

Progress Report

Presented to

APEGM

<<Name>>, EIT

Reporting Period: mm dd, yyyy - mm dd, yyyy

Member# <<APEGM#>

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1. Personal Information

Name: <<Name>>, EIT
Registered as: Engineer In Training (EIT)
Member Number: << APGEM ID#>>
Current Position: <<Title>>
Period in position: <<mm dd, yyyy>> to <<mm dd, yyyy>>
Employer: <<Company's name>>
<<Address>>

Email: <<email@email.com>>
Phone: (204) xxx-xxxx

Pre-registration period:
<<mm dd, yyyy>> to <<mm dd, yyyy>>

Immediate Supervisor:
<<Name>>, <<Designation>>
<<Title>>
<<Department>>
<<Address>>

Email: <<email@email.com>>
Phone: (204) xxx-xxxx

Mentor: <<Name>>, <<Designation>>
<<Title>>
<<Department>>
<<Address>>

Email: <<email@email.com>>
Phone: (204) xxx-xxxx

2. Work Experience

2.1 Description of work experience

Period between May 26, 2008 and November 26, 2008:

During this period and till now, I am responsible for the detailed design, budgeting, implementing, documenting and closing various projects in the information technology and telephony fields.

2.1.1 Responsibilities:

- Accountable for managing projects executions in terms of budget expenditures, scope management and quality management to ensure stakeholders' goals are met.
- Lead a team of cross-functional employees in a matrix organization to develop engineering designs and specification, budgets, project plans, risk assessments, implementation schedules and test plans for the end products.
- Coordinate meetings and conference calls to come up with a technical solutions and designs.
- Ensure that the projects objectives, plans and budgets are in-line with the company's vision.
- Ensure that all stakeholders have been identified, reviewed and agreed to the project plan.
- Coordinate meetings to brain-storm for any potential risks and conduct risk analysis and assessment to define risk triggers, risk impacts, mitigation plans and risk contingency plans.
- Drive the development of test plans and acceptance tests to ensure the quality of the deliverables have been met.
- Develop the overall project budget and seek for the financial approval.
- Organize meetings and conference calls to discuss technical issues which may arise during the project implementation and to develop an agreed up on plan.
- Continuously evaluate and control the projects assigned to me to ensure the implementation and expenditures are in-line with the project plan and provide guidance to the project team when needed.
- Continuously monitor risks and implement the mitigation strategies if needed.
- Prepare regular status reports and report status verbally or in writing to the senior management if needed.
- Weekly report the status of the projects assigned to me to my supervisor in a one to one meeting.
- Forecast schedule and budget changes of the project in the near future and report it to the program manager and my supervisor.
- Escalation of issues that requires senior levels attention.
- Communicate and meet with functional managers to negotiate the resources requirement and arrangements.
- Communicate with capital budget team if needed to discuss the financial aspects of the project.

- Communicate with the accounts payable team if needed to ensure all invoices are paid in time.
- Communicate with the planning managers if needed to verify whether a change is in line with the strategic planning.

2.1.2 Tools

The company's project managers use the following computer-based applications:

- 1- Microsoft Word and Excel for documentation and calculations.
- 2- Microsoft Project to develop the project schedule.
- 3- Microsoft Visio to develop process charts, diagrams and technical layouts.
- 4- SAP to manage the budget, resources and schedule.
- 5- Lotus notes for communicating the Budget and Engineering design.

2.1.3 Projects

2.1.3.1 Cable Rehabilitation Projects:

The main scope of a "Rehabilitation Project" is to replace or reclaim defective or deteriorated telephone copper plant in Winnipeg and Manitoba. My role as a project manager is to manage the planning, engineering design, implementation, expenditures of these projects. The life span of these types of projects is normally two years.

The following four Cable Rehabilitation Projects (known as Rehab Projects) were re-assigned to me in June 2008:

2.1.3.1.1 <<Project#>>- Provincial Cable Rehabilitation Project. (Completed)

The scope of the project includes the replacement high maintenance aerial cables and buried cables in the Norwest and Eastern Regions. The aerial rehab work includes the replacement of high maintenance non-bonderized aerial cables, terminals, service affecting drop wires and the removal of aerial cables. The buried rehab work includes the replacement of all non-filled connectors with filled, upgrading cable grounds to new standard and the installation of filled terminal blocks.

