## Brouillard, Richard (OCD)

**From:** Brouillard, Richard (OCD)
**Sent:** Friday, March 27, 2009 1:57 PM
**To:** 'dhcd-lhaexecutivedirectors@listserv.state.ma.us'
**Cc:** 'Kathy Arnold'
**Subject:** PUBLIC HOUSING NOTICE 2009-07--DHCD Capital Planning System (CPS) Training Update # 4
**Attachments:** CPS Training Announcement Mar - June 2009 b.pdf

**PUBLIC HOUSING NOTICE 2009-07--DHCD Capital Planning System (CPS) Training Update # 4**

Dear Housing Authority Directors,

Attached is an update on the upcoming DHCD Capital Planning System (CPS) Training.

The attachment is a Training Information packet that contains currently available training dates and locations, enrollment instructions and a course outline.

Please read the Training Information packet in full and if you have any questions please contact Kathy Arnold at karnold@cybersensetraining.com or Rick Brouillard at richard.brouillard@ocd.state.ma.us

We are off to great start with 30 % of the LHAs already trained and are excited to continue this training and work with each and every LHA.

***If you can not attend one of the training sessions advertised in the attached announcement there will be additional sessions scheduled in July, August, September, October, November and December and DHCD will be periodically announcing them via Public Housing Notice as they are scheduled.***

Thank you.

**Rick Brouillard**
**Massachusetts Dept. of Housing & Community Development**
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THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Capital Planning System

# *Capital Planning System:*

# *Training Schedule*
# *Enrollment Form and Instructions*
# *Course Outline*

dhcd Massachusetts

Cyber Sense Training & Consulting

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## *Computer Class Schedule with Locations and Addresses*

### March - June 2009

***Held at the Massachusetts National Guard Distance Learning Classrooms***

**These classes are paid for by DHCD for Housing Authority staff. There is no cost to you or your Authority to attend this training.**

***Classes with Open Seats as of 3/20/09:***

| Date | Course | Location with address | | Time |
|---|---|---|---|---|
| May 11<br>May 28<br>Jun 10<br>Jun 22<br>Jun 29 | Introduction to CPS | Milford | Mass National Guard HQ<br>50 Maple Street<br>Milford, MA 01757 | 9:30 – 3:30 |
| Jun 15 | Introduction to CPS | Springfield | 1505 Roosevelt Avenue<br>Springfield, MA 01109 | 9:30 – 3:30 |
| Mar 30 *<br>Apr 13 * | Introduction to CPS | Worcester<br>(*these previously announced dates moved from Milford to Worcester) | Skyline Drive<br>Worcester, MA 01605 | 9:30 – 3:30 |

If you need to cancel or reschedule, you must notify Kathy Arnold or Colleen Rafferty at 603-898-5050 one week prior to class. If you do not show up for a class you registered for, a notice of No Show will be sent to your Executive Director and to management at DHCD in Boston. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

## *Classroom Information*

**All classes are being held at Massachusetts National Guard Distance Learning classrooms. Each room is state of the art, with 12+ computers, individual desks, comfortable seating etc.**

**We recommend www.mapquest.com if you need driving directions. All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.**

## *Training Registration Contact Information*

**All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.**


**CyberSense Training & Consulting: Kathlene Arnold** — **603-898-5050 office & voice mail**
**www.cybersensetraining.com** — **617-818-8890 cell**
**karnold@cybersensetraining.com** — **603-898-8063 fax** **603-898-8180 home**

**The Department of Housing and Community Development Presents:**

# CAPITAL PLANNING CLASSES

## MAR – JUN 2009

The Department of Housing and Community Development is offering taining for any full-time or part-time Housing Authority staff who needs to learn the Capital Planning System. All training costs are being taken care of by DHCD.

Since CPS data will be used by DHCD to **allocate future capital funding**, it is very important that you learn how to use the system.

## Enrollment Instructions

**Details:** Please see the attached schedule of classes for your region. The course outline is included in this packet. Class size is limited to 12. Classes are hands-on....each person will have a computer to use in class. Please see the schedule for class hours.

**To enroll:** Please fill out and fax this form to Kathy Arnold of CyberSense Training & Consulting. Kathy Arnold or Colleen Rafferty will be managing the registration process. Please be sure to obtain your supervisor's permission prior to registering.

CyberSense's **fax #** is **(603) 898-8063**. A separate cover page for the fax is not needed.

**Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail.** If you do not hear back from us within 48 hours, please call to make sure your fax was received. Questions about the enrollment process for classes can be directed to Kathy Arnold by calling (603) 898-5050 or e-mailing karnold@cybersensetraining.com

**Cancellation Policy:** If you need to cancel or reschedule, you must notify us one week prior to class. We make decisions and reserve instructors based upon enrollment data. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

# PLEASE DO NOT FAX THIS PAGE

# MASSACHUSETTS HOUSING AUTHORITIES
## *Enrollment Form*

**CPS**

## Housing Authority: _____

**Student Name:** _____

**Job Title:** _____

**Emergency contact # (cell or home)** _____

**Phone # / Ext:** _____

**Fax #:** _____

**E-Mail:** _____

## Please enroll me in: (please check one date)

| Date | Course | Location with address | | Time |
|---|---|---|---|---|
| ☐ May 11<br>☐ May 28<br>☐ Jun 10<br>☐ Jun 22<br>☐ Jun 29 | Introduction to CPS | Milford | Mass National Guard HQ<br>50 Maple Street<br>Milford, MA 01757 | 9:30 – 3:30 |
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| ***Held at the Massachusetts National Guard Distance Learning Classrooms*** | | | | |

- Enrollment Confirmation: Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail. **If you do not hear back from us within 48 hours, please call to make sure your fax was received.**
- Cancellation Policy: If you need to cancel or reschedule, you must notify us by calling (603) 898-5050 or emailing kamold@cybersensetraining.com, one week prior to class. We make decisions and reserve instructors based upon enrollment data.

**Student Signature:** _____

**Supervisor Signature:** _____

**I have reviewed the cancellation policy, and the course outline. I have received my supervisor's approval for attending this class.**

**(TO REGISTER: SUBMIT THIS PAGE VIA FAX TO 603-898-8063)**

## *Course Outline: Introduction to the Capital Planning System*

**Description:** The training will teach you how to navigate CPS, prepare long range capital plans, update your assessments, create, modify and close out projects.

**Course Length:** 5 Hours

**Difficulty Scale (1 – 10):** 3

**Pre-requisites:** The student must be comfortable with navigating within the Windows operating system as well as with using a keyboard and mouse.

**Target Student:** It is recommended that the Executive Director or Modernization Director/Manager and at least one other LHA staff member (staff most closely involved with maintenance and capital planning) attend this class. You may schedule your staff into the same class or across a few classes.

**Objectives:**

- Introductions
- Objectives
- Review Training Material
- Capital Planning Process Flowchart
- Logging into CPS
- Navigating and Reviewing Pages (Including Exercises)
  - Facilities
  - Help
  - Utilities
  - Find
  - Inventory
  - Projects
  - Reports
- Entering and Modifying Inventory
- Creating Projects
  - Templates
  - Projects
  - Estimation
  - Management
- Creating, Exporting and Printing Reports