Exhibit 1 New Services Commercial FD

Step	Narrative	Business Rules	References	Links
Design Job				DS NS COM Design Job AD
Plan Line Work				DS NS COM Plan Line Work AD
Package Job				DS NS COM Package Job AD
Perform Validation				DS NS COM Perform Validation AD
Receive Final Customer Documentation				DS NS COM Receive Final Customer Documentation AD
Perform Billing				DS NS COM Perform Billing AD
Close Work				DS NS COM Close Work AD
Receive Initial Customer Request				DS NS COM Receive Initial Customer Request AD
Perform Line Work				DS NS COM Perform Line Work AD
Schedule Design				DS NS COM Schedule Design AD
Update GIS				DS NS Update GIS AD
Schedule Work				DS NS COM Schedule Work AD

Exhibit 2 DS NS COM Receive Initial Customer Request AD

Step	Narrative	Business Rules	References	Links
Commercial Linework?			http://www.smud.org/commercial/requirements/2-16-12.pdf (Rule 16)	
Notification/Order Exists?	To check for existing notification, use SAP transaction IW59 To check for existing order, use SAP transaction IW33			
Forward Information	Information may be routed to scheduling office tech, schedulers, designers, or others as appropriate			
Assist Customer And Send Out	Inform customer of schedule general requirements, deposits, rule 16 guidelines, direct to the Internet as appropriate,etc. Rule 16 Cover Letter, Appropriate Service Information Package, and Copy Of Rule 16			
Route as Appropriate	Non SMUD Work (phone, cable, PGE) Non DS Work DS Non-Commercial Work			
Provide Information / Route Call as Appropriate	Notification contains the designer or the scheduler for routing the call			

Exhibit 3 (Page 1 of 2) DS NS COM Perform Validation AD

Step	Narrative	Business Rules	References	Links
Evaluate Information	Ensure that all forms are included and then forward			
Add Information to File	As information is received the Design Job File Folder is built.			
Create Notification			http://sn34779/infopak/create_a_ d3_service_notification_commerci al/wi/html/index.htm (Create Commercial D3 Notification (InfoPak))	
Create Order	Update SAP User Status Codes, Long Text, And Route Information, etc. Find Commercial Order Creation On Intranet		http://sn34779/infopak/create_a_ d3_service_notification_commerci al/wi/html/index.htm (Create Commercial D3 Notification (InfoPak))	
Additional Information Request Received From Designer	Additional information request comes from any level of designer.			DS NS COM Design Job AD
Create Job Folder	File Folder maintains all hard copies of all information.			
Update SAP for E-File Issues	Long Text With Specific E-File Issues			
Evaluate E-Files	Ensure that correct version is used, correct layers are used. Begin clean-up and prepare for input into LD-Pro			
Prepare E-File & Save	The documents are filed by notification or order number. save in network directory			

Update SAP for Initial Validation	Update User Status Codes and Long Text and Notify Scheduling Office Tech			
Receive Customer Deposit and Application	Deposit may not always be necessary			
Update SAP	Notification User Status Codes and Long Text			

Exhibit 3 (Page 2 of 2) DS NS COM Perform Validation AD

Step	Narrative	Business Rules	References	Links
Design Job File Folder Complete?	The Designer IV may obtain information directly from customer, if possible. Ensure all information is technically valid and non-conflicting			
Validation Performed & Ready to Schedule Design				DS AM CM Schedule Work AD

Exhibit 4 (Page 1 of 2) DS NS COM Schedule Design AD

Step	Narrative	Business Rules	References	Links
Receive Design Job File Folder from D IV				DS NS Subdiv Package Job AD
Review SME Estimate for Exceptions	Exceptions are: Joint pole (Job duration set to 8 weeks for operation 10) Rush jobs (Not put into queue) Special / Unique jobs with special need dates			
Place Job on Hold	Hold status for construction hold in order is H4CR In notification use standard header and follow with: "PLACED JOB ON CONSTRUCTION HOLD DUE TO FUTURE SERVICE NEED DATE"	Standard Header Format (Standard Header Format is: WORK GROUP DATE NAME: Example: DSNSCH 10/11/2005 NHOWARD:)		

