

Project Management (Associate Project Manager) 2nd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Ability to conduct Field/Safety Observation	
Schedule time to go to field and conduct field/safety observation with employee	
Ability to identify common PG&E equipment and materials	
Train employee on common PG&E equipment and materials for civil (show in field)	
Train employee on common PG&E equipment and materials for electric (show in field)	
Understanding of CWC	
Train employee on CWCs	
Understanding of GIS	
Train employee on GIS mapping system	
Understanding of PSSP	
Train employee on PSSP (when a PSSP is needed)	
Obtained GIS Login	
Obtain and provide GIS login to employee	
Ability to pull maps	
Train employee on how to pull up distribution and circuit maps	
Ability to Print maps	
Train employee on how to save, send and print distribution and circuit maps	
Ability to understand adjustments and status changes to WIP	
Train employee on how to provide feedback on adjustments and status for WIP meeting	
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.	
Understanding of Unifier	
Train employee on PGE's system for tracking	
Train employee on how to submit a change order in Unifier	
Train employee on how to submit an RFI	
Provide employee with Unifier login	
Ability to utilize HCSS	
Train employee on how to create pay estimates	
Train employee on how to review cost codes and quantities	
Ability to utilize HeavyBid	
Train employee on how to read and understand original bid	
Train employee on how to look up a job	
Train employee on how to pull up an estimate	
Train employee on how to locate the budget, cost, etc.	
Provide employee with HeavyBid login	
Ability to Utilize Viewpoint	
Train employee of location and how to run invoices/other reports	

Understanding of Units	
Train employee how to read and understand units such as compliance, G4E and the reference codes for each unit.	
Ability to Process a Bill	
Train employee on billing process	
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	
Ability to locate PG&E Books	
Train employee on locations of red, blue and green books	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	