My role in this project was to manage the implementation and expenditures as most all the planning and design was managed by a previous project manager.

2.1.3.1.2 <<Project#>>- Winnipeg Cable Rehabilitation Project. (Completed)

The scope of the project is to replace and reclaim high maintenance aerial, buried and underground cables in Winnipeg. This will include the engineering design and the replacement of damaged cables, terminals, the reclamation/replacement of air core cables, the retirement of damaged underground trunk cables, the rehab of buried cable in high maintenance areas, the replacement of unprotected or deteriorated terminal blocks in apartment blocks with protected terminals, the replacement of service affecting drop wires and the aerial cable removals.

My role in this project was to manage the implementation and expenditures as most all the planning and design was managed by a previous project manager.

2.1.3.1.3 <<Project#>>– Winnipeg Cable Rehabilitation Project. (In Progress)

Same as the above projects except with different areas identified for rehab.

2.1.3.1.4 <<Project#>> – Provincial Cable Rehabilitation Project. (In Progress)

Same as the above projects except with different areas identified for rehab.

2.1.3.1.5 Application of Theory:

The above projects include continuous identification and analysis of the areas in need for rehab work based on the inputs from fault center, planning department and field service technicians whom conduct repair and inspection.

Based on the analysis that we have conducted a study of the most reliable, environment friendly and cost effective solution is agreed upon by the project team.

As an example, there was a situation of an Ariel cable being chewed by squirrels in Windsor Park (Winnipeg) and we had to choose between the following alternatives:

1- Replacing the cable in addition to using a squirrel guard casing for the cable.

In this solution, we consider the followings issues in-terms of cost, quality and schedule:

- A lot of tree trimmings may be needed in order to access the cable in some dense areas.
- Some Ariel cables fly over back yards (we call them easements) and we will require the property acquisition team to be involved.
- Since we rent Manitoba Hydro poles for our Ariel cables, we will need to have an approval and a permit for the design from Manitoba Hydro.
- Availability and cost of materials to used for replacing the Ariel cables, drops, drop transfers, Anchors, terminal block, splicing materials...etc
- Resources availability.
- Weather conditions.
- Safety.
- Using Environment friendly materials.

2- Bury the cable.

When using this approach, we had to think of the followings in-terms of cost, quality and schedule:

- Plowing costs and availability of plowing contractors.
- City permits and approvals are required.
- Availability of cable splicers (technicians).
- Materials availability and cost.
- Weather conditions.
- Safety.
- Using Environment friendly materials.

3- Use new kind of Ariel cable.

Using a new kind of cable with heavy casing brings the following concerns:

- Cable is new and not tested for UV and weather conditions, so we need to conduct some experiments. This will have direct impact on Cost and schedule.
- The cost and availability of the new cable.
- Tree trimmings may be needed also.
- Easements
- Manitoba Hydro permits.
- Resources availability and the need for training to install, strip and splice the new cable.
- Weather conditions.
- Safety.
- Using Environment friendly materials.

After we have agreed on the solution we commence the design. In the design phase, a lot of activities are done by the team under my direct management and involvement:

- 1- Issuing a network specification.
- 2- Needed materials and resources.
- 3- Cost budgeting.
- 4- Scheduling.

Given the authority guidelines to spend and manage the project, I approve or request modification to the cost and schedule of each solution (or network) to ensure it is satisfying the overall project objectives.

During the implementation phase, my role -in addition to what is described in “*Section 2.1.1*”- is summarized in the following:

- Manage the dates and milestones.
- Manage the monthly expenditures of the project and update them regularly in SAP.
- Manage the resources and priority of activities within my project.
- Address any technical issues identified by the construction managers and conduct meetings or conference calls to find solutions or work around.
- Request changes to scope, schedule and budget if required to the project success.