Update SAP & Review Service Need Date	In order: Update operations from estimate, set durations, post in latest service need date (unloading point), validate in SAP, skill level (text field), area (locations tab), long text, date parameters field (restrictions tab), enter e-mail correspondence. If Routine order job, mark operation 5 as complete. If not Routine Order job, update by using the reschedule icon, hardcode operation 10 Must Start date (date tab) using the finish date provided when operation 5 is updated (Operation 5 date +1). In notification: "JOB PACKAGE PROCESSED THROUGH SCHEDULING AND FILED IN DESIGN SCHEDULING FILE, LETTER 3 E-MAILED AND ATTACHED."	Routine Order 4 Week Design Queue (Set date 4 weeks from the application complete date for jobs that do not require commitment.) Standard 15 Week Commitment Queue (Set date 15 weeks from the application complete date.) Standard Header Format (Standard Header Format is: WORK GROUP DATE NAME: Example: DSNSCH 10/11/2005 NHOWARD:)		
Commitment Completed	All commitment documents provided to customer			
Need to Expedite?	Call customer and confirm original need date. If original need date is firm, follow yes arrow. If original need date has changed and can be accomodated follow no arrow. Consider ability to meet request and inspector assessment			

Exhibit 4 (Page 2 of 2) DS NS COM Schedule Design AD

Step	Narrative	Business Rules	References	Links
Forward Design Job File Folder				
Design Assigned & Ready to Design Job				DS NS COM Design Job AD

![SMUD - Sacramento Municipal Utility District - The Power To Do More.®]

Exhibit 5 (Page 1 of 7) DS NS COM Design Job AD

Step	Narrative	Business Rules	References	Links
Update SAP with Designer Assignment Information	Review designer skill sets, geographic area, etc. Determine level (I, II, III) and allowable hours for design. Update SAP notification long text. -NS [name] [date]: JOB ASSIGNED TO DESIGNER [designer name] [time-optional]			
Design Assigned				DS NS COM Schedule Design AD
Job on Hold Awaiting Cust Req'd Info		Designer Waiting Time For Customer Req'd Info (Designers are to wait no longer than five working days prior to sending job back to scheduling.)		

Update SO and D3	Input user responsible		D3 New Service Long Text Notif Template.rtf (D3 Notification Long Text Template)	
	D3 set in			
	SO set in Partners tab			
	Update address fields - SO and D3			
	Set User Statuses:			
	D3 set to Design Underway on Job (51 NDUJ)			
	SO set to Order in GIS being designed (10 PASS)			
	Type of Service			
	Units Served			
	Fill in Long Text using the D3 Notification Long Text Template			
Is Cust Required Info Complete?	ensuring all information is accurate and complete			
Request Land Information	Complete Land Information Form that includes right-of-way patterns, property lines, survey information, consent to use, distribution/transmission conflicts, etc.			
Complete Conceptual Layout	Include primary map, wire print, transformer size, primary and secondary voltage, order number, etc. usually a mark-up of GIS drawing			
Info Received?	5 day waiting period then pushed back to scheduling office tech			

Land Info Needed?	Complete land information if required for additional information. Pole heights, conductor heights, topography information, property line, paths, road right of way, line angles, property ownerships, etc.			
Review Conceptual Layout	Meet with D4 to review conceptual layout			
Update SAP for Customer Contact	Update long text indicating customer has been contacted. Optionally, toggle to SO and set SO User Status to H4DR			
Additional Information Required				DS NS COM Perform Validation AD
Review, Concur or Revise, and Approve		Conceptual Layout Sign Off (System Engineer must sign off on and date conceptual layout.)		

Exhibit 5 (Page 2 of 7) DS NS COM Design Job AD

Step	Narrative	Business Rules	References	Links
Follow On Work Required?	Follow on work can be meter and service, maintenance, pole relocation, etc.			
Update SAP for Long Lead Materials	Update Notification / Order User Status Codes / Long Text, Operation 3 for long-lead stock items, request non-stock material from appropriate parties Non-stock material providers to update Notification long text with expected arrival dates and locations.	Non-Stock Material Ordering Status (Standards to update Notification long text with expected arrival dates and locations of non-stock material.)		
Create Additional Notification/Order	If all information is available, create the additional DS or other applicable notifications (e.g., tree trimming, or a DT, (temporary), DP (meter set)) at this point.			
Update SAP for Follow-On Work	Update Notification / Order User Status Codes / Long Text, WBS Elements, PM Act Types, etc. In some jobs, nothing needs to be done here. Others may need right of way, joint pole, staking, etc. (see various H4JR, etc. statuses)			

Update SAP and Cross Reference	Update SAP notification and order user status codes, long text, etc. Cross reference any proposed order / notifications via Long Text.			
Create or Correct Commitment Print	Commitment drawing, commitment letter. Need to develop training.			
Forward Prints	Two copies of approved commitment drawing to SMUD inspector, one copy of commitment letter, commitment drawing, and service requirement book to customer and one copy of commitment drawing to system engineer. Should the customer and Inspector interfaces be represented (they have in other places)???			
Begin Any Possible Joint Use, Land Activity, or Street Light Card Processes	Refer to Page 3 of this Activity Diagram. Do this if the same designer is assigned the commitment and design.			
Create and Forward Commitment Package	Commitment letter, commitment drawing, business cards, service requirement books, USA Guide			

