

PM (PMC) Phase 3 Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Completed observation in Field Meet	
Schedule a time for employee to join and participate in a field meet.	
Ability to utilize HCSS	
Have employee provide 3 examples of cost code errors and corrections	
Example #1:	
Example #2:	
Example #3:	
Ability to verify LM&Es	
Have employee correct 3 LM&Es and provide feedback of any errors.	
Document #1:	
Document #2:	
Document #3:	
Ability to create Pre-Bills	
Train employee on how to create pre-bills.	
Ability to order materials	
Train employee on how to order materials.	
Ability to identify equipment	
Train employee on different equipment types and uses.	
Ability to identify PG&E symbols on drawings	
Train employee on how to locate symbols on PG&E drawings. Have employee locate and identify 5 examples.	
Example #1:	
Example #2:	
Example #3:	
Example #4:	
Example #5:	

Participated in job schedules	
Schedule time for employee to join job schedule meeting.	
Have employee schedule internal and external jobs and go backs	
Knowledge of creating a Job Pack	
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 rd 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:	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	