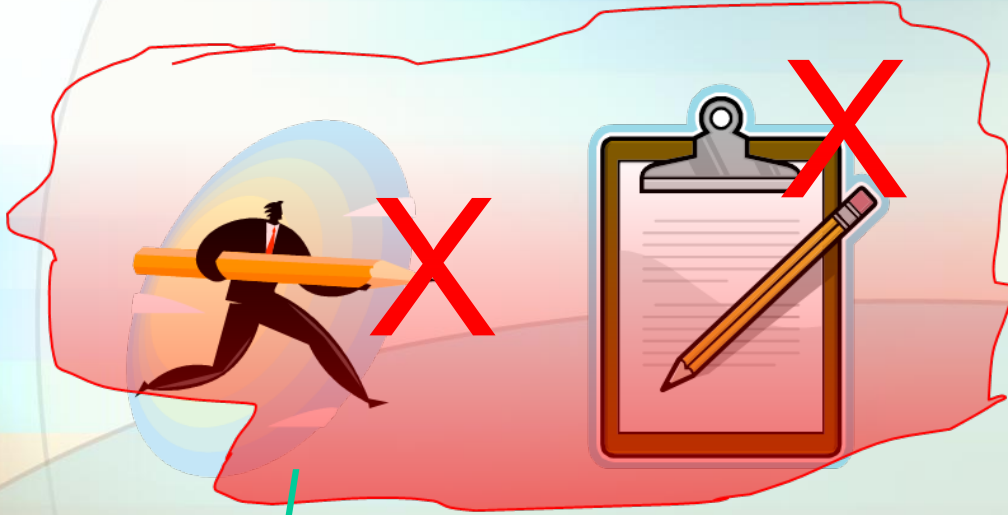512-553-0942

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Essential Questions About Your grounds Operation You Must Be Able to Answer – GroundsOpsStaff can help!

- How many grounds workers and how much money do I need maintain my new grounds areas being added to my inventory?

- How many acres, feet, or square feet of grounds areas am I responsible for maintaining?

- How many grounds workers and how much money do I need to maintain grounds areas I am responsible for?

- What level of attention can I expect with my current staffing level and budget?

- What level of attention am I actually getting with my current grounds staff?

- Are my grounds workers equally work loaded?

- Are the weekly schedules equally worked loaded?

- What is my average unit per grounds worker?

- Can I reduce the cost of my grounds maintenance operation?

Why *GroundsOpsStaff*?

It takes the pencil out of the calculations in the guidelines...

Future Feature

Operational Guidelines for Grounds Management

Why GroundsOpsStaff?

GroundsOpsStaff will do the grunt work and help you get the full value of the APPA concepts and guidelines in managing your grounds operation.

Future Feature

GroundsOpsStaff Strategy

- Make grounds Staffing and Operation software affordable for institutions who otherwise would not purchase expense software.

- Make the package scalable so customer only pay for features they need

- Frequent updates and enhancements based on user feedback

- Easily accessible through web downloadable Program Manager and Main Program and add-in wizards and upgrades

- Partnership with APPA

- Training on-line and on-site

- Implementation Support and Data Import Support

Purpose of GroundsOpsStaff

- Computer application to help you use the *APPA Operational Guidelines for Grounds Management* to improve your grounds operations.

  – Help you determine the required staffing level for the desired level of attention for new grounds areas coming on line and for existing grounds areas

  – Help you justify the budget resources (FTEs and cost) you need for new grounds areas coming on line and for existing grounds areas

  – Help you balance FTE assignment to individual areas or zones

  – Help you reduce the cost of your operation through reports that show resources by area

  – Help you develop weekly schedule through the Time to Perform report

GroundsOpsStaff Concept

- Implements the APPA grounds Ground Rules (page 1)
    - Levels of Attention
    - Standard Grounds Types
    - Data in Square Feet, Acres, Feet or other appropriate unit of measurement

- Implements the APPA Levels of Attention
    - Level 1 – [XXX]
    - Level 2 – [XXX]
    - Level 3 – [XXX]
    - Level 4 – [XXX]
    - Level 5 – [XXX]

GroundsOpsStaff Concept (cont.)