Review Commitment	Designer to provide D-IV with signed conceptual layout, primary print, wire print, commitment drawing, commitment letter, etc.			
Commitment Completed & Ready to Schedule Design	Return entire Job Folder to Scheduler			DS NS COM Schedule Design AD
Update GIS	Update service need date under "Edit Job Properties."			
Prints Received				DS NS COM Inspect Customer Facilities AD
Commitment Package Received				DS NS COM Inspect Customer Facilities AD

Exhibit 5 (Page 3 of 7) DS NS COM Design Job AD

Step	Narrative	Business Rules	References	Links
Has LD-Pro Been Initiated for this Job?	If a Manual Commitment was created or no Commitment is required, this will the first time in LD-Pro for this job. If an LD-Pro commitment was created, then the job already exists in LD-Pro and LD-Pro can be launched from GIS without an extraction.			
Select Appropriate Legend for Data	What information is used to make this determination???			
Locate Area to be Passed to LD-Pro	How is this area determined???			
Move to LD-Pro Phase IX-P Structure Spotting to Spot Job	Include non-stock materials. Run Pole Sheets, Materials, and Labor. Run LD-Pro Job Summary Report or Job Detail Report for job check purposes and check for connectivity.			
Complete And Route Paperwork As Appropriate	Land action (Right-of-way, permits, survey, staking).			
Complete and Route Paperwork as Appropriate	Determine clearances, conflicts, and service point. Complete streetlight service card as appropriate.			
Launch LD-Pro	Is this done within GIS??			

Complete and Route Paperwork as Appropriate	Prepare joint trench and/or joint pole documents			

Exhibit 5 (Page 4 of 7) DS NS COM Design Job AD

Step	Narrative	Business Rules	References	Links
Create Commitment	Create and cleanup commitment sketch within LD-Pro Commitment drawing, commitment letter.]See LD-Pro Commitment training (also check bulletins)]			
Update SAP Commitment Complete	Update Notification / Order User Status Codes / Long Text Update User Status to Commitment Complete			
Review Commitment With D-IV	Designer to provide D-IV with signed conceptual layout, primary print, wire print, commitment drawing, commitment letter, etc.			
Update SAP Long Lead Materials	Update Notification / Order User Status Codes / Long Text, Operation 3 for long-lead stock items, request non-stock material from appropriate parties Non-stock material providers to update Notification long text with expected arrival dates and locations.	Non-Stock Material Ordering Status (Standards to update Notification long text with expected arrival dates and locations of non-stock material.)		
Forward Prints	Two copies of approved commitment drawing to SMUD inspector,			

Forward Commitment Package	one copy of commitment letter, commitment drawing, and service requirement book to customer and one copy of commitment drawing to system engineer.			
Update SAP Commitment Sent	Update Notification Long Text: Commitment Date COMMITMENT SENT TO CUSTOMER AND COPIES PUT IN INSPECTOR'S BOX JOB GIVEN BACK TO SCHEDULING FOR DESIGN ASSIGNMENT			
Update GIS	Update service need date under "Edit Job Properties."			
Commitment Completed & Ready to Schedule Work	Return entire Job Folder to Scheduler Is this the correct link??? Seems to be going backwards??? Should it be schedule work (not job)			DS NS COM Schedule Design AD

Exhibit 5 (Page 5 of 7) DS NS COM Design Job AD

Step	Narrative	Business Rules	References	Links
Create GIS Sketch	Create and cleanup GIS Sketch within LD-Pro in order to be able to pass to GIS. Obtain transformer IDs from G-Electric Feature match Review attributes Cleanup (Labeling positions, offsets of conductor runs, elbow flipping)			
Fix in LD-Pro in Phase IX-P	If did not pass at all, check connectivity or confirm that correct items have been marked to pass. If passes with errors: Cleanup (end-to-end relationships, move circuits, adjust offsets) Flip elbows Correct or fill in missing attributes Regenerate labels [hard refresh for text] Connectivity			

Pass Job Design to GIS	REVIEW Designer will push button to pass, remainder of work should be done by the GIS Specialist. Interface looks for GIS attribution, if not there. (Designer will need to supply missing info, phasing, voltage, feeder ID, correct operable device design state.) Designers need to be trained on how to pass info to GIS, command within LDPro. Need to check "View Results of Pass Command" on the export to GIS screen. Will need to make corrections pending the outcome of the results.]			
Review	Check job in GIS 1. Check visually (missing circuits, labels, equipment, etc.) 2. Connectivity: confirmation that elbows, fuses, switches have correct connectivity using the Review Connectivity Tool or connectivity tree (for each circuit or symbol/equipment) 3. Determine where to make corrections (GIS or LD-Pro)			
Construction Changes?	Training opportunity: Not all designers make the necessary changes based on the joint pole intent.			

