

PM (PMC) 1st Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Ability to utilize Adobe	
Train employee on how to edit PDF (Add redlines, text, etc.)	
Train employee on how to "prepare" PDF	
Train employee on how to lock text	
Ability to contact IT support	
Train employee ways to contact IT and who to contact in IT.	
Basic understanding of permits and inspection communication (Calling in permits and coordinating with city/county/state Agencies)	
Provide 5 email examples of contacting/coordinating with city agencies. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Example #4:	
Example #5:	
Sample #1:	
Sample #2:	
Sample #3:	
Ability to submit USA Ticket	
Train employee the process of filling out the USA ticket via phone call and via website.	
Train employee on each section of the USA ticket and how it corresponds to website.	
Provide 3 USA examples and have employee enter in three USA tickets.	
Example #1:	
Example #2:	
Example #3:	
USA #1:	

USA #2:	
USA #3:	
Ability to complete No Parks	
Train employee on how to identify when no parks are required	
Train employee on how to create and/or obtain no parks	
Train employee on how to place no park signs	
Understanding of CrossBores	
Train employee on crossbore requirements (when needed, report reading, how to apply)	
Ability to complete customer communications prior to job start	
Schedule time for employee to shadow to observe customer communication	
Train employee on how to fill out door hangers	
Ability to create short contracts	
Train employee on how to create short contracts	
Ability to verify and request New Vendors	
Train employee on how to use vendor lookup	
Train employee on how to request a new vendor not found in the lookup.	
Basic understanding of coordinating with 3rd party vendors (Tow, Crane, Traffic Control, Restoration, Tree Trimming)	
Provide 5 examples of contacting/coordinating with 3 rd party vendors. Have employee provide 3 examples.	
Example #1:	
Example #2:	
Example #3:	
Example #4:	
Example #5:	
Sample #1:	
Sample #2:	
Sample #3:	
Ability to utilize HCSS	
Train employee on how to enter time.	
Train employee on how to print time cards	
Understanding of how to read LM&Es	
Train employee on each of the sections of the LM&E.	

Provide 3 examples of LM&Es and show errors and correct examples of each section and process to resolve errors on LM&Es	
Example #1:	
Example #2:	
Example #3:	
Understanding of PG&E symbols	
Train employee on PG&E symbols and provide documentation.	
Ability to locate Material resource specs	
Train employee on how to locate material resource specs	
Ability to identify job number codes	
Train employee of the job number builds and how to they relate to job type and location. Provide employee with job code documentation.	
Participated in job schedules	
Schedule time for employee to join job schedule meeting.	
Train employee on internal and external schedule prioritization	
Train employee on go back requirements of documentation control, follow up, response (5 days) and submittal (30 days) requirements.	
Basic understanding of creating a Job Pack	
Train employee on where to locate documentation and how to verify all pages are available.	
Train employee on Crew Material form	
Train employee on Material Information Sheet	
Train employee on Photo requirements	
Train employee on OH and UG CCSC forms	
Train employee on Joint Utility Pole Form (Form 2 and Form 48)	
Train employee on EC/ER Tags and 3 rd Party Utility Forms	
Train employee on Drawings (size requirements)	
Train employee on Circuit Map Change Sheets and Circuit Sketch	
Train employee on red lines vs as built (built as designed)	
Train employee on Job type 56C	
Train employee on Job type Estimated PG&E job	
Train employee on Job Type EC Tag	
Train employee on Sign in Sheets	
Train employee on Digital Job Pack	
Ability to locate resources in the MGE Portal	
Train employee on how to access and navigate the MGE portal	
Train employee on how to locate and save documents and forms	
Ability to locate resources in the One drive.	
Train employee on how to locate the One drive and what information can be found	
Ability to locate resources in SharePoint.	
Train employee on SharePoint and how to locate and store information	

Ability to navigate and locate resources in Teams	
Train employee on how to create and join calendar events in Teams	
Train employee on how to create a chat and video call in Teams	
Train employee on how to store and locate documents in Teams	
Ability to navigate Outlook	
Train employee how to locate personnel through Outlook	
Train employee on creating signature in Outlook	
Train employee on creating inbox folders and rules in Outlook	
Train employee on creating calendar events in Outlook	
Train employee on archiving and email management	
Ability to submit a receipt	
Train employee on the process of submitting receipts to AP.	
Ability to complete Weekly Safety Meetings	
Train employee on how to locate and complete weekly safety meetings and the requirement to complete them	
Ability to Update Employee information (I.E. Address, phone number etc.)	
Train employee on how to update employee information	
Ability to request time off/sick time	
Train employee on how to request time off/submit for sick time	
Ability to request resources (Keyboards, monitors, etc.)	
Train employee on how to request asset resources.	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	