

**Internship ID# SM14PM02**

**NEW JERSEY DEPARTMENT OF TRANSPORTATION**

**INTERNSHIP OPPORTUNITY**

**Internship/Semester:** Summer

**Internship Type:** Non-Credit

**Intern Level:** Undergraduate

**Suggested Background and/or Knowledge:**

Currently enrolled in Civil Engineering program

**NJDOT Division/Unit/Program Area Offering the Internship:**

Project Management Group E

**Description of NJDOT Division/Unit/Program Area Offering the Internship:**

Responsible for Managing Transportation projects through various phases of concept development, design and construction.

**Internship Location:**

NJ DOT Headquarters  
3<sup>rd</sup> Floor E & O Building  
1035 Parkway Avenue  
Trenton, New Jersey

**Internship Project Description:**

Under the guidance of Project Managers, gain experience in various aspects of Project Management for transportation projects

**Estimated Project Duration and Suggested Weekly Work Schedule:**

3 months

Minimum of two days per week

**Internship Learning Objectives/Marketable Skills:**

Gain experience in various Projects Management disciplines as well as gain exposure to Transportation projects in various stages of development.

**Intern will be trained in the following area(s):**

Project Management is responsible for all aspects of capital projects including scope, schedule, budget, and quality through each of the phases of work including Concept Development (CD), Preliminary Engineering (PE), Final Design (FD), and Construction. As such, training for interns may include:

- Instruction on the project delivery network diagram for the CD, PE, & FD phases.
- Training in the scheduling software Primavera Project Planner
- Introduction to the project management database, PRS
- Attendance at design meetings between designers and various Departmental subject matter experts to resolve design related issues.
- Attendance at construction meetings with the NJDOT construction staff and contractor to resolve construction related issues.
- Field investigations during all phases of project development
- A review of procedures to develop and monitor project budgets
- A review of consultant invoice procedures
- A review of the procedures to determine the initial scope of a project
- A review of various technical studies such as Concept Development Report, Scope Statement, geotechnical reports, traffic engineering studies, technical environmental studies, etc...
- A review of plan sheet and specification submissions associated with the preliminary design and final design submission.
- Exposure to the Final Plan, Specification, and Estimate procedures associated with the advertisement and award of projects for construction.
- Exposure to various Public Outreach strategies and an understanding of the importance of Public Involvement in project development.

Due to the wide variety of tasks that Project Management is responsible for, training opportunities may vary depending upon the current phase of work for projects for which interns are exposed. The above list of training opportunities will be sufficient to guide interns in completing their assignments.