Correct	Move and add labels [high value]			
	Change minor attribution (e.g., change secondary labels)			
	Flip or rotate elbows			
	Manipulate circuitry [high value]			
	Minor connectivity changes			
	Change graphic symbol size of pull boxes [high value]			
Contact Customer and Update GIS	Obtain most current service need date			
	Edit Job Properties:			
	Start date			
	Joint pole information			
Update GIS Sketch or Create Crew Sketch	Update GIS Sketch or create new sketch in LD-Pro for the crew.			
	Steps for creating a new Crew Sketch:			
	1. Sketch Name: "Crew Sketch"			
	2. Template: "Construction Sketch"			
	3. Copy Styles of Existing Sketch: "GIS Sketch"			
	Include all information needed by all parties (crew, land, joint pole, joint trench, trees, contractors)			

Run Pole Sheets, Materials, and Labor	Labor adders should be added before running pole sheets			
	Mark internal/external for billable/non-billable items			
	Difficulty factor items			
	Exclude equipment if necessary			
	Manual materials that were not spotted			
Joint Pole Information Received				DS NS COM Receive Final Customer Documentation AD

Exhibit 5 (Page 6 of 7) DS NS COM Design Job AD

Step	Narrative	Business Rules	References	Links
Update SAP Design Complete	Update Notification / Order User Status Codes / Long Text, Etc. Enter Bill Amount, Grand Total, etc. Set D3 Status to Design Complete Ensure that all DSs are correct and accurate Update Long Text for turning job in for approval Update operations short text with address field (0810, 0820, 6001)			
Prepare and Send Tree Trimming Requests If not Previously Done	Send copy of print to Vegetation Management with tree trimming request. Clearly note what work is to be performed by Vegetation Management. Update Notification long text. OFI - Should user status code or other notification to Vegetation Management be used instead of the paper form?			

Complete LD-Pro Phase X Project Summary	This includes including Pass to SAP and Settlement			
	Enter addtional cost and credits (joint pole, design deposit, future temp service removal, etc.)			
	Add Expenses (designer, survey, planning, office support, etc. time)			
	EX04 information (contract labor costs)			
	Infrastructure credits			
	Job File Sheet 1 and 2 info (Flat or actual cost, Bill calculation)			
	[others]			
	Run LD-Pro reports:			
	Job Instruction Report			
	Job Summary Report or Job Detail Report			
	Contract Summary Report (if applicable)			
	Final pass to SAP (reports to Doris)			
	Final pass to Settlement			
	Print Exempt Header Report for job package			
Follow-Up on Non-Stock Material Required for Job	Follow-up with Supply Chain or Civil Engineering Planning (depending on material)			
Produce additional documents as necessary for job package	U-Details

W-Maps | | | |

Real Estate, Street Light Card work if not previously done	Additional or updated information sent to appropriate parties			

Exhibit 5 (Page 7 of 7) DS NS COM Design Job AD

Step	Narrative	Business Rules	References	Links
Corrections Required	May be more than one of these outcomes.			
Review Job Package and Update SAP	Status codes and long text as appropriate			
Job Design Completed & Ready for Package Job				DS NS COM Package Job AD
Update Order Status to GIS Approved	Update SO User Status to Job Approved Forward to Job Packaging (DCHR) Update D3 Usert Status to Design Approved Forward to Job Packaging (NAPP) Update D3 Long Text			

Exhibit 6 DS NS COM Package Job AD

Step	Narrative	Business Rules	References	Links
Determine Releasable Orders	List Edit performed three times per day, each time for the following three variants: DS JOB PKG REL DS JOB PKG SB2 DS JOB PKG SC1			
Determine Jobs Requiring Final Billing	List edit			
Change Status to Lockdown	User Status			
Locate Job Package	Either in file or a newly received job package			
Remove Land Hold	Could be right of way or permit hold remove H4RR right of way remove H4PR permit Set permits received H4PX Set right of way received H4RX			

Duplicate And Route	If still has holds: Land (for files - they are probably already acting on this based on request from Design) Joint Pole (no response needed from them) Credit If ready to release, also has: Dispatch (DSO) (2 copies - One to update GIS and wallmap and one for Foreman) The copy at DSO is used for switching when the job is heated up.			
Package Job Completed & Ready to Schedule Work				DS NS COM Schedule Work AD
Package for Scheduling	If Permits or As-Built holds are removed, then the packaging will be completed even if the physical permits or as-builts are not available. 3 copies - Two for contracting, one for foreman			
Remove Money Hold	Use IW32 to update order user status codes and toggle over to notification and update user status codes and long text.			

