



# OST Database Group Newsletter

All the Latest News & Products from  OST Database Group

July 2009

Issue 5

## Thinking Business:

# Saving Time and Money...

You often read or hear comments that suggest that for all the labour saving devices invented, we really don't seem to have acquired more leisure time...



This certainly seems to be the case in business.

It would be fair to say though, that we **do** have more available time. We may have merely forgotten that we now don't need to (*unless we choose to do so*): darn socks or wash clothes by hand, collect fire wood, get the horse and pray ready to ride into town, hunt, kill, skin or pluck the night's meal or even hand wash dishes if we so choose.

Some devices are time saving – it's often that we now take these devices and their savings for granted.

As for our increased leisure time, we seem to fill it back up again with new work items – greater focus on quality, new projects, a broader range of products, additional client services, ever growing compliance obligations, writing newsletters, and so on.



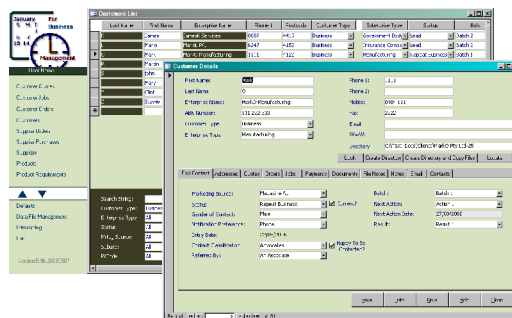
Most of the database software we create for our clients is designed around the need to save time and money - in business administration, operations and management. (*Sometimes it is designed around compliance obligations or other needs...*).

Taking our *For Business Management* product for instance, we have prepared a 'Savings Estimation Tool' (*spreadsheet*) that allows our web site visitors to check this for themselves.

[http://www.ostdatabasegroup.com.au/product\\_wfe.php](http://www.ostdatabasegroup.com.au/product_wfe.php)

While we are in interesting financial times, there are products and solutions that can still really assist your business in saving time and money. Sometimes it's a labour saving device, sometimes it's a new piece of software, sometimes it's an add-on to an existing database system.

Please give us a call...



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## Thinking shortcuts:

- Microsoft® Windows:**  
**Windows Key & D**  
Clear all programs and display the Windows Desktop.
- Windows Key & E**  
Open Windows Explorer.

- Microsoft® Word:**  
**Shift & F3**  
Changes the capitalization of the selected text.
- CTRL & Spacebar**  
Clears the current font formatting for selected text.
- CTRL & Q**  
Clears the current paragraph formatting for a selected area or the current paragraph.

## Thinking Upgrades:

# Microsoft® Windows 7 and Office 2007 SP2.

**Microsoft Windows 7**, the replacement for Vista, is scheduled for release later this year. (Anticipated Oct 22 - [http://blogs.computerworld.com/windows\\_7\\_ships\\_oct\\_22\\_says\\_microsoft\\_or\\_earlier/](http://blogs.computerworld.com/windows_7_ships_oct_22_says_microsoft_or_earlier/)). Microsoft writes: 'Windows 7 was built around your feedback, so you'll see a lot of things you've asked for.' Ref: <http://www.microsoft.com/windows/windows-7/whats-new.aspx>  
A number of reviews are appearing on the web and in magazines such as: APC, July 2009.

**Microsoft Office 2007 SP2** has been released. In relation to Microsoft Access, one significant update is the ability to again export reports directly to Excel:  
<http://www.microsoft.com/downloads/details.aspx?FamilyID=b444bf18-79ea-46c6-8a81-9db49b4ab6e5&displaylang=en>

**In considering significant upgrades** for your computer system(s), please take some time to run controlled tests on existing applications such as business databases. (*measure twice, cut once!*)  
**Proceed with due care!**

## Thinking Great Books:

- E-Myth Revisited**  
Michael E. Gerber  
[www.e-myth.com](http://www.e-myth.com)
- Think and Grow Rich**  
Napoleon Hill  
[www.naphill.org](http://www.naphill.org)
- The 7 Habits of Highly Effective People®**  
Steven R Covey  
[www.stephencovey.com](http://www.stephencovey.com)

# Who's Managing That?



As businesses and organisations grow and change, various projects, tasks and jobs are required, such as: moving office, employing or shuffling staff, changing computer systems, putting in a table tennis table...

