

**Electrical Technology Program- Ontario, Fresno, Bakersfield & Modesto Project Plan**

Plan as of November 2015						
Task Title	Assigned to	Task Status	Month			
Prepare Electrical Technology Program selection rubric and feasibility data	Joseph Holt	Completed	Month 1			
Present Electrical Technology Evaluation proposal to Senior Management		Completed	Month 1			
Prepare Electrical Technology program marketing budget and 2-year student enrollment projections for Ontario, Fresno, Bakersfield, and Modesto		Completed	Month 3			
Present Electrical Technology program proposal and recommendation for Ontario, Fresno, Bakersfield, and Modesto to Senior Management for approval to execute and implement	Joseph Holt	Completed	Month 3			
Define and prepare Electrical Technology program curriculum requirements	Carole Brown	Completed	Month 3			
Present Electrical Technology facility and program proposal to Board of Governors for approval to proceed	Joseph Holt	Completed	Month 4			
Determine campus facility options for Ontario, Fresno, Bakersfield, and Modesto	Steve Perry	Completed	Month 4			
Prepare Electrical Technology program equipment list: furniture, equipment, supplies, textbook	Ralph Ortiz	Completed	Month 4			
Prepare Electrical Technology program space allocation plan for Ontario, Fresno, Bakersfield, and Modesto	Steve Perry	Completed	Month 4			
Set-up Electrical Technology program project accounting and complete full budget estimate for Ontario, Fresno, Bakersfield, and Modesto		Completed	Month 4			
Prepare the Electrical Technology program facility concept drawings for Ontario, Fresno, Bakersfield, and Modesto		Completed	Month 4			
Prepare and submit ACCJC Substantive Change to establish Electrical Technology program in Ontario, Fresno, Bakersfield, and Modesto	Crystal VanderTuig	In Progress	Month 5			
Prepare Electrical Technology program computer and software installation and access plan for Ontario	David Mendes					
Prepare and submit application to the Bureau for Private Postsecondary Education for approval of the Electrical Technology program in Ontario, Fresno, Bakersfield, and Modesto	Crystal VanderTuig					
Submit proposed curriculum to the state of California Electrical Technology Certification Curriculum Committee	Carole Brown		Month 8			
Prepare the Electrical Technology program architectural drawings for Ontario	Steve Perry					
Obtain construction bids for the Electrical Technology program classrooms in Ontario						
Confirm contractor and build-out timeline for Ontario						
Obtain remodel permit for Ontario						
Recruit and train Electrical Technology program staff for Ontario	Sherril Hein		Month 9			
Provide Electrical Technology program Product Knowledge to Ontario's admission team	Wendi Oliveira					
Submit Electrical Technology program IS equipment list for procurement for Ontario	David Mendes					
Prepare and launch Electrical Technology program in learning management system for Ontario	Adam Lefaive					
Prepare and launch Electrical Technology program in student records system for Ontario	Cheyenne Reyes					
Launch Electrical Technology marketing and workshop campaign for Ontario	Beth Hyde					
Deliver Electrical Technology program New Faculty Orientation to Ontario faculty	Ash Carter					
Complete Electrical Technology program lab furniture and equipment installation for Ontario	Ralph Ortiz	Month 11				
Deliver Electrical Technology program New Student Orientation for Ontario	Sherril Hein	Month 12				
Deliver Electrical Technology program first day of student instruction for Ontario	Not Started	Not Started	Month 18			
Evaluate Electrical Technology program development process for Ontario			Joseph Holt			
Prepare the Electrical Technology program architectural drawings for Fresno			Steve Perry	Month 14		
Obtain construction bids for the Electrical Technology program classrooms in Fresno						
Confirm contractor and build-out timeline for Fresno						
Obtain remodel permit for Fresno						
Recruit and train Electrical Technology program staff for Fresno			Sumer Avila	Month 15		
Provide Electrical Technology program Product Knowledge to Fresno's admission team			Wendi Oliveira			
Submit Electrical Technology program IS equipment list for procurement for Fresno			David Mendes			
Prepare and launch Electrical Technology program in learning management system for Fresno			Adam Lefaive			
Prepare and launch Electrical Technology program in student records system for Fresno	Cheyenne Reyes					
Launch Electrical Technology marketing and workshop campaign for Fresno	Beth Hyde					
Deliver Electrical Technology program New Faculty Orientation to Fresno faculty	Ash Carter					
Complete Electrical Technology program lab furniture and equipment installation for Fresno	Ralph Ortiz	Month 17				
Deliver Electrical Technology program New Student Orientation for Fresno	Sumer Avila	Month 18				
Deliver Electrical Technology program first day of student instruction for Fresno	Not Started	Not Started	Month 24			
Evaluate Electrical Technology program development process for Fresno			Joseph Holt			
Prepare the Electrical Technology program architectural drawings for Bakersfield			Steve Perry	Month 20		
Obtain construction bids for the Electrical Technology program classrooms in Bakersfield						
Confirm contractor and build-out timeline for Bakersfield						
Obtain remodel permit for Bakersfield			Not Started	Not Started	Month 21	
Recruit and train Electrical Technology program staff for Bakersfield						Kelly Walters
Provide Electrical Technology program Product Knowledge to Bakersfield's admission team						Wendi Oliveira
Submit Electrical Technology program IS equipment list for procurement for Bakersfield						David Mendes
Prepare and launch Electrical Technology program in learning management system for Bakersfield						Adam Lefaive
Prepare and launch Electrical Technology program in student records system for Bakersfield	Cheyenne Reyes					
Launch Electrical Technology marketing and workshop campaign for Bakersfield	Beth Hyde					
Deliver Electrical Technology program New Faculty Orientation to Bakersfield faculty	Ash Carter					
Complete Electrical Technology program lab furniture and equipment installation for Bakersfield	Ralph Ortiz	Month 23				
Deliver Electrical Technology program New Student Orientation for Bakersfield	Kelly Walters	Month 24				
Deliver Electrical Technology program first day of student instruction for Bakersfield	Not Started	Not Started	Month 30			
Evaluate Electrical Technology program development process for Bakersfield			Joseph Holt			
Prepare the Electrical Technology program architectural drawings for Modesto			Steve Perry	Month 32		
Obtain construction bids for the Electrical Technology program classrooms in Modesto						
Confirm contractor and build-out timeline for Modesto						
Obtain remodel permit for Modesto						
Recruit and train Electrical Technology program staff for Modesto			Carla Tweed	Month 33		
Provide Electrical Technology program Product Knowledge to Modesto's admission team			Wendi Oliveira			
Submit Electrical Technology program IS equipment list for procurement for Modesto			David Mendes			
Prepare and launch Electrical Technology program in learning management system for Modesto			Adam Lefaive			
Prepare and launch Electrical Technology program in student records system for Modesto	Cheyenne Reyes					
Launch Electrical Technology marketing and workshop campaign for Modesto	Beth Hyde					
Deliver Electrical Technology program New Faculty Orientation to Modesto faculty	Ash Carter					
Complete Electrical Technology program lab furniture and equipment installation for Modesto	Ralph Ortiz	Month 29				
Deliver Electrical Technology program New Student Orientation for Modesto	Carla Tweed	Month 30				
Deliver Electrical Technology program first day of student instruction for Modesto	Not Started	Not Started	Month 30			
Evaluate Electrical Technology program development process for Modesto			Joseph Holt	Month 36		

= Ontario proposed October 2016 start     
  = Fresno proposed April 2017 start  
 = Bakersfield proposed October 2017 start     
  = Modesto proposed April 2018 start