



# Joint Use Program Overview

PMO Implementation Guide



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**Katapult Pro**

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# Introduction

The Katapult Pro joint use program is a comprehensive approach to facilitating communication attachments in your footprint. It leverages workflow management software to collect attachment requests before facilitating the make ready engineering and construction processes to ensure telecom attachments are built in a safe and timely manner.

This program was designed to be fully or partially administered by a trusted vendor project management office (PMO).

Contact Andrew Bryden, P.E. at [abryden@katapultengineering.com](mailto:abryden@katapultengineering.com) to consult with the Katapult Engineering team with any questions or to provide feedback on this program!



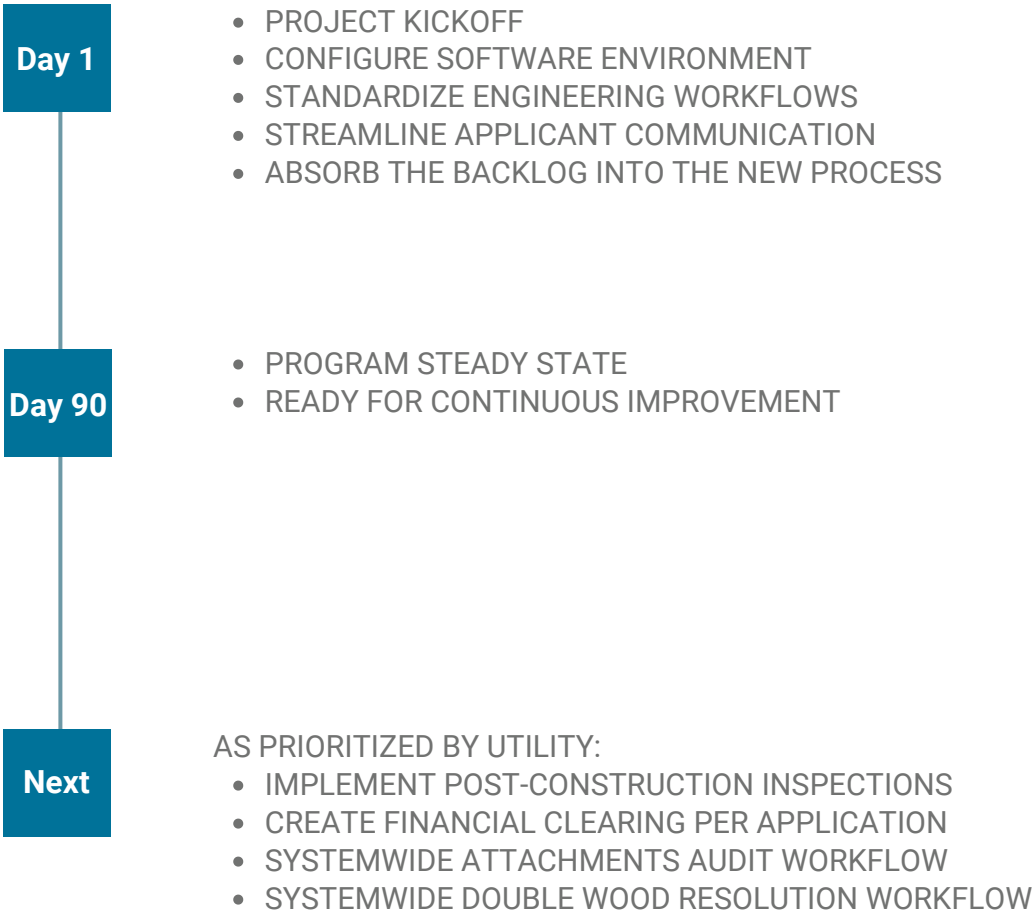
## Objectives

- 1) Create and configure utility software environment for workflow management and engineering design
- 2) Organize, standardize, and document make ready engineering workflows
- 3) Streamline and standardize communication to and from applicants
- 4) Ensure new construction is safe and reliable through a post-construction inspection program
- 5) Create a process to clear per-application finances by resolving differences between estimates and actuals
- 6) Provide a telecom attachments audit workflow to document and true up attachment records and billing
- 7) Resolve double wood conditions systemwide