And quite often these projects (large or small) seem simple enough at the outset, but get complicated or complex all on their own.

Take the table tennis table for the moment. It might be (*however unlikely*) that you just buy a table and accessories and set it up in an existing room and 'let everyone at it'. Or... you might need to look into transportation, room dividers, lighting, noise reduction, table leveling, lunch break scheduling, staff break monitoring, creation of new IR policies, damage prevention, competition mediation, petty cash allocation, cost centres, etc, etc.

Suddenly there's considerable work and effort, cost, risk, quality issues and a list of things to schedule.

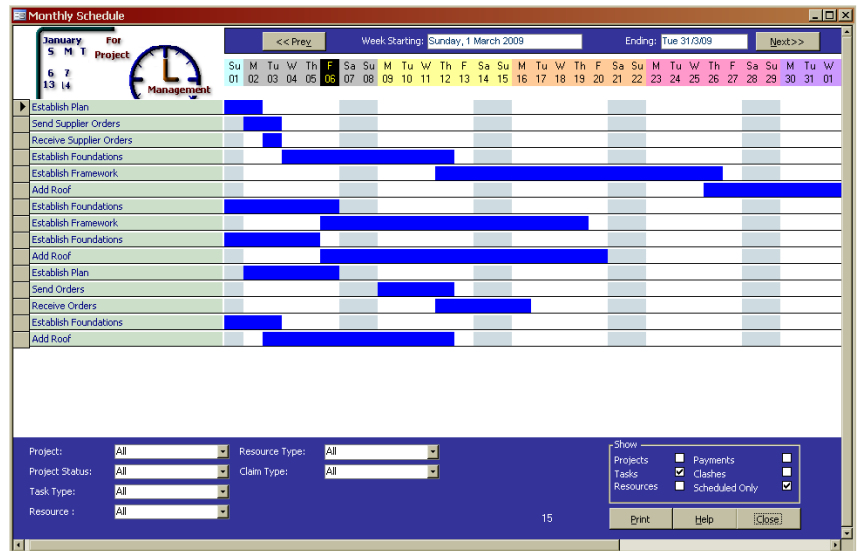
And given that we are often time poor in business, any new project can push things over the edge...

If there's a new project required, you really need to be asking: **"Who's Managing That?"** And then take a moment to think whether that person or person(s) are good with:

- Scope:** identifying and listing tasks.
- Time:** estimating time for each task or collection of tasks.
- Cost:** listing, estimating and tracking staff, contract and other costs.
- Quality:** buying at an appropriate quality level, and checking for quality.
- HR:** (*Human Resources*) identifying who should best be brought into the project.
- Communication:** that they can express themselves well with all groups – verbally, in writing and are able to listen to others.
- Risk:** identifying, pre-managing and tracking potential risks at various levels.
- Procurement:** identifying and organising relevant purchases.
- Integration:** that they can do all of these things together in a natural way.

**Sorry!**  
I've probably killed any chance of you bringing in that table tennis table...

All that said, projects will occur and will need to be considered, planned and managed. And not all of this needs to sit with the business owner – maybe there are staff keen and able to take on one or more projects. Or there are staff who could take on one or more projects with some training.



You need to ask: **"Who's Managing That?"**

To this end, OST Database Group may be able to add a job or project management component to your existing database system. Please call us where you feel we could assist.

Further, we are currently promoting a **free download** – a Cost Benefit Analysis Database (*with manual*) – as a featured offering on our web site. Please visit us at: [www.ostdatabasegroup.com.au](http://www.ostdatabasegroup.com.au)

**We wish you the very best with your future projects.**



A few key words for Project Management for the search engines include: PMBOK® (Project Management Body of Knowledge), Prince, Prince2, and AIPM (Australian Institute of Project Management).