

Project Management (Associate Project Manager) 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	
Understanding of Digital Job Package Process	
Train employee on the digital job package process	
Ability to contact IT support	
Train employee ways to contact IT and who to contact in IT.	
Ability to conduct Field/Safety Observation	
Provide training materials for observation check sheet.	
Ability to identify common PG&E equipment and materials	
Train employee on common PG&E equipment and materials for civil (show in yard)	
Train employee on common PG&E equipment and materials for electric (show in yard)	
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	
Train employee on each of the Portal quick access features	
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	
Understanding of CrossBores	
Train employee on crossbore requirements (when needed, report reading, how to apply)	
Understands PG&E Symbols	
Train employee the cable, equipment, Overhead and Underground PG&E symbols	
Ability to Utilize HCSS	
Train employee on how to review time	
Train employee on how to print timecards	
Train employee on how to open and close jobs	
Ability to Review Invoices	
Train employee on how to review AP invoices in Viewpoint and Keystyle	
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 utilize schedule	
Train employee on where to locate internal schedule	
Train employee on Click schedules/PG&E scheduling meetings	
Train employee on process of PG&E job receipt to scheduling job.	
Observe WIP Meeting	
Schedule time for employee to join and observe WIP meeting	
Ability to problem solve	
Provide 3 examples of common issues and process for resolving.	
Example #1:	
Example #2:	
Example #3:	
Allow employee opportunity to show a problem solving process of a live issue.	
Issue experience:	
Process to resolve:	
Understanding of PG&E MSA	
Provide documentation and a brief review of the PG&E MSA	
Understanding of PG&E Code of conduct	
Provide documentation and brief review of PG&E code of conduct	
Basic understanding of As Builts	
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 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.	