

Acumatica Project Task Codes and Memos

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DAT - Prep of Training Data/Handouts

Description of Activities:

- Safety Bulletins
- Safety Alerts
- Leading/Lagging/Trending Data Report & Analysis
- Deliver Training Presentation/Create Training Presentation

DRT - Drive Time

Description of Activities:

- Truck Inspection
- iTHA
- ROWHA
- Drive time to/from meetings

Does **NOT** Include:

- Vehicle Maintenance
- Clean Truck
- Anything related to Vehicle Swap outs/Enterprise activities, etc.

MEE - Meeting Attendance

Description of Activities:

- Meeting Attendance
- TCR Safety Meeting
- Monthly Contractor Safety Meeting
- Project Update Meetings
- Pre-bid/PSEMs
- Weekly Scrum
- Bid Reviews

PRD - Program Development

Description of Activities:

- AEP/Contractor Communication
- Research & Development for project related OFI
- OSHA Regulation Research
- Review WSHPs and provide Feedback
- Wire string plan review
- Wire/tower demo plan review
- Guardian Tasks

Does **NOT** Include:

- Administrative Time
- Training (Other than KEY)
- Certification Studying
- Complete timesheets and expense reports.

RPP - Report Preparation

Description of Activities:

- Report Preparation
- Email Correspondence
- Contractor Safety Performance Report
- Hours Report
- Lead Team Meeting
- CVM

STI - Site Observation

Description of Activities:

- Drive time to/from a project for Site Observations
- Site Observations
- CORE Visits
- Entering Guardian Reports
- Email observation reports to the AEP Project Team.

ICV - Incident Investigation

Description of Activities:

- Incident Investigation (On-site)
- Incident Follow-up (Email/Phone Correspondence)
- Incident Report Preparation
- VERO Review
- Classifying VERO Events