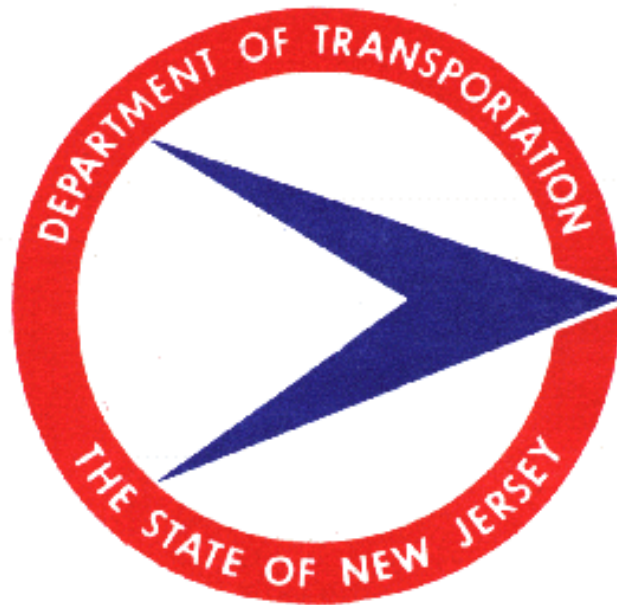


# Project Naming Guidelines



**2014**

Prepared by the Bureau of Program Systems Management

## **1.0 Introduction**

These guidelines are used to establish project names that appear in the Statewide Transportation Improvement Program (STIP), all contract documents including but not limited to Concept Development Report, Project correspondence, Plans, Specifications, Standard Inputs, Advertising documents, Award Documents, Closeout Documents, Estimating software, Letting documents, Site Manager, Project Reporting System (PRS), and Primavera (P3e). The name needs to be consistent and utilized throughout the Department without variation.

## **2.0 Criteria**

Project names will be developed by the PRS Administrator and concurred with the Project Manager or the Lead Unit. The Project Name must be brief because PRS will only display 60 characters in the Blue Book Title field.

Due to space limitations, the abbreviations shown in Section 4.0 may be used; however, the complete unabbreviated name should be entered into MASTPOOL for any TIP/STIP project name. Additional information can be added into the description field such as intersecting streets with different names not reflected in the Project Name. Avoid including the Work Type in the project name. Also, avoid the word "improvements" because it is implied in all the work we do.

- 2.1 Route will be used whether it is an Interstate, US Route, or State Highway.
- 2.2 County Routes will be identified with both the County Route number and local road name. For the 500 series routes, use CR first. For the 600 series routes, use the local name first. Note: CR600 reference may be dropped if there is not enough line space.
- 2.3 The words "Bridge over" should be used for bridge projects.
- 2.4 Use nearby cross streets or significant waterways to establish project name. Do not add north of, south of, vicinity of, etc. Also, do not use mileposts (too specific) or municipality names or municipal lines (too vague, plus the municipality is entered in other assigned fields).
- 2.5 When choosing limit names, start with the western or southern location first, followed by the eastern or northern location.
- 2.6 When the project is in one direction only, include the direction in the name, but still follow 2.5 for the limits.
- 2.7 When the project limits are not concurrent in both directions, use the two most extreme limits. Do not include the milepost in the Project Name, instead, add them to the PRS description field.
- 2.8 A local road name can precede the Route number.
- 2.9 When the intersecting street has different names on each side, use both unless the Project Name needs shortening.
- 2.10 When a project has multiple intersections separated by work limit gaps, list the intersecting streets with "Intxns" at the end.
- 2.11 When a single road has multiple Route numbers, use the hierarchy of Interstate, US, State, County separated by a forward slash. After that use the lower number first. Rt 1&9 is the exception which will use the ampersand.

**Table 2 Examples**

<b>Ref. No.</b>	<b>Project Name</b>
2.1	Rt 95, Rt 1, Rt 29
2.2	CR 579 (Grant Avenue) and Lawrence Boulevard (CR 619) Rt 31, Upper Ferry Rd (CR 636) CR 516 (Matawan Rd), Bridge over Rt 18 Rt 30, Illinois Ave (CR 631) to Grammercy Ave
2.3	Rt 1, Bridge over Mulberry St Rt 495, Bridge over Rt 1&9 and Paterson Plank Rd Rt 78, Ramp Bridges over Rt 1&9
2.4	Rt 35, Lincoln Dr to Navesink River Rt 130, Rt 33 to Rt 133
2.5	Rt 1, Delaware River to Whitehead Rd
2.6	Rt 1 SB, Delaware River to Whitehead Rd
2.7	Rt 1, Province Line Rd to Independence Way
2.8	Summit Ave, Bridge over Rt 78
2.9	Rt 31, Upper Ferry Rd/Ewingville Rd
2.10	Rt 73, Church Rd and Fellowship Rd Intxn
2.11	Rt 1&9; Rt 40/322; Rt 130/33

### **3.0 Name Changes**

Avoid name changes as much as possible. To change the name of an approved TIP/STIP project requires a TIP/STIP modification (public action). Justification must be provided to the PRS Administrator who then notifies Capital Program Development. When it is appropriate to change a project name, the PRS Administrator must be involved in the development of the new name. The Project Manager is responsible to promulgate any name change to all contract documents, correspondence, proposals, Special Provisions, Addenda, Department Actions, programs/applications, Intra/Internet systems, CAM, Task Orders, etc.

## 4.0 Acceptable Abbreviations

And	&
Avenue	Ave
Borough	Boro
Boulevard	Blvd
Branch	Brch
Bridge	Br
Brook	Brk
City	Cty
Collector-Distributor	C-D
Construction	Const
Contract	Contr
Corridor	Corr
County	Co
County Route	CR
Creek	Crk
Culvert	Culv
Deck	Dk
Drive	Dr
East	E
Eastbound	EB
Elimination	Elim
Emergency	Emgcy
Garden State Parkway	GSP
Highway	Hwy
Improvement	Imp
Interchange	Intchg
Intersection	Intxn
Management	Mgmt
Maintenance	Maint
Mitigation	Mitig
NJ Transit	NJT
NJ Turnpike	NJTP
North	N

Northbound	NB
Operational	Oper
Parkway	Pkwy
Pavement	Pvmt
Pike	Pk
Plaza	Plz
Point	Pt
Protection	Prtct
Pedestrian	Ped
Railroad	RR
Ramp	Rmp
Reconstruction	Reconst
Rehabilitation	Rehab
Replacement	Replace
Resurfacing	Resurf
River	Rvr
Road	Rd
Route	Rt
Safety	Sfty
South	S
Southbound	SB
Station	Sta
Street	St
Structure	Str
Substructure	Substr
Superstructure	Suprstr
Township	Twp
Traffic	Traf
Treatment	Trtmt
Way	Wy
West	W
Westbound	WB
Widening	Widen