Fwd: PM Excellence course completion report - June 2022

Carlos Pagan Sr <los.pagan@gmail.com>   Sat, Feb 3, 2024 at 8:26 AM
To: cpaga006@odu.edu

---------- Forwarded message ---------
From: **Pagan, Carlos** <Carlos.Pagan@truestonefed.com>
Date: Thu, Jun 23, 2022 at 4:05 PM
Subject: Fwd: PM Excellence course completion report - June 2022
To: Los.Pagan@gmail.com <Los.pagan@gmail.com>

V/r

Carlos M. Pagán Sr.
Logistics Manager
Truestone LLC

From: Bartz, Carol Ann <CarolAnn.Bartz@akima.com>
Sent: Thursday, June 23, 2022 2:45:02 PM
To: Pagan, Carlos <Carlos.Pagan@truestonefed.com>
Subject: PM Excellence course completion report - June 2022

Here is a snapshot of your PM Excellence baseline course completions as of **mid-day June 23rd**. Note that this is not a dynamic report and will not update as you complete training courses.

·   If training records indicate you have completed a course, the Course Completion Status column (middle column) will list "Completed".

·   If records indicate you have completed a follow-up assignment as described in the second to last column, the Assignment Completion Status column (far right column) will list "Completed".

·   If there is no follow up assignment, the right two columns will indicate "N/A".

·   Blank cells indicate you still need to complete that course or assignment.

If you believe there is an error in your record or if you have any questions, please contact pmexcellence@akima.com. Links to the courses in our learning management system (training.akima.com) are provided for your convenience. Thank you for your attention to PM Excellence training!

Your PM Excellence Enrollment Date: 2/1/2022

Months in the program: 4   Note: The expectation is to complete <u>one course per month</u> in the program, with the goal to complete the entire program within 12 months of enrollment. You have completed **21** of the 21 courses in the table below and **1** of the 9 follow-up assignments.

Category	Course Title	Course Completion Status	Follow up Assignment (if applicable)	Assignment Completion Status

	Course	Status	Action	Status
Quality/ Performance	Understanding Your Contract (2 hours)	Completed	Start or update project plan	
	Introduction to Government Property Accountability (20 minutes)	Completed	N/A	N/A
	Government Property Administration (90 minutes) - for PMs with government property requirements. If you believe you should be exempt, send your contract number(s) to pmexcellence@akima.com with the request to be confirm there are no government property requirements.	Completed	GP Management Plan & Inventory submitted for review	
	Subcontractor and Vendor Management Part 1 (1 hour 45 minutes) Part 2 (1 hour 45 minutes)	Part 1: Completed Part 2: Completed	After part 1, review sample SOW excerpt for discussion during part 2 After part 2, update project plan	Part 1: N/A Part 2:
	Supporting Perfect Payroll (75 minutes)	Completed	Complete the course: Getting the Best from Payroll (30 minutes)	Completed
	Managing Akima Property (75 minutes)	Completed	N/A	N/A
	Akima Quality Management (1 hour)	Completed	N/A	N/A
Finance	Akima Financial Concepts - The Basics (90 minutes)	Completed	N/A	N/A
	Financial Management - Project Revenue (2 hours)	Completed	Review Revenue Worksheet, RAR, and 13-Month Rolling Financials from PSR with project PC and group PC manager (Romina Fincher, Lisa Semenik, Chris Thompson or Bill Van Deusen)	
	Financial Management – Project Costs (2 hours)	Completed	Review ProActive PM/PC Tool and 13-Month Rolling Financials from PSR with project PC and group PC manager (Romina Fincher, Lisa Semenik, Chris Thompson or Bill Van Deusen)	
	Importance of Forecasting (30 minutes)	Completed	N/A	N/A
	Financial Management – Maximizing Gross Margin (1 hours)	Completed	Develop and submit to your supervisor at least one recommendation for how to increase your contract's gross margin	
	Financial Management – Days Sales Outstanding (DSO) (1 hours)	Completed	N/A	N/A
	Creating & Analyzing Estimates at Completion (EACs) (2-4 hours)	Completed	N/A	N/A

	Demystifying Risk Management for PMs (2 hours) (offered by capability – only watch one video)	Completed	Update QRAM and brief to operational leadership	
Risk	Safety Leadership (90 minutes): 1. Quality, Safety and Security 2. Our Safety Culture 3. HSI Leadership Safety - Contact safety@akima.com for enrollment. Enrollment email looks like this: 	1: Completed 2: Completed 3: Completed	N/A	N/A
	Review and Application of Safety Regulations (75 minutes), using the same HSI/OTIS login as Safety Leadership above: 1. Introduction to OSHA 2. OSHA Recordkeeping 3. Worker's Compensation	1: Completed 2: Completed 3: Completed	N/A	N/A
Human Capital	Hiring and Developing NANA Shareholders (20 minutes)	Completed	N/A	N/A
	Effectively Managing Employee Performance (90 minutes)	Completed	N/A	N/A
Customer Satisfaction	CPAR Guidance for PMs (75 minutes)	Completed	Develop schedule to proactively influence CPARS and submit to manager	
Business Development	Introduction to Business Development for PMs: 1. Critical Engagement by PMs (1 hour) 2. What is BD? (1 hour)	1. Completed 2. Completed	N/A	N/A

For some PMs, Heat Illness Prevention is also required. Your individual status for this training is: **Not required**. If your status is either "Not required" or "Completed", no further action is necessary. **If your status is "Required", your management has deemed this training essential for your completion.**