# PMO Implementation Timeline



*Starting with the highest priorities.*



# Program Costs

(More in Appendix C)

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## *One-Time Costs:*

- Engineering Standardization, Documentation, and Training Materials for Vendors - *Lump Sum*
- Software Setup and Configuration - *Lump Sum*

## *Recurring Costs:*

- Project Management Office (PMO) Staff Augmentation - *Monthly Fee*
- Software Access, Consulting, and Continuous Improvement - *Monthly Fee*
- Engineering/Consulting - Backlog Attack! - *Per Pole*

# Appendix A

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 *Katapult Pro Joint Use Management Demo*

- [Katapult Pro Joint Use Management \(Summer 2024\)](#)

 *Katapult Pro Make Ready Engineering Demo*

- [Katapult Pro Demo \(2024\)](#)

 *Joint Use Management Presentation*

- [Comprehensive Joint Use Workflow \(2024\)](#)

 *Components of Joint Use Health blog*

- [Key Components of Joint Use Blog \(2024\)](#)

 *Joint Use 2024 Magazine*

- [Downloadable Magazine \(2024\)](#)

 *Joint Use Proposal Template for RFPs*

- [Downloadable DOCX Template](#)

# Appendix B



## *1. Create and configure the software environment for application management and engineering design*

PMO will fully configure and onboard users to the software environment:

- Configure a designated web portal that allows designated contractors and attachers to submit applications
- Import distribution assets and GIS layers into the portal
- Configure out-of-the-box defaults to meet specific project requirements:
  - Application Types
  - Submission Requirements
  - Application Workflows
  - Applications Statuses and Entry/Exit Actions
  - Automated Communications, Notifications, and Tracking
  - Timelines and Timers
  - User Permissions
- Configure application workflows to be compliant with appropriate regulations
- Set up the Application Overview page to manage all active applications

# Appendix B



## *2. Organize, standardize, and document make ready engineering workflows*

PMO will document and codify standards to implement an engineering design workflow that all contractors will be expected to follow. Using a handful of small applications, they will set up model jobs that can be used as reference for vendors to deliver great engineering data.

- Data Collection
  - Work with all contractors to have proper collection techniques and ensure the crews are collecting quality data that can be trusted
- Annotation
  - Create and apply unified picklist items so that annotations are available and universal between all vendors
- Make Ready Engineering
  - Enter all clearances into a utility-owned model space to have uniform Make Ready clearance requirements visible to all users
- Pole Loading Analysis
  - Implement a catalog with standard equipment and other specifications to integrate pole loading into utility models—unifying the data between teams
- Deliverables
  - Organize the data into a package that can be easily exported from Katapult Pro



# Appendix B



## *3. Streamline and standardize communication to and from applicants*

PMO will help ensure visibility on applications for all parties. Katapult will set up proper attacher communication for the following:

- Portal Management
  - Administer pre-determined utility assignments for engineering and construction contractors and set up attachers to utilize and understand the portal
- Application Intake
  - Answer any and all design questions and ensure each application is set up for success
  - Engineering contractors will still have the option to reject the application due to application engineering merit
- Attacher Meetings
  - Establish a rhythm with each attacher
  - The portal will facilitate communication on pole and engineering specific issues between the engineering contractor and the applicant. Weekly attacher meetings will be 15 minutes and cover a standard agenda. We will evolve this agenda as we adapt to the needs in your market.
  - The starting meeting agenda will be as follows:
    - Attacher, Here is the list of items you owe the utility
    - Attacher, Here is the list of applications waiting for you to act
    - Engineering, Which applications are behind schedule and why?
    - Construction, Which applications are behind schedule and why?
- Communicate KPIs
  - Track and relay measurable KPIs to understand program health
- Post-Construction Feedback
  - Relay feedback to engineers, contractors, and construction crews

# Appendix B

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## *4. Ensure construction is safe and reliable through a post-construction inspection program*

PMO will set up a post-construction inspection program to ensure that all construction is safe and complies with utility standards.

