



Company ABC
Summer Internship 2004

**Experience and Knowledge
gained at
Company ABC**

**Happy Intern
August 18, 2004**



Company Background



Company ABC, a California Corporation, is a consulting organization that specializes in regulatory strategy and advocacy, project feasibility analyses, and permitting and compliance management services. With these specialty areas, this company addresses air quality issues, energy project development and environmental communications. Current clients include power generation companies, environmental consulting firms, energy technology developers, power projects developers, and power equipment vendors and manufacturers.



Internship Description



Summer intern will gain direct experience in four areas that support Company ABC's ongoing success as a business:

- Project Management
- Project Execution
- Business Operations
- Business Development and Marketing



Project Management

- ◆ Basic elements of project management
 - Defining the objective
 - Identifying the tasks and breaking it down into smaller, manageable tasks
 - Developing a schedule
 - Project team coordination
 - Maintenance of the project



40kW Emergency Generator Project



- ◆ Objective: Submit permit application to Air Pollution Control District
- ◆ Tasks: Identify objective, compile data, remain in contact with project team members to get the needed information
- ◆ Schedule:
- ◆ Project Team: J. Apple, J. Pear, S. Orange, C. Lemon, and H. Intern
- ◆ Project Maintenance: Keep track of all team members and the schedule



Project Execution

- ◆ Basic elements of project execution
 - Compiling research/data
 - Interpreting regulations
 - Technical editor support



Power Partners Microturbines Project

- ◆ Project Manager: P. Cherry
- ◆ Objective: Submit a permit application project owner
- ◆ Task: Compile data, manage the given information, identify holes, fill in the holes, take a stab at the emissions summary



40kW Emergency Generator Project

- ◆ Compiling data for permit application
- ◆ Identifying the conditions of the draft Authority to Construct



Business Operations

- ◆ Basic elements of business operations
 - Invoicing
 - Client and subcontractor management
 - Record keeping for accounting and tax documentation
 - Assisting in bookkeeping
 - General office administration



Invoicing/Billing Practices and Client/Subcontractor Management

- ◆ Invoicing/Billing Practices
 - Applied Subcontractors' invoice.
 - Review subcontractors' hours to make sure they correspond with their invoice.
 - Participate in invoice billing cycle with T. Mango

- ◆ Client and Subcontractor Management
 - Update contact information
 - Clean up files for easy access to information



Business Development and Marketing

- ◆ Basic elements of business development and marketing
 - Assisting in preparation of presentation materials
 - Assisting in developing web site content
 - Researching prospective target market sector and target market clients
 - Tracking business development and marketing efforts



Documenting Presentations Written and Given by S. Orange

- ◆ Compiling presentations by S. Orange and documenting them in chronological order
- ◆ This is a document referencing the assortment of presentations for website



The Struggles

- ◆ Not asking for more help
- ◆ Afraid of delivering bad news
- ◆ Tracking the projects
- ◆ Calling clients



The Achievements

- ◆ Learning the basic elements to manage a project: objective, schedule, and budget.
- ◆ Directly interacting with clients
- ◆ Learning the operations of a business; mainly the billing process and the importance of an organized filing system
- ◆ Moving the project forward; realizing phone calls are milestones in a project



Questions?