Exhibit 7 DS NS COM Receive Final Customer Documentation AD

Step	Narrative	Business Rules	References	Links
Joint Pole Information Received				DS NS COM Design Job AD
Place Documents in Job Package as Required	Permits received from Real Estate Services are to be placed within the forman's package for the appropriate job.			
Update SAP for Permits Received	Set user status codes within the notification and order that permit received, remove permit hold and update long text.			
Update SAP for Documents Received	Update SAP user status codes and long text as appropriate to show release of holds and acknowledgement of receipt.			
Route Documents as Appropriate	Conveyance documents are routed to accounting. (Place copies in job file) Agreement to grant right-of-way routed to real estate services (Place copies in job file) As-built commitment to be placed in job package. (Place copies in job file)			

Exhibit 8 DS NS COM Perform Billing AD

Step	Narrative	Business Rules	References	Links
Determine Billable Customers	List Edit			
Update SAP	Update Long Text			
Update SAP	User Status			

Exhibit 9 (Page 1 of 6) DS NS COM Schedule Work AD

Step	Narrative	Business Rules	References	Links
Receive Job Packages	One Foreman Job Package and two Contract Job Packages.			
Account For Time Already Charged	If time has been erroneously charged to the Operation, back it out by sending an email to timekeepers and asking Process Coordinator to approve time. Add Must Start On date and update Work Center with foreman. If time has been appropriately charged to the operation, create a new operation (e.g., for 820, create 821)			
Prepare Foreman Job Package For Construction SME	Add and complete the WBS Owner Label with appropriate information USA Label			
Contract Work Needed?	Control Key EX04 (for boring or trenching)			

Update SAP	Order: Update Work Center for Operation 6000 Update Crew Size Update Operation 1000 and 6000 Update Operation 810 with assigned SME and scheduled date Change User Status from Locked Down to PCON Update Operation 810 short text "SME-[job location]" Update Operation 815 short text "BID-[job location]" Update Operation 820 short text "EXT-[job location]" Update Operation 6000 Line short text "CST-[job location]" Toggle to Notification and: Update Long Text and User Status Code to NR2C			
Review Job Packages For Processing	Confirm all holds are released			
Return to Package Job Process				DS NS COM Package Job AD
Create Purchase Requisition	Update Notification long text "CREATED PO, RELEASED TO JOB SCHEDULING"		http://sn34779/infopak/purchase_order_standard/wi/html/index.htm (Creating a Standard Purchase Order (InfoPak))	

Release Requisition	Special role has authority to both create AND release. If someone is filling in for this role, the release operation will need to be performed by the appropriate Process Coordinator.		http://sn34779/infopak/purchase_order_standard/wi/html/index.htm (Creating a Standard Purchase Order (InfoPak))	
Create Purchase Order			http://sn34779/infopak/purchase_order_standard/wi/html/index.htm (Creating a Standard Purchase Order (InfoPak))	
Return to Scheduling	Two copies of the PO			

Exhibit 9 (Page 2 of 6) DS NS COM Schedule Work AD

Step	Narrative	Business Rules	References	Links
Monitor Material Status	Long lead, non-stock, or high quantity			
Assign Foreman Package To Construction SME	Update long text Move magnet			
Process Material List To Warehouse	Process material list for contract work only Update material list with inspector name/contractor name and start date. Staple exempt material list to material reservation summary. Place in SMUD Inspector's mailbox. If SMUD Crew: Update material list with foreman name and start date. Place in foreman's mailbox			
Verify And Update Material List	work with warehouse and supply chain			
Schedule Job Start	Back into start based on other work load			

Exhibit 9 (Page 3 of 6) DS NS COM Schedule Work AD

Step	Narrative	Business Rules	References	Links
Create Service Entry				DS Create Service Entry AD
Update SAP	In Order: Standard text key Operation Complete for 082x and EX02 operation In Notification: Long text "CONTRACT WORK COMPLETED BY Contract Administrator/Inspector name and date]."			
Inspection Required?	If only completion report changes were required, no reinspection is needed			
Inspect Work	Actuals in completion report vs. actuals in field Quality of work			