- Implements other Guidelines methods
  - Standard Grounds Type Matrices
  - Base Time To Perform
  - Minutes To Perform
  - Weeks in Growing Season
  - Worker Per Week
  - FTEs To Perform
  - Unit of area per FTE
  - Productive Minutes Per Day
  - Time Weighted Average Level of Attention

GroundsOpsStaff Capability

- *GroundsOpsStaff-Demo – As downloaded from web site*:
  - 6 records (Grounds Areas) capability
  - All capabilities of GroundsOpsStaff-Full except Printing and Exporting
  - No Output capability

- *GroundsOpsStaff-Full –Requires Product Code from APPA*
  - 500 records (Grounds Areas) capability
  - Fully implements the APPA Guidelines book
  - Contain all capabilities except features listed below under *GroundsOpsStaff-Pro*
  - *Data Export capabilities*

- *GroundsOpsStaff-Pro - after Upgrade*:
  - Upgradable to 2,000 records (*250 records increments*) capability (available now)
  - Data Import and Convert data with *JustDoNext* Data Wizard **
  - Smartphone/PDA/Pocket PC capable with *ProMobilePlus***
  - Automatic Scheduler with *GroundsOpsStaff-ProScheduler***

** Require Separate Upgrades from Hunter Consulting and Training (Future Features)

GroundsOpsStaff Capability (cont.)

- *GroundsOpsStaff* Features:

  - Can be configured for Local Variables (Hourly Wages, Productive Minutes in Day, Work Days In Year etc.)

  - Can save many different *Local Variables Files* to disk

  - Uses *Right Click Shortcut Menus* with *Flex-Copy-Paste* to improve data input and integrity.

  - Uses *Drag-To-Select Report Generation* to quickly generate reports for subset of inventory

  - Can save many different <u>Local Space Categories files </u>to disk

GroundsOpsStaff Capability (cont.)

- *GroundsOpsStaff* Features:

  - Can save many different <u>Custom Standard Space Categories files</u>

  - Export all data and reports to any other application including Excel, Word, PowerPoint, etc.

  - *Drag To Select* to analyze data subset or run reports

  - Has extensive *Instant Help in Screen Tips, Help Button and Quick Help File Desk Guide*

  - *Contextual Help* (click on item and a help message box appears)

GroundsOpsStaff Modes

GroundsOpsStaff has three modes. The DEMO mode, Full Feature Mode and Pro Mode.

The Demo Mode is intended for demonstration and evaluation and can only handle 6 records or spaces and has certain feature restrictions. You may use the Demo mode only for these two purposes.

The Full Feature Mode can handle 500 records or spaces with no feature restriction. You must obtain an Activation Key from Hunter Consulting and Training and activate the program before you can run *GroundsOpsStaff* in Full Feature Mode.

The **Pro Feature Mode** allow you to upgrade to up 2,000 records and/or install upgrades. Any upgrade or record capacity upgrade require *GroundsOpsStaff-Pro.*

GroundsOpsStaff Technical Overview

- Written in Visual Basic for Applications (VBA)

- Uses Microsoft Excel 2003 & 2007 as platform

- Run on Microsoft Windows XP, and Windows Vista

- Requires Excel 2003 or Excel 2007 – no other software required

- Uses *High Density Floating Toolboxes* – packs lot of commands in small screen space

- Also uses right-click shortcut menus

GroundsOpsStaff Technical Overview (cont.)

- *GroundsOpsStaff* is a specialized user interface for Excel

- *GroundsOpsStaff* takes advantage of the power and ease of Excel

- Learning curve for people who always use Excel would be very short

- No experience needed with Excel or any other program to learn to use *GroundsOpsStaff*

Very Best Regards,
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