GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!® a menu-driven database system.
The INTERNET address for GSA Advantage!®: http://www.gsaadvantage.gov

Schedule Title: MULTIPLE AWARD SCHEDULE (MAS)
FSC Group: Professional Services
Contract Number: 47QRAA21D0034
Contract Period: February 26, 2021 through February 25, 2026

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

Contractor:
Agile Group, LLC, The
3003 Silver Avenue, SE
Albuquerque, NM 87106
www.agilegroupusa.com
Phone: 505-266-0190
Fax: 800-566-0605

Contact:
Britain Harvey
President
bharvey@agilegroupusa.com

Business Size: Small Business

Customer Information

1a. Items Awarded - Special Item Numbers:

- 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- 611430 – Professional and Management Development Training
- OLM – Order Level Materials

1b. Labor Categories - See following

1c. Training Descriptions - See following

2. Maximum order: $1,000,000

3. Minimum order: $100.00

4. Geographic coverage: Worldwide

5. Points of Production: Same as Company Address

6. Discount from list prices: Prices shown are Net Prices; Basic discounts have been deducted.

7. Quantity/Volume Discounts: 1% on orders exceeding $250,000; 2% on orders exceeding $1,000,000

8. Prompt payment terms: Net 30-days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items: Not applicable

10a. Time of Delivery: To be negotiated at the task order level.

10b. Expedited Delivery: Contact contractor for expedited delivery.

10c. Overnight & Two-day delivery: Overnight delivery is available.

10d. Urgent Requirements: Contact contractor for faster delivery or rush requirements.

11. FOB Points: Destination

12a. Ordering Address: Same as company address.

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Same as company address.


15. Export packing charges, if applicable. Not applicable.

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable.
17. Terms and conditions or repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable.

18a. Terms and conditions for any other services (if applicable). Not applicable
18b. Terms and conditions for any other services (if applicable). Not applicable

19. List of service and distribution points (if applicable). Not applicable.

20. List of participating dealers (if applicable). Not applicable.

21. Preventive maintenance (if applicable). Not applicable.

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable.
22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov. Not Applicable

23. DUNS Number: 829407787

24. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM.

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
YOUR PROJECT AND COMMUNICATION MANAGEMENT RESOURCE.
Agile Group delivers huge value to government and commercial organizations. We aim to provide everything you need — whenever and wherever in the world you need it.

Who We Are
The Agile Way
Agile Group is a woman-owned, small business niche project and communication management firm. We provide the people, skills and experience necessary for your project, whenever and wherever you need us. We’re proud to be a trusted resource for commercial and government organizations around the world.

Our Services
Extensive Skills & Experience
We’re a preferred provider of technical, project, and operational support services. Our specialties lie in strategic management for the federal government, construction, architecture and engineering, oil and gas, healthcare, security, and transportation.

<table>
<thead>
<tr>
<th>PROJECT MANAGEMENT</th>
<th>TRAINING</th>
<th>COMMUNICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective project management facilitates on-time, within-cost delivery, with first-time quality, integrated processes, software and skills and a single source of project information.</td>
<td>Whether your goal is to learn the basics of project management, become certified or keep your certification current, Agile Group has the courses and the training you need.</td>
<td>Successful communication engages with a spot-on message, optimal medium, and effective timing. We manage strategy, content, public affairs, outreach, and more.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXECUTIVE ADMINISTRATION</th>
<th>KNOWLEDGE MANAGEMENT</th>
<th>HELPDESK</th>
</tr>
</thead>
<tbody>
<tr>
<td>We draw on our in-depth experience to provide next-level administrative support for strategic planning, program execution, full meeting facilitation and more.</td>
<td>A collection of systematic approaches to communicate information and knowledge within your organization creates a more stable, efficient, and effective value for your resources.</td>
<td>We design customized help desk solutions that include knowledge databases, ticket management, performance tracking and certified specialist training.</td>
</tr>
</tbody>
</table>

