

New Hire Training Plan (PMO)

The goal of this training is (a) to familiarize the employee with the company's history and trajectory, (b) to identify the different steps in the lifecycle of a project, (c) to link task-responsibilities to specific areas of a project, and (d) to provide information on internal resources .

PART 1: Introduction

Topic	Trainer	Objective	Content	Duration
Company History	HR Rep.	Understand company origins, growth, & sector footprint	- Founding members, their contributions, & their current roles - Organizational and operational history - Organizational structure	1 hr.

PART 2: Project Life-Cycle

Topic	Trainer	Objective	Content Covered	Duration
Preview: Life cycle of a project	knowledgeable PM	Understand the general complexities associated with a project (podium, slab, etc.)	High level overview of steps/stages 1-8	TBD by PMO
Preview: Administrative overview	knowledgeable PM	General knowledge of the project's admin components	- C.O.R. - R.F.I. - Submittals - Smart sheet - View-point - Shared drive	TBD by PMO
STEP/STAGE 1: Handoff to PMO	knowledgeable PM	Understand knowledge transfer interactions	- Benchmarks for "handoff" to PMO - E.K.T. meeting	TBD by PMO
STEP/STAGE 2: Review Plan and Contract	knowledgeable PM	Understand scope review process Prepare for "Groundworks"	- Specific review methods - Long-lead items - Submittals: drain, above ground, under ground "Acoustic" - Confirm "frame date" & "pour date"	TBD by PMO
STEP/STAGE 3: Set Up	knowledgeable PM	Understand the tasks, reports, etc. associated with a new project	- Set up View-Point - Set up Smart Sheet - Create new job folder	TBD by PMO
STEP/STAGE 4: Start Field-Support	knowledgeable PM	TBD by PMO	- Complete budget sheet - Conduct budget review	TBD by PMO

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Part 2: Project Life-Cycle (continued)

Topic	Trainer	Objective	Content Covered	Duration
STEP/STAGE 5: Kickoff Meeting	knowledgeable PM	Required documents FAQs	- Secure/agree on benchmark dates - Understand needs of stakeholders - Provide tentative schedule of events	TBD by PMO
STEP/STAGE 6: Groundworks	knowledgeable PM	Understand the “groundworks” process Prepare for “framing”	- Meet any unmet needs in groundworks - Provide “frame-date” to Materials department - Closer engagement with Engineering	TBD by PMO
STEP/STAGE 7: Framing	knowledgeable PM	Understand the “framing” process Prepare for “finish”	- Meet any unmet needs in framing - Send reminders to the different stakeholders - Send out paperwork for “hydrostatic testing” - Closer engagement with Purchasing, Engineering, and Field - Monitor RFIs, change orders, & submittals - Confirm “finish-date” - Monitor the MPO - Set up “boiler” install	TBD by PMO
STEP/STAGE 8: Finish	knowledgeable PM	Understand the “finish” process Prepare final documents/actions	- Monitor the ordering from MPO (release of materials) - Continued engagement with Purchasing, Engineering, and Field - Secure all pertinent test-results - Manage and review the finish-process - Preparation for “last-minute” change orders/submittals - Conduct final-review of the plans - Prepare close-out documents - Provide “maintenance-training”	TBD by PMO

JOB-SPECIFIC
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Part 3: Internal Resources (Reference)

Topic	Contact Person	Area Oversight	Content	Duration
Design & Engineering (D/E)	Jose Martinez X7290 424.287.9164	Project Scope Drafting Design Construction Eng.	• Cross-functional areas • Points of contact • D/E project benchmark • Plan-check benchmark • Misc. project items	TBD by D/E & PMO
Purchasing	Bryan Doxsee X7004 310.864.5202	Material/equipment Ordering Returns	• Cross-functional areas • Points of contact • Order process • Return process • Misc. purchasing items	TBD by Purchasing & PMO
Materials/ Warehouse (MAT)	Roland Kazandjian X7202 310.420.4782	Raw Materials Pre-fabrication	• Cross-functional areas • Points of contact • Production schedule • Coordination activities	TBD by MAT& PMO
Safety	Robert Martinez X7224 310.877.3808	Worker's Comp. Field/Office Safety Government regs.	• Cross-functional areas • Points of contact • Safety protocols • Injury-prevention strategies	TBD by Safety & PMO
Sales & Estimating (S/E)	Chris Byrth X7237 310.514.7564	Bid-scope Scope of work Contract review	• Cross-functional areas • Points of contact • Plan & scope review • Estimating process	TBD by S/E & PMO
Human Resources (HR)	Maria Orozco X7248 626.592.8792	Employee issues Payroll, benefits, Policies/procedures	• Cross-functional areas • Points of contact • HR policies	TBD by HR & PMO
Field (area Managers)	Marco Martinez 310.895.1192 Cristobal Fernandez 310.863.7240 Sergio Castillo 310.864.7210 Rob Graham 424.285.9406 Lee Eide 310.228.0829	On-site construction Project-phase mgt Client management	• Cross-functional areas • Points of contact • Field processes	TBD by Field & PMO