Exhibit 9 (Page 4 of 6) DS NS COM Schedule Work AD

Step	Narrative	Business Rules	References	Links
Pull and Update One Contractor Job Package	Update with: Copy of PO and estimate Contractor label on job package			
Release Requisition	Special role has authority to both create AND release. If someone is filling in for this role, the release operation will need to be performed by the appropriate Process Coordinator.			
Update Foreman/Inspector Job Package	Staple Pre-Field Audit Sheet to inside of Foreman Job Package Stamp initialed material sheets (one for material warehouse with inspector's name and contractor name, and start date, and one for package) (two sets of these; one for cable pulling and one for heatup) Add inspector label, inspector name, PO number, start date, and operation number			

Update Foreman Package	Staple Pre-Field Audit Sheet to inside of Foreman Package			
	Staple USA tickets			
	Stamp Material Sheets (Warehouse and Foreman copy)			
	Stamp outside with Foreman stamp			
	Order number and operation			
	Update magnet with USA ticket valid date range			
	Rubber band and place in pending construction file			
Update SAP	Update Order User Code to UCON.			
	Complete Operation 810 for SME.			
	Update Operation 820 with inspector work center, "EXT-job location-(contractor name)" in the short text, and the MUST START ON date in the Operation Date tab / Restriction field.			
	Update Operation 6000 / EX02 with "EXT-job location-(contractor name)" in the short text, and the MUST START ON date in the Operation Date tab / Restriction field. Add MUST FINISH ON date to match Operation 820.			
	Update Notification long text and work status NWAC.			
Create Purchase Requisition			http://sn34779/infopak/purchase_order_standard/wi/html/index.htm (Creating a Standard Purchase Order (InfoPak))	

Exhibit 9 (Page 5 of 6) DS NS COM Schedule Work AD

Step	Narrative	Business Rules	References	Links
5-A	What criteria is used to make this detemination			
Assemble Bid Packages and Place in Outgoing Contractor Mailbox	Two packages for the bidders. Each consists of: Contractor Job Package, updated with SME information (e.g., field notes) Task Release Sheet			
Update SAP	In Order: Operation 815 standard text key "BID" Set MUST START ON of next business day Set Duration of 6 days In Notification: Long text "JOB PACKAGE OUT TO BID. BID DUE [date]. JOB PACKAGE IN CONSTRUCTION BID FILE. EMAIL SENT TO BOTH CONTRACTORS TO PICK UP BID PACKAGES."			
Release Requisition	Special role has authority to both create AND release. If someone is filling in for this role, the release operation will need to be performed by the appropriate Process Coordinator.			

Create Purchase Requisition	Update Notification long text "CREATED PO, FAXED TO [vendor], RELEASED TO JOB SCHEDULING"			
Create Purchase Order and Notice to Proceed	Fill out Notice to Proceed (Word document template) and paste into the Text tab in ME58		Notice To Proceed Text.dot (Notice to Proceed)	
Notify Vendor if Appropriate	Vendors that currently need to be notified by FAX are Wilson and PAR			
Update Task Release Form	Phone number of inspector

PO number | | | |
| Update SAP | Transfer planned hours from Operation 6xxx SW01 to short text | | | |

Exhibit 9 (Page 6 of 6) DS NS COM Schedule Work AD

Step	Narrative	Business Rules	References	Links
Update SAP	If Contractor: 815 Op Complete Standard Text Key Update 820 Work Center with SMUD Inspector's name and MUST START ON date from Task Release Sheet Calculate and enter SMUD Inspector hours in Operation 820 Update short text on Operation 820 with contractor and crew number Update Operation 6xxx EX02 MUST START ON and MUST FINISH ON dates to match Operation 820 dates Update User Status from PCON to UCON In Notification: Update status to NWAC Update long text "JOB PACKAGE ASSIGNED TO [inspector name/contractor name]. MATERIAL LIST PROCESSED."			
Print Notification For Crew	J boxes are handled by M & S.			

Update Foreman Job Package	If Contract Crew: Place POs in Foreman Job Package. Update Foreman Job Package contractor label with inspector name/contractor name, start date, and PO number If SMUD Crew: Update Foreman Job Package with Foreman name and start date			
Process Material List To Warehouse	If Contract Crew: Update material list with inspector name/contractor name and start date. Staple exempt material list to material reservation summary. Place in SMUD Inspector's mailbox. If SMUD Crew: Update material list with foreman name and start date. Place in foreman's mailbox			
Work Scheduled & Ready to Plan Line Work				DS NS COM Plan Line Work AD

Exhibit 10 (Page 1 of 2) DS NS COM Plan Line Work AD

Step	Narrative	Business Rules	References	Links
Allocate Daily Resources Completed				DS NS Daily Resource Allocation AD
Scheduled Job Received (SMUD Work)				DS NS COM Schedule Work AD

