CSU Facilities Management Institute—2007 Training Program

CAPITAL OUTLAY BUDGET CHANGE PROPOSAL (COBCP)

A two-day training:
Wednesday & Thursday, September 12-13, 2007
8:30 a.m. – 4:00 p.m.
LAX Crowne Plaza

Presented By
CSU Facilities Management Institute
Capital Planning, Design and Construction
CSU Office of the Chancellor
Wednesday, September 12, 2007
Thursday, September 13, 2007
LAX Crowne Plaza – Burgundy Bordeaux
8:30 a.m. – 4:00 p.m.

This program is designed to provide a review of the fundamental planning practices related to the CSU capital outlay budget change proposal (COBCP) development process. All campus planning staff is welcome to attend.

This session will present concepts that should be considered when completing a feasibility study in support of a capital outlay change proposal and will provide step-by-step instructions on completing capital planning forms to best present the project for funding. The session will cover:

- Enrollment projections and space entitlements
- Available resources for facilities planning
- Programming and justifying campus projects
- The importance of feasibility studies
- Budget and schedule development
- Planning non-state public/private projects

Attendees are requested to bring their own laptops to the hands-on training. Computers will not be provided; however, the facility will have supporting power, including wireless connections. No additional software or hardware is required. Participants will work in groups.

PRESENTED BY

Capital Planning, Design & Construction, Office of the Chancellor
The Facilities Planning Staff

Registration
Register online at: www.calstate.edu/CPDC/Trg2007.shtml. The registration deadline is Friday, August 31, 2007. The fee for this program is $185, and payment must be made before the event. No payment will be accepted the day of training. If paying by check, please make checks payable to the CSU Facilities Management Institute and mail directly to:

Attn: CSU Facilities Management Institute
Capital Planning, Design and Construction
California State University
Office of the Chancellor
401 Golden Shore, Suite 237
Long Beach, CA 90802

Cancellation Policy – IMPORTANT
If you must cancel, you may do so online by returning to your individual registration transaction. A cancellation fee of $20 will be assessed for cancellations for any reason. Cancellations less than 5 calendar days prior to the training will be assessed the entire registration fee. No-shows are not entitled to a refund or credit toward another training session.

If you are unable to cancel within the specified time, please feel free to send a substitute in your place. You may enter the name of your substitute to your registration online.

Hotel Information
A block of rooms have been reserved at the LAX Crowne Plaza for September 11 and 12. Ask for the Chancellor’s Office rate of $89 per night.

Additional Information
Continental breakfast and lunch will be provided.

Parking will be available at the hotel for a fee of $12 per day, and $16 per day for overnight guests. Parking will not be validated.

If you have any questions, please contact Ms. Nancy Freelander-Paice at (562) 951-4087 or Training2007_CSUFMI@calstate.edu.

The CSU Facilities Management Institute (FMI) is the CSU’s administrative framework for its planning, design and construction, and plant operations training program. The office of Capital Planning, Design and Construction manages the program. The CSU FMI is only available to CSU personnel and related auxiliary staff as its training programs address business practices that are specific to the CSU.