



Accruent's VFA Software Training

VFA software products &
Capital Planning methodologies.

August 2018

ABOUT TRAINING

Accruent offers a variety of training courses on VFA software products as well as our Capital Planning methodologies. We hold regularly scheduled VFA.facility Basic Training classes in our Boston, MA training facility as well as Web-Based Training classes.

For questions about additional training courses (including online training options) or for information regarding training sessions conducted at your site, please email vfatraining@accruent.com.

LOCATIONS & ENROLLMENT

VFA.facility Basic Training classes are conducted by VFA's professional education staff in our Boston training facility. Our state-of-the-art classrooms can accommodate up to 10 students.

Web-Based Training classes are held using a web-based training interface; these classes can accommodate up to 5 students. Enrollment is on a first-come first-serve basis with special arrangements for dedicated classes available.

REGISTRATION

Please email vfatraining@accruent.com with inquiries and to register.

TRAINING OFFERINGS

VFA.facility Capital Planning and Management Software Training

VFA.facility training courses are conducted by VFA professional education staff in our Boston training facility according to our published training schedule. Our state-of-the-art classrooms can accommodate up to 10 students. Enrollment is on a first-come first-serve basis, with special arrangements for dedicated classes available. We also offer online courses, hosted via our web-based training interface. For information on training conducted at your site, please email vfatraining@accruent.com.

VFA.facility Basic Training

VFA.facility Basic Training is intended to enable users to effectively utilize the Facility Condition Assessment (FCA) data housed within the VFA.facility software. This training class consists of a two-day training session; comprised of lecture, demonstrations and hands-on student exercises. Students will be taught how to efficiently utilize and leverage their Facility Condition Assessment data, as well as how to use the VFA.facility software as a dynamic tool for planning, budgeting and project prioritization.

The first day of class focuses on understanding the Asset database information. The instructor will demonstrate how the database is structured and how the assessment data is populated and updated within the VFA.facility Asset database. This session will focus on understanding the different types of information gathered during a Facility Condition Assessment, how that information is classified, and where it lives in the Asset database. The session also explores the various benchmarks and metrics and explains how they are calculated (Replacement Value, Renewal Costs, the Facility Condition Index (FCI) and the Requirements Index (RI).

The second day of the class focuses on leveraging the Asset database information via Reporting and Data Analysis techniques; This session includes setting up and running basic Reports, interpreting the results of those Reports, creating and analyzing “what if” Funding scenarios, a demonstration of how to develop a Pairwise Ranking Strategy to prioritize your projects and create a Capital Budget, as well an introduction to the Homepage Dashboards and VFA FacilityView.

Topics Include:

Understanding the Asset Database

- Summary of the Facility Condition Assessment (FCA) process
- Setting up your Computer and reviewing the Software features
- Basic Navigation and the Database Hierarchy
- Utilizing Productivity Tools – Sorting, Filtering, Column Layouts and Favorites
- Review of the Facility Condition Assessment Data Records
- Key Concepts – FCI and RI Calculations; Replacement and Renewal Costs
- Understanding the RSMMeans-based Cost Estimates
- Overview of the Data Maintenance process

Capital Planning & Budgeting

- Understanding Report Options and Selection Criteria
- Analyzing the Database via Reports
- Constructing Ad-Hoc Queries
- Creating and Analyzing What-if Funding Scenarios
- Developing a Ranking Strategy and creating a Capital Budget (demonstration)
- Using Dashboards and VFA FacilityView

Prerequisites:

All participants should:

- Possess basic Internet and Microsoft Windows navigation skills
- Have previously used Microsoft Word and Excel or other similar programs
- Have an understanding of facility management concepts and topics
- Be familiar with cost estimating concepts. A background in cost-estimation is required for users wishing to build new RSMMeans-based cost estimates.

VFA Software Web-Based Training

VFA's web-based training classes are conducted by professional education staff via web-based training interface. Our web-based training interface allows students to participate on their own PC while also viewing the instructor PC for guidance (two monitors are recommended, but not required).