Exhibit 10 (Page 2 of 2) DS NS COM Plan Line Work AD

Step	Narrative	Business Rules	References	Links
Coordinate Shutdowns with Affected Customers	depending on number of customers affected -- phone, tags on doors			
Line Work Planned & Ready to Perform Line Work				DS NS COM Perform Line Work AD
Request Necessary Clearances	Requests All Necessary Clearances This will include date and time of clearance Train Inspectors on how to request clearances via the MDT Current process is paper/verbal done occasionally via fax, but in most cases in person in the Dispatch Office			
Request Necessary Clearances	Requests All Necessary Clearances This will include date and time of clearance Train Inspectors on how to request clearances via the MDT Current process is paper/verbal done occasionally via fax, but in most cases in person in the Dispatch Office			
Notify Affected Customers		Commercial Customer Outage Notification (48 hour minimum notification is required)		

Notify DSO GIS Tech of Upcoming Changes	GIS work at this point is cleanup only			

Exhibit 11 (Page 1 of 3) DS NS COM Perform Line Work AD

Step	Narrative	Business Rules	References	Links
Perform Preliminary Work	Traffic control, stage materials, select tools, etc.			
Re-Plan Work				DS NS COM Plan Line Work AD
Re-Plan Line Work				DS NS COM Plan Line Work AD
Perform Partial or Full Post	Work can be allocated to other GIS Techs if necessary			
Perform Pre-Switching	This can actually take place any time before the Construction Foreman switching and reporting on clearance			

Exhibit 11 (Page 2 of 3) DS NS COM Perform Line Work AD

Step	Narrative	Business Rules	References	Links
Update Partial As-Built	Update System Operations with partial work completed (verbal) Scan partial as-builts. U-Details, etc. and save in network drive for GIS update.			DS NS Update GIS AD
Update Partial As-Built	Update System Operations with partial work completed (verbal) Scan partial as-builts. U-Details, etc. and save in network drive for GIS update.			DS NS Update GIS AD

Exhibit 11 (Page 3 of 3) DS NS COM Perform Line Work AD

Step	Narrative	Business Rules	References	Links
Update Final As-Built	Update System Operations with work completed (verbal) Scan final as-builts. U-Details, etc. and save in network drive for GIS update.			DS NS Update GIS AD
Update Final As-Built	Update System Operations with work completed (verbal) Scan final as-builts. U-Details, etc. and save in network drive for GIS update.			DS NS Update GIS AD
Forward Completed Job Package	hand-carried			
Line Work Completed & Ready to Close Work				DS NS COM Close Work AD

Exhibit 12 (Page 1 of 4) DS NS COM Close Work AD

Step	Narrative	Business Rules	References	Links
Verify Job Package	Confirm: Signoff on Job Construction Report U-Details As-Built If joint pole, confirm that Set Notice is included, along with utility district (UD) number			
Additional Work Required?	Based on verbal notification from foreman and foreman's comments on job package.			
Review Work Status Sheet And Attach To Front Of Job Package	Number of hours remaining Materials remaining (see sheet)			

| Update SAP | In Order:

Standard text key Operation Complete for 6xxx

If contractor, standard text key Operation Complete for 082x and EX02 operation

In Notification:

Update user status code to NFWC (field work completed) [even if it is not actually complete]

Long text "JOB COMPLETED BY [foreman name and date]. FOREMAN'S COMMENTS [foreman's comments] JOB PACKAGE TO [GIS scheduler name] TO BE RETURNED TO [Construction Scheduler name]."

In Order:

Select TECO flag

Uncheck Complete Notification

Enter line work completion date in Malfunction End Date field

Click OK | | | |

Update SAP	In Order:			
	Standard text key Operation Complete for 6xxx			
	If contractor, standard text key Operation Complete for 082x and EX02 operation			
	If additional repair work is required, update work center, short text description, and MUST START ON" date			
	In Notification:			
	Long text "LINE WORK COMPLETED BY [foreman name and date]. FOREMAN'S COMMENTS [foreman's comments] CONTRACT PACKAGE AND REPAIR TAG TO[Contract Administrator Inspector name]. JOB PACKAGE TO BE RETURNED TO [Construction Scheduler name]"			

