

**San Luis Obispo Campus- Medical Assisting, Medical Office Administration, and Business Administration
Plan as of August 2017**

Task Title	Assigned to	Task Status	Month
Prepare program selection rubric and feasibility data for San Luis Obispo campus	Angela Heinz	Completed	Nov-16
Present Evaluation proposal for San Luis Obispo campus to Senior Management		Completed	Dec-16
Prepare San Luis Obispo campus marketing budget and 2-year student enrollment projections	Joseph Holt/ Angela Heinz	Completed	Apr-17
Set-up San Luis Obispo campus project accounting and complete full budget estimate	Scott Perry	Completed	Apr-17
Prepare San Luis Obispo campus equipment list: furniture, equipment, supplies, textbook	Ralph Ortiz	Completed	Apr-17
Define and prepare San Luis Obispo campus curriculum requirements	Carole Brown	Completed	Apr-17
Present San Luis Obispo campus program proposal and recommendation for Medical Assisting, Medical Office Administration, and Business Administration to Senior Management for approval to execute and implement	Angela Heinz	Completed	May-17
Present San Luis Obispo campus facility and program proposal to Board of Governors for approval to proceed	Angela Heinz	Completed	May-17
Determine campus facility options for San Luis Obispo campus	Steve Perry	Completed	Aug-17
Prepare San Luis Obispo campus space allocation plan		Completed	
Prepare the San Luis Obispo campus facility concept drawings		Completed	
Prepare the architectural drawings for the San Luis Obispo campus		Completed	
Prepare and submit ACCJC Substantive Change to establish a San Luis Obispo campus offering Medical Assisting, Medical Office Administration, and Business Administration	Crystal VanderTuig	In Progress	Sep-17
Gain ACCJC approval for San Luis Obispo campus	Crystal VanderTuig		Nov-17
Prepare and submit application to the Bureau for Private Postsecondary Education for approval of the San Luis Obispo campus for Medical Assisting, Medical Office Administration, and Business Administration			
Prepare computer and software installation and access plan for San Luis Obispo campus	David Mendes	Not Started	Dec-17
Obtain construction bids for the Medical Assisting, Medical Office Administration, and Business Administration program classrooms in San Luis Obispo campus	Steve Perry		
Confirm contractor and build-out timeline for San Luis Obispo campus			
Obtain remodel permit for San Luis Obispo campus	Nick Gomez		
Recruit and train San Luis Obispo campus leadership			
Recruit and train San Luis Obispo campus financial aid and front office support	Wendi Oliveira		
Recruit and train San Luis Obispo campus admission's team			
Provide Medical Assisting, Medical Office Administration, and Business Administration program Product Knowledge to San Luis Obispo's admission team	Joseph Holt		
Prepare and launch San Luis Obispo campus on website			
Secure temporary site for operations for San Luis Obispo campus, including city permit	Steve Perry		
Gain BPPE's approval for San Luis Obispo campus	Crystal VanderTuig		
Recruit and train instructors for San Luis Obispo campus start-up	Ash Carter		
Install furniture and equipment for temporary site for San Luis Obispo campus	Ralph Ortiz		
Install IS equipment for temporary site for San Luis Obispo campus	David Mendes		
Launch Medical Assisting, Medical Office Administration, and Business Administration marketing and workshop campaign for San Luis Obispo campus	Joseph Holt		
Purchase San Luis Obispo campus capital and non-capital furniture and equipment items for drop-off date	Ralph Ortiz		
Submit Medical Assisting, Medical Office Administration, and Business Administration program IS equipment list for procurement for San Luis Obispo campus	David Mendes	Feb-18	
Prepare and launch Medical Assisting, Medical Office Administration, and Business Administration program in learning management system for San Luis Obispo campus	Adam Lefaive		
Prepare and launch Medical Assisting, Medical Office Administration, and Business Administration program in student records system for San Luis Obispo campus	Cheyenne Reyes		
Deliver Medical Assisting, Medical Office Administration, and Business Administration program New Faculty Orientation to San Luis Obispo campus faculty	Ash Carter	Mar-18	
Complete Medical Assisting, Medical Office Administration, and Business Administration program lab furniture and equipment installation for San Luis Obispo campus	Ralph Ortiz		
Deliver Medical Assisting, Medical Office Administration, and Business Administration program New Student Orientation for San Luis Obispo campus	Nick Gomez	Apr-18	
Deliver Medical Assisting, Medical Office Administration, and Business Administration program first day of student instruction for San Luis Obispo campus			
Evaluate Medical Assisting, Medical Office Administration, and Business Administration program development process for San Luis Obispo campus	Angela Heinz	Oct-18	
Move San Luis Obispo campus to standard report process	Joseph Holt	Nov-18	