The Transportation Project Management Institute (TPMI) is designed to improve the abilities of mid-level project managers who have demonstrated capability and possess high-potential. It is not intended for entry-level professionals, nor is it designed for seasoned, veteran project managers. In short, TPMI is designed to strengthen highly capable mid-level professionals expected to assume greater levels of responsibility in project management.

**Typical Profile of TPMI Participants**

The following “typical” profile of a TPMI participant is offered to provide insight into the type of professionals for whom the institute was designed. Please note that the following characteristics are “typical” and in no way serve as absolute criteria.

- **Professional Tenure:** 5-10 years of experience
- **Education:** Bachelor’s Degree or Higher
- **Licensure/Certification:** Professional Engineer and/or Project Management Professional
- **Experience:** Project Manager of VDOT Category I-IV Projects (see attachments)
- **Responsibilities:** Preliminary Engineering, Maintenance, or Operations

**Application Requirements**

Given that a central component of TPMI is the cooperative learning that occurs among participants during discussions and in case study work, an application process has been established to ensure that an appropriate cohort of participants collaborate together in the Institute. The required application materials for TPMI are:

1. **Dossier Documenting**
   a. Education
   b. Licensure/Certification
   c. Professional Experience
   d. Description of Recent Projects Managed

2. **Applicant Statement:** Brief statement from the applicant describing goals for attending TPMI.

For your convenience, a **Participant Experience Dossier** form is enclosed at the bottom of this document. Once you complete the dossier, please send it as an attachment via email to Dr. Brian Smith (bls2z@virginia.edu).
Application Review Process

VDOT Applicants: Once applications are compiled from throughout the organization, VDOT chiefs will review them and select 15 participants that best meet the goals of the program and provide a good representation of the department from a functional and geographic perspective.

Private Sector and Local Government Applicants: TPMI leaders from the University of Virginia Center for Transportation Studies (UVA CTS) will evaluate each application when received. Those deemed qualified for the program will be informed within 2 weeks of receipt of application materials and then registered for the program. A maximum of 20 participants will be accepted from the private sector and local government.

Transportation Project Management Institute (TPMI) Scholarships

Employees of companies that are members of the Virginia Transportation Construction Alliance (VTCA) may be eligible for a tuition rebate of up to $500 per participant. For details contact Tom Witt, Engineer Director, VTCA, (804) 330-3312, Tom@VTCA.org

To encourage local government participation in the TPMI, VDOT is partnering with the UVA Center for Transportation Studies to offer five partial scholarships of $2,000 (half the cost of tuition) to eligible local government staff. Local staff must first apply to UVA CTS by March 5 for eligibility determination, and state on their application that they wish to be considered for the VDOT scholarship. Applicants will be notified of scholarship awards the week of March 16. Scholarship evaluation criteria include local government size, locality participation in VDOT-funded programs, and the applicant’s project management responsibilities. For more information on the TPMI, go to the UVA TPMI website at http://www.cts.virginia.edu/transportation-project-management-institute/ Additional questions regarding VDOT Scholarships may be referred to Penny Forrest – 804-786-9810 – penny.forrest@vdot.virginia.gov.
VDOT Project Categories

Category I Projects

- Low complexity and schedule risk
- Short duration, straightforward operations
- Familiar work, favorable conditions
- Simple low risk rehab projects
- Minor drainage improvements
- Simple widening projects
- Overlays on major corridors

Category II Projects

- Low to medium complexity & schedule risk
- Single season projects
- Familiar work, typical conditions
- Limited number of concurrent operations
- Intersection improvements
- Minor reconstruction projects
- Major drainage improvements
- Turning lane addition

Category III Projects

- Medium complexity & schedule risk
- Special Provisions for special time-related conditions, such as I/D Contract interim milestones, A+B bidding, etc.
- Multi-season projects w/multiple concurrent operations and work paths
- Major reconstruction/realignment
- New roadway/bridge (1-3 spans) construction
- Major intersection improvements

Category IV Projects

- High complexity & schedule risk
- Large, very complex single-contract projects
- Special Provisions for special time-related conditions, such as I/D Contract interim milestones, A+B bidding, etc.
- Challenging work and conditions
- Major traffic impacts
- Several major subcontractors, multiple crews
- Multiple roadways, bridges, and ramps
Transportation Project Management Institute (TPMI)
Applicant Experience Dossier

(Please use as much space as necessary to complete this form. Attach additional sheets if needed.)

Name:
Position:
Organization:
Address:
City: State: Zip:
Phone: ( ) Fax: ( ) Cell: ( )
Email Address:

Local government applicants only: Check this box if you wish to be considered for local government scholarship support: □

Education:

Licensure/Certification (if applicable):

Professional Experience: Total Yrs./Yrs. Project or Personnel Management:

Discipline/Job Description:

Description of management experience (types of projects, number and types of staff managed, number and types of consultants managed, size of budgets, etc.):

Applicant comments and statements (describe your goal for attending TPMI):