Update SAP	Complete Operation 6xxx using Standard Text Key to Op Complete			
	Create a new Operation 6xxx based on original 6xxx short text and remaining hours. Update the original operation with the difference between the remaining work and the original plan. Place original planned hours on the original 6xxx operation in parentheses. (Total planned hours for the job should not change.)			
	Verify correct Work Center on new 6xxx operation.			
	Verify crew size (5.)			
	Add a Hold for Construction (H4CR)			
	Enter a Start Date on the new 6xxx operation.			
	In Notification:			
	Update long text with "JOB PACKAGE RETURNED BY FOREMAN. JOB NOT COMPLETE. FOREMAN COMMENTS [comments]. HOURS REMAINING. CONTACTED [contact name and phone number] ON [date]. JOB PACKAGE IN CONSTRUCTION HOLD FILE."			
Ready to Perform GIS Update				DS NS Update GIS AD

Exhibit 12 (Page 2 of 4) DS NS COM Close Work AD

Step	Narrative	Business Rules	References	Links
Receive Repair Request	Asphalt Concrete Repairs due to pole work, trenching, conduit repair, etc. Includes the foreman or inspector's estimate of work required			
Create Purchase Order - Vendor Known	If cannot create Purchase Order because order is technically complete (TECO), then use IW32 to Reset Technically Complete and save.			
Enter in Tracking System	For new job under a contract: Sequential number, PO, WO number, foreman, location, date sent to contractor			

Exhibit 12 (Page 3 of 4) DS NS COM Close Work AD

Step	Narrative	Business Rules	References	Links
Wait for Completion Report	These generally come back in blocks of several sheets at a time			
Inspection Required?	If only completion report changes were required, no reinspection is needed			
Inspect Work	Actuals in completion report vs. actuals in field Quality of work			
Sign off Completion Report and Update Tracking System	Update tracking system with date contract work completed and date approved			

Exhibit 12 (Page 4 of 4) DS NS COM Close Work AD

Step	Narrative	Business Rules	References	Links
Ready to Close EX02 and Operation 082x				DS NS COM Schedule Work AD

Perform Post-Job Audit	PROCESS for Post Job Audit Foreman returns job package to the Schedulers. Schedulers verify costs and enter onto audit form in appropriate spaces. Scheduler determines if job is within 10% or $50,000.00 + or - of the planned costs for the job. If the costs exceed these numbers, then scheduler gives job to SME for post job audit, per variance. Scheduler at random, will request post job audit for quality control purposes. It is anticipated that this request will cover at least 10% of each Foreman's completed jobs. Audit form will be returned and information entered onto the spreadsheet report. Discussion with Foreman, Inspector or Designer to be done by appropriate coordinator and information entered on report.			

Update SAP	In Order:			
	Standard text key Operation Complete for 6xxx			
	If contractor, standard text key Operation Complete for 082x and EX02 operation			
	In Notification:			
	Update user status code to NFWC (field work completed)			
	Long text "CONTRACT REPAIR WORK COMPLETED BY Contract Administrator/Inspector name and date]. COMMENTS [Contract Administrator/Inspector comments] JOB PACKAGE TO [Construction SME name] TO FORWARD JOB TO [GIS Scheduler]."			
	In Order:			
	Select TECO flag			
	Uncheck Complete Notification			
	Enter line work completion date in Malfunction End Date field			
	Click OK			
Verify Information and Approve in SAP	Estimates vs. Actuals in SAP			
	Notes in long text			
	Approve			

Clean Out Foreman Job Package	See Jerry Raulinaitis documentation			
Create Service Entry				DS Create Service Entry AD
Subject To Audit?	Variance exceptions or sampling			
Work Closed & Ready to Update GIS				DS NS Update GIS AD

Exhibit 13 DS NS COM Inspect Customer Facilities AD

Step	Narrative	Business Rules	References	Links
Commitment Package Received				DS NS COM Design Job AD
Request SMUD Inspection	SMUD requires 48 hours minimum advance notice for inspection			
Prints Received				DS NS COM Design Job AD
Conduct Pre-Construction Meeting	Obtain Customer Building permit and updated service need date Explain service requirements and work with customer as needed to inspect facilities			
Update SAP Service Needed Dates	Update long text and service needed dates			
Expedite Job Assignment, when required	If required -- scheduling has not been assigned to a designer yet			
Scan As-Builts	Save to file that is accessed by GIS Tech daily			
Forward As-Built	As-Built commitments are delivered to Designer that created it			
Update SAP to Remove Construction Hold	Remove hold for construction H4CR Setting construction hold remove status H4CX Toggle to notification to update long text "commitment as-built received date, inspector hold removed			

| Forward As-Built | Review current job assignment and route as appropriate to ensure as-built is included in foremans package

Job may be with Designer, in approval process, or in job packaging | | | |
| --- | --- | --- | --- | --- |
| Customer Facilities Inspected & Ready to Receive Final Customer Information | | | | DS NS COM Receive Final Customer Documentation AD |