Once the solution is implemented, it is tested to assure it is in line with the quality standards.

2.1.3.1.6 Visit to existing engineering works:

In a field visit to Windsor Park last September, I learned a lot about the different types of technologies used to protect cables. I’ve watched how the technicians pull and install cables.

2.1.3.2 IT Projects:

The following IT project was assigned to me in June 2008:

2.1.3.2.1 <<Project#>> –GCOMM software and Hardware upgrade project (Completed)

The GCOMM system is a server based application developed by Intergraph which provides geographical information through digital maps.

The GCOMM is used by many groups at the company.

For example, a field service technician uses GCOMM for tracing and locating a buried cable and terminals.

The scope of this project include upgrading the GComm server application to provide more functionalities, adding new disk drives to increase server data retention, and implementing land base updates from the City of Winnipeg and DMTI Spatial.

In this project, I have managed some contractors implementing the required software upgrades, managed contracts, agreements and was involved in maintenance contract negotiations with Intergraph Canada.

2.1.3.2.1.1 Application of Theory:

In the analysis of the current system and the new requirements, the team came up with the need for more hard drive space to carry the required data. Also the team came up with a design of the software modifications needed and we discussed those requirements in a meeting with Intergraph to finalize the upgrade.

With the assistance of the company's legal department, I led the writing of a Statement of Work (SOW) which was signed by both the company and Intergraph. The SOW described the technical details of the software upgrade required, time frames of implementation and the financial aspects like cost and terms of payment. The disk drives and digital maps were successfully implemented by the company employees.

For testing the functionality, I asked the systems specialists to write test documents (each in his area of expertise) before we start the implementation. For example, I asked the GIS specialist to write a test document for the new digital maps which we will buy. We reviewed those test documents and posted them on the project website.

This project was implemented ahead of schedule and all deliverables were accepted.

2.1.3.2.2 Application of equipment as a part of the larger system:

In this project, I have learned the importance of the GCOMM software in the day to day work of many employees. I have clearly observed the importance of the system reliability and how to implement changes and upgrade without affecting the end users.

2.1.3.3 Cellular Projects:

The following two wireless projects were assigned to me in October 2008 in addition to two other wireless projects that are currently on hold and I will not be able to provide more details about them due to confidentiality:

2.1.3.3.1 <<Project#>>– Wireless Project1.

2.1.3.3.2 <<Project#>>– Wireless Project2.

The above wireless projects are still in the planning phase in which we followed the same methodology described for the rehab projects. Details will not be provided due to confidentiality issues.

2.1.3.3.3 Visit to existing engineering works:

In a visit to a cell site, I learned about the operation of the cell site. Also I have learned about the application of the cell site as a part of a larger network.

2.2 Communication Skills

2.2.1 Oral representation

My oral communication skills have improved with the presence of:

- 1- Regular PM staff meetings.
- 2- Conference calls that I coordinate to discuss technical, financial and resources issues.
- 3- Regular project meetings.

2.2.2 Written documents

My written communication skill has improved due to:

- 1- Projects status reports.
- 2- Projects plans.
- 3- Internal emails.
- 4- Preparing statement of work to vendors.
- 5- Preparing project facesheets for budget approvals purposes.

2.2.3 Interaction with others

Attending staff meetings, conference calls, project meetings and meetings with functional managers improved my interaction with others.

Also coffee breaks with others improved my social interactions.

2.3 Professional and Ethical Responsibilities

I know that I have a professional and ethical responsibility towards my job, my employer and my society. And as a PMP (Project Management Professional), I also have a responsibility toward Project Management. So I kept and will keep my integrity by acting professional with my employer, colleagues, internal and external customers and vendors. I consider wearing the Company's badge or carrying an EIT or PMP designation as a responsibility and code of professional conduct.

2.4 Social Implications of Engineering

I understand that by the important engineering work we do here at the company we serve the society by providing the best services, new technologies and keep troubles away from

existing phone lines. I also understand that not only individuals benefit from our engineering work but other corporations, competitors, government, law enforcement agencies and tourists.