

## PM (PMC) 2<sup>nd</sup> Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
<b>Ability to send email correspondence contacting/coordinating with city agencies.</b>	
Have employee demonstrate 3 email communications	
Example #1:	
Example #2:	
Example #3:	
<b>Ability to submit USA Ticket</b>	
Train employee on marking out delineations.	
Train employee on utility color markings.	
Train employee on 4216. Provide employee documentation.	
<b>Ability to send email correspondence contacting/coordinating with 3<sup>rd</sup> party vendors.</b>	
Have employee demonstrate 3 email communications.	
Example #1:	
Example #2:	
Example #3:	
<b>Completed observation in Field Meet</b>	
Schedule a time for employee to join and observe a field meet.	
<b>Ability to utilize HCSS</b>	
Train employee on how to check time, subsistence and notes	
Train employee on how to check for jobs in HeavyJob	
Train employee on cost codes (phase codes)	
<b>Ability to verify LM&amp;Es</b>	
Have employee correct 3 LM&Es and provide feedback of any errors.	
Document #1:	
Document #2:	
Document #3:	

<b>Ability to identify material</b>	
Train employee on different materials and uses.	
<b>Ability to identify equipment</b>	
Train employee on different equipment types and uses.	
<b>Ability to identify PG&amp;E symbols on maps</b>	
Train employee on how to locate symbols on PG&E maps.	
<b>Participated in job schedules</b>	
Schedule time for employee to join job schedule meeting.	
Have employee engage in discussion on internal and external schedule prioritization	
<b>Understanding of creating a Job Pack</b>	
Have employee locate documentation and how to verify all pages are available. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Have employee explain Crew Material form. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Have employee explain Material Information Sheet. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Have employee explain Photo requirements. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Have employee explain OH and UG CCSC forms. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	

Have employee explain Joint Utility Pole Form (Form 2 and Form 48). Have employee provide 3 examples	
Example #1:  Example #2:  Example #3:	
Have employee explain EC/ER Tags and 3 <sup>rd</sup> Party Utility Forms. Have employee provide 3 examples	
Example #1:  Example #2:  Example #3:	
Have employee explain Drawings (size requirements). Have employee provide 3 examples	
Example #1:  Example #2:  Example #3:	
Have employee explain Circuit Map Change Sheets and Circuit Sketch. Have employee provide 3 examples	
Example #1:  Example #2:  Example #3:	
Have employee explain red lines vs as builts (built as designed). Have employee provide 3 examples	
Example #1:  Example #2:  Example #3:	
Have employee explain Job type 56C. Have employee provide 3 examples	
Example #1:  Example #2:  Example #3:	

Have employee explain Job type Estimated PG&E job. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Have employee explain Job Type EC Tag. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Have employee explain Sign in Sheets. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
Have employee explain Digital Job Pack. Have employee provide 3 examples	
Example #1:	
Example #2:	
Example #3:	
<b>Additional Training Provided:</b>	
1.	
2.	
3.	
4.	
5.	