

Project Management (Associate Project Manager) 3rd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Ability to conduct Field/Safety Observation	
Schedule time for employee to go into field and conduct 2 different field/safety Observations	
Observation #1:	
Observation #2:	
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)	
Ability to Complete Change Orders	
Train employee on process to complete change orders	
Ability to understand Estimates	
Provide employee with basic overview of estimates	
Ability to complete RFPs	
Train employee on how to complete an RFP	
Ability to complete adjustments and status changes	
Schedule time for employee to work with a PM or APM to co work with to complete adjustments and status changes for WIP meetings	
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.	
Ability to utilize Unifier	
Schedule time for employee to shadow co worker in use of Unifier.	
Ability to utilize HCSS	
Train employee on how to create change orders	
Train employee on how to create T&M bills	
Ability to Utilize HeavyBid	
Train employee on how to complete change orders	
Ability to utilize Viewpoint	
Train employee on how to locate 3 rd party invoices	
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 Process a Bill	

Train employee on billing process	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	