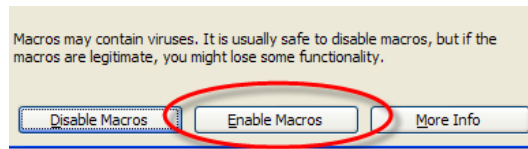


Running the Season / Personnel Analysis

Based upon repertoire you have entered in OPAS, this Excel document shows how many extra musicians you will need to hire, and an estimated cost for those extras, based upon numbers you input and can change

Open the Excel Document

Open the **Personnel_Analysis** Excel document and when prompted, **Enable** the macro from Fine Arts Software. The macro warning may appear different based upon the version of Excel you use*.



Input the Date Range and Level, then click RUN

In the green-tinted cells, enter the **start** and **end** date of the season (in Month/Day/Year format), and the **planning level** at which the activities were entered in OPAS.

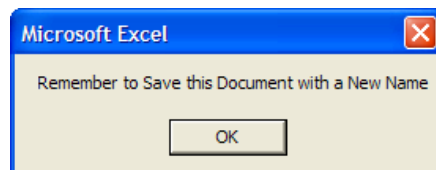
Then click the **Run** button.

Project	First Perf	Svcs.	TC	Musicians
		7		0

Personnel Requirement Analysis & Planning - Additional

Activities From: 1-Sep-2007
 To: 31-Aug-2008
 At Planning Level: 1
 Click to run worksheet: RUN

Save the Excel Document with a new name



When the calculations are finished, Excel will display this prompt.

Save the Excel document to your own computer (or the network folder in which you typically save documents) with a representative

name. See the next page for an example of the finished document

Edit any numbers in Yellow

Once the Excel document is saved, edit any numbers in **yellow** to better represent your core orchestra (the numbers after which you must hire extras), the average amount you usually pay these extras and the number of services for each Project.

If you pay musicians on a purely per-service basis, set all numbers to zero to show the total personnel costs.

You can even delete rows if you want to dis-count Pops or other Projects, alter formulas, etc.

This Excel document does *not* refresh with data from OPAS – as you change programming, you'll want to run the Excel document again. This allows you to compare different programs and 'what if' scenarios.

* If you are not prompted to enable a macro, then your Excel security settings are too high and need to be temporarily set to 'Medium' to enable the macro that pulls in data from Word. Contact your IT department or OPAS technical support for assistance.

Example of the finished Excel document

Personnel Requirement Analysis & Planning - Additional Personnel Requirements

For the period Thursday, September 01, 2005 to Thursday, August 31, 2006

\$ 125.65
5.00%

Change these numbers to reflect different payment scenarios

Total number and cost of extra musicians required

TOTALS

Core instrumentation for

Project	First Perf	Svcs.	Musicians		Cost	FLUTE		
			70	\$	59,105.76	2	2	
POPS 01 - Mauceri	03/10/06	4	14	\$	7,388.22	1	527.73	1
Rush Hr. 1 - Dorati	09/15/05	5	0	\$	-			
SUB 01 - Lane	09/10/05	7	4	\$	3,694.11	1	923.53	
SUB 02 - Lane	09/24/05	7	1	\$	923.53			
SUB 03 - Llewellyn	10/18/05	7	13	\$	12,005.86	2	1847.06	1
SUB 08 - Seaman	02/25/06	7	2	\$	1,847.06			
		7	24	\$	22,164.66	3	2770.58	3

Modify the number of services in each project

Change these numbers to reflect your core orchestra size