- Provide a robust as-built documentation/PCI workflow
- Train contractors on the process to flag safety issues and poles not built as designed
- Create healthy feedback loop for appropriate parties
- Track and report “built-to-spec” KPIs

## *5. Create financial clearing per application by resolving differences between estimates and actuals*

PMO will create a process to document and track application billing to improve estimates and pursue “net-zero” impact of make ready work for utility.

- Establish portal payments
- Track all income and expense per application
- Identify discrepancies and update estimate process
- Track and consult on Cost Causer Approach
- Track and report “cost resolution” KPIs

# Appendix B



## *6. Provide telecom attachments audit workflow to document and true up attachment records and billing*

PMO will provide a workflow and tools to photo document and annotate every communications attachment in the utility footprint to improve attachment records, identify unauthorized attachments, and host an updated pole record/photo for all distribution assets.

- Rapid photo documentation workflow for all utility-owned poles
- Create utility pole lookup page with survey request button
- Software tools to annotate all attachments and compare vs existing attachment records
- Import unauthorized attachments into new attachment or removal applications
- Ability to host virtual rideout meetings with existing attachers to gain acceptance of survey results
- Update periodic billing appropriately
- Demo workflow for other departments who would want inventory data for their workflow (Example: double wood, reclosers, transformer replacements...)

## *7. Resolve double wood conditions systemwide*

PMO will build and document a workflow to resolve pole transfers and stub poles in the utility footprint and create a process to ensure timely resolution for future pole transfer situations.

- Fully integrate double wood resolution into the utility application management system
- Document and train existing engineering contractors to fully resolve double wood conditions
- Track and Report “pole transfer resolution” KPIs

# Appendix C



- Engineering Services
  - Engineering Standardization: **Lump Sum**
    - Absorb the Backlog (**per pole**)
    - Establish Workflow
    - Translating Utility Standards to Universal Models
    - Testing, Training Materials, and Equipping Engineering Vendors to Succeed
- Project Management Office (PMO) Services
  - Staff Augmentation: **Monthly Fee**
    - Purchasable 40hr/week PMO services for a dedicated project management office to set up and manage utility third-party attachments program. This will cover the applicant and utility communication:
      - Portal Management
      - Application Intake
      - Attacher Meetings
      - Communicate KPIs
      - Administer PCI Program
- Software
  - Setup and Configuration: **Lump Sum**
    - Private Server setup with any utility specific requirements. (SOC2 Type II included)
    - Five half-day meetings with the Katapult Pro Consulting and Configuration team to customize application management defaults to utility specifications (If PMO services are purchased, the utility's time commitment will be greatly reduced).
      - Meeting 1: Application Types, Submission Requirements, Primary Workflow, Application Actions
      - Meeting 2: Finish Application Configurations
      - Meeting 3: Application Timelines and tracking
      - Meeting 4: Application Overview Settings, User Permissions
      - Meeting 5: Full software walkthrough
    - Additional meetings as needed
    - Software Development hours included.
  - Recurring Software Costs:
    - Katapult Pro™ Application Management: **Monthly Fee**
      - Pole Attachment Application portal for managing pole attachment applications.
    - Katapult Pro™ Basic Co-Branded Private Server - Application Management: **Monthly Fee**
      - Hosting, Maintenance, and Data Transfers for up to 25,000 poles applied for per year.
    - Katapult Pro™ Continuous Improvement Package - Gold (12hr per month): **Monthly Fee**
      - Monthly “use it or lose it” budget for Enterprise Services that helps our team solve your critical issues quickly. Services include Configuration, Training, Coding, and Certification.