

Project and Activity Suggestions

This document is intended to be a general introduction to creating Projects and Activities in OPAS. Projects and Activities can be refined and created as you use the program, so while you certainly wish to create a logical data structure in your OPAS database, these elements are not definitive.

It also bears keeping in mind that each organization is unique, and your list of Projects and Activities will reflect the specific needs of your organization. Please contact OPAS Technical Support for help, suggestions and more information.

PROJECTS

The 'textbook' definition of Project is "Any unique combination of Conductor and Program within a Season". The obvious example is "Subscription Week 1" – in any given season, you have a set of activities (rehearsals, dress rehearsals, concerts) that all revolve around the same program+conductor 'set'. All these activities belong to the same Project.

Think of Projects as generically as is possible. You want to use the same set of Projects for each season in order to give some historical consistency to your artist, work and ensemble performance histories. So, if your orchestra plays or is hired to play three Ballets each season, those Projects should be:

- Ballet 1
- Ballet 2
- Ballet 3

And *not* "Coppelia", "Swan Lake", etc., as the term "Ballet 1" can be used in any season.

In addition to your main classical subscription set of Projects, you may want:

- Chamber Music Projects – one for each of the different programs you do
- Pops Projects – again, "Pops 1", "Pops 2" etc for each of the possible different programs
- Family Concert Projects
- Contracted or Hired Services – again, generic "Contracted Service 1" so that the details for any such Project can be assigned when the project is scheduled.
- Community Activities
- Masterclasses, Seminars, Spoken-Word series, etc
- Presentation Series – if your organization presents outside concerts

On occasion, Projects *will* have a programmatic component. This is typically done in the case of Festivals – you may have a Beethoven Festival or something similar, and the activities within that festival can be grouped into one Project – and annual concerts such as the 'Messiah', 'Nutcracker', etc.

'Administration' Project

In addition to those performance Projects, it's a good idea to have a catch-all "Administration" Project. Into this Project you can put all non-performance Activities such as Contractual Days Off, Vacation Days, Meetings, Auditions, etc.

This Administration Project is used primarily to keep the data relationships in OPAS consistent and in a manner that the program and reports expect to find them. You don't need different Administration Projects as none of the activities assigned to them will have programs.

Education **Projects**

Consult with Technical Support regarding the configuration of Education Projects – depending upon the type of activities you track in OPAS, Education Projects can be set in a single catch-all manner (such as Administration above) or you may need separate Education Projects for each of your programs.

Tour **Projects**

You need not create a separate Project for each different tour – the generic terms:

- Tour 1
- Tour 2 ...

Or

- Domestic Tour 1
- Domestic Tour 2
- European Tour 1 ...

Typically suffice. The actual name, location and other details of the Tour are usually added once the Tour is booked.

How OPAS Uses Projects – “When should I create a New Project?”

Every orchestra's operations are a bit different, so feel free to contact OPAS Technical Support for help with configuring your Projects.

In general, however, use the following litmus tests when scheduling activities and grouping activities into projects:

The natural grouping or organization of activities

OPAS uses the combination of Project and Season to identify and define 'related dates' – so when you change a work on a program, OPAS will ask if you wish to “Save Change to Related Dates?” The “Related Dates” to which the message pertains are all other activities within the same Project and Season.

In addition, **reports** most often group activities by Project – when printing schedules, instrumentation sheets and many other reports, OPAS groups programs and performing personnel by Project.

How you wish to see performance histories

Related to the item above, when viewing and printing performance histories (for conductors, soloists, repertoire, venues, etc), information will be grouped by Project.

How you create contracts

If you use OPAS to generate artist contracts, these are typically organized by Project (although you can create contracts that span multiple projects for instances where a conductor or soloist is hired for several different programs)

Financial organization

Likewise, when you wish to see the cost of a set of concerts, you are typically analyzing data by Project.

Other Considerations

What if, on one of the concerts, we drop a work?

If, within each set of concerts, you have a matinee or run-out or other concert for which you don't perform the entire program, that concert is still fundamentally part of the same Project.

What if one concert spills into the next week?

That concert is still part of the same Project. Likewise, if you record and then broadcast the concert at a much later date in the season, that broadcast can also be an activity in the same Project (as the conductor and program are the same) even though it is separated from the other activities.

ACTIVITIES

Activities represent the specific action that takes place on stage or in a room.

Activities in the database will be those of a performing ensemble, and can include, but are not limited to:

String Rehearsal	Open Dress Rehearsal
Rehearsal	Concert (or 'Performance')
Sectional	Run-Out
Dress Rehearsal	Rain-Date Concert
Piano Rehearsal	Recording Session

In addition, you may wish to track activities that have a direct impact on the ensemble, but are not related to performances. These are typically activities that should appear in printed calendars, or may have an impact on your contract (you need to track how many there are, or what the service count is). For example:

Free Day (meaning a contractually obligated day off)	Orchestra Committee Meeting
Vacation	Audition
	Office Closed

Other activities are ancillary activities and can be other general non-performance activities:

Class	Lecture
Seminar	Hold
Masterclass	

Other ancillary activities are used primarily for record-keeping and to link to performances in the main ensemble's schedule:

Cancelled Concert	Bus Departure
Pre-Concert Lecture	Load-In (for instances where a Load-In occupies a significant amount of time in your hall)
Post-Concert Activity	Reception
Broadcast	
General Service	

How OPAS Uses Activities – “When should I create a New Activity?”

Every orchestra’s operations are a bit different, so feel free to contact OPAS Technical Support for help with configuring your Activities. In general, however, use the following litmus tests when creating new activities:

Visual	Think about the activities you wish to see on printed schedules and on OPAS screens. Each activity can have its own color, name, abbreviation, etc.
Contractual	When activities are granted different service counts or are tallied separately by your collective bargaining agreement, that may well warrant making the distinct activities.
Financial organization	Activities can have different pay rates, pay types and amounts associated with them, so if you use OPAS to calculate payroll, you may also want to align activities with those fiscal considerations.