Our Process
Plan, Execute, Measure
Our innovative solutions are based on two long-standing pillars: our technological know-how, with teams that excel at their craft, and a deep methodological measurable expertise.
<table>
<thead>
<tr>
<th>Title:</th>
<th>JR. LOGISTICS ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details/Qualifications</td>
<td>PURPOSE: To support a federal program management office in Northern Virginia (Arlington) with the mission of delivering practical and efficient logistics solutions to help maintain and organize and support the program mission. This position provides high-level logistics support to the federal and contract teams in program management office (PMO) changed with planning, acquiring, and managing logistic operations.</td>
</tr>
<tr>
<td></td>
<td>DUTIES/RESPONSIBILITIES:</td>
</tr>
<tr>
<td></td>
<td>--Resolves problems concerning transportation, logistics systems, imports or exports, or customer issues.</td>
</tr>
<tr>
<td></td>
<td>--Collaborates with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.</td>
</tr>
<tr>
<td></td>
<td>--Confers with organizational members to accomplish work activities.</td>
</tr>
<tr>
<td></td>
<td>--Maintains metrics, reports, process documentation, customer service logs, or training or safety records.</td>
</tr>
<tr>
<td></td>
<td>PREFERRED EXPERIENCE REQUIREMENTS:</td>
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<td>--Prior administrative support experience</td>
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</tr>
<tr>
<td>Minimum Education</td>
<td>Bachelor’s Degree required</td>
</tr>
<tr>
<td>Minimum Years’ Experience</td>
<td>3-years with a four-year degree in Logistics, Management, or related field</td>
</tr>
<tr>
<td>GSA Hourly Rate</td>
<td>$ 65.18</td>
</tr>
</tbody>
</table>

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<tr>
<td></td>
<td>--Supervises the work of logistics specialists, planners, or schedulers and employees.</td>
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<td></td>
<td>--Directs inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.</td>
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<td></td>
<td>--Directs organizational operations, projects, or services.</td>
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<td></td>
<td>--Directs or coordinate comprehensive logistical or reverse logistical functions for product life cycles, including acquisition, distribution, internal allocation, delivery, recycling, reuse, or final disposal of resources.</td>
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<td></td>
<td>--Directs organizational operations, projects, or services.</td>
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<td></td>
<td>--Negotiates contracts for environmental remediation, green energy, or renewable resources.</td>
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<tr>
<td></td>
<td>--Negotiates contracts for transportation, distribution, or logistics services.</td>
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<tr>
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<td>PREFERRED EXPERIENCE REQUIREMENTS:</td>
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<tr>
<td>Minimum Years’ Experience</td>
<td>8-years if includes advanced logistics experience</td>
</tr>
<tr>
<td>GSA Hourly Rate (including IFF)</td>
<td>$ 71.89</td>
</tr>
</tbody>
</table>

**TRAINING MODERATOR**

**PURPOSE:** To support training staff in a technical field for Client. The training moderation provided supports a Program Area/Team Type in Duty Location with the mission of effectively and efficiently executing Client Mission. This position will support and improve technical training programs and help staff in Program Sub-Area developing key skills that will make them better professionals.

**DUTIES/RESPONSIBILITIES:**
- Produce training schedules and classroom agenda
- Determine course content according to objectives
- Prepare training material (presentations, worksheets etc.)
- Support training sessions, webinars, workshops etc. in groups or individually
- Arrange for and conduct on-site training when needed
- Keep and report data on completed courses, absences, issues, etc.
- Observe and evaluate results of training programs
- Determine overall effectiveness of programs and make improvements

**PREFERRED EXPERIENCE REQUIREMENTS:**
- Strong experience with PowerPoint and other training-delivery programs
- University degree in relevant technical field is a plus
- Certification such as CTT+ (Certified Technical Trainer) is preferred

**REQUIRED SKILLS:**
- Excellent written communication skills
- Ability to address individual training needs within course contexts
- Strong working knowledge of Microsoft Office
- Excellent