Each training class consists of a two-hour web-based virtual classroom session; comprised of lecture and hands-on student exercises. These interactive web-based training sessions are limited to no more than 5 students to provide an optimal student to instructor ratio and allow for detailed Q&A during the session. Enrollment is on a first-come first-serve basis with special arrangements for dedicated classes available.

Class Descriptions

Intro to VFA.facility – This class focuses on understanding VFA's Facility Condition Assessment (FCA) data. The instructor will demonstrate how the database is structured and how assessment data is populated and updated within the VFA.facility database. This class will provide an understanding of the different types of information gathered during a Facility Condition Assessment, how that information is classified, and where it is housed within the database. The class also explores the various Assessment Benchmarks and Metrics and explains how they are calculated (Replacement Value, Renewal Costs, the Facility Condition Index (FCI) and the Requirements Index (RI)).

VFA.facility Reporting and Forecasting – This class focuses on using the Classic Reports found within the Reports Module, as well as the forecasting reports found in the Funding Module. We will also review how to utilize the Data Browser in order to create ad-hoc reports and export specific information into Excel. The emphasis of this session will be on how to best utilize these reports to generate long-term Funding Forecasts and analyze the impact of budgetary decisions on the condition of a facility over time.

Data Maintenance – This class focuses on teaching users to effectively update the Facility Condition Assessment (FCA) data housed within the VFA.facility software. As projects are completed, or new issues are identified, it is important to keep the information in the database accurate and up to date. Following along with the examples provided by your VFA Trainer, we will simulate the process of closing Requirements, updating and/or adding Systems accordingly, and creating new Requirements and Action Cost Estimates.

Intro to VFA.auditor – This class focuses on an introduction to the VFA.auditor data collection tool. VFA.auditor is a tablet-based, self-assessment solution that allows clients to rapidly collect Facility Condition Assessment (FCA) data in order to populate or update their VFA.facility Asset database. Over the course of this training class, we will review VFA.auditor's navigation and functionality, learn to create survey templates in VFA.facility, assign them to survey Responders, import a survey into VFA.auditor, answer and submit a survey, and approve (or reject) a survey that has been submitted for review.

Ranking Strategies and Budgets – This class focuses on VFA.facility's ability to create multi-year, prioritized budgets for funding capital requirements based on your organization's mission and goals. Our process for developing a Ranking Strategy utilizes industry standard pairwise methodology. Following along with the examples provided by your VFA Trainer, we will simulate the process of creating a prioritization model that ranks your Requirements from most to least

important. We will then demonstrate how to utilize that prioritization model in order to determine which of those Requirements should be funded each year based upon their rank and available funds.

Projects and VFA FacilityView – This class focuses on the Projects Module and the VFA FacilityView application. We will begin by teaching you how to bundle Requirements into comprehensive Projects in order to minimize costs, timeframes and redundancies. We will also review the process of creating Fiscal Plans to plot the project financials over a range of years. Finally, we will introduce you to the VFA FacilityView application, which offers clients access to key summative statistical data via a laptop, desktop or mobile tablet. VFA FacilityView provides a map-centric dashboard interface in which you can view high level, roll-up statistical charts and graphs, as well as detailed information regarding your real estate portfolio.

CANCELLATION POLICY

Should the Client (or Participant) cancel training session (or attendance) more than five (5) business days but less than ten (10) business days prior to the date that such engagement was scheduled to commence, the Client shall pay Accruent fifty percent (50%) of the Training Session fees.

Should the Client (or Participant) cancel training session (or attendance) five (5) days or less prior to the date that such engagement was scheduled to commence, the Client shall pay Accruent one hundred percent (100%) of the Training Session fees.

*Accruent reserves the right to cancel a class if a minimum number of participants have not confirmed three weeks prior to the start of the class.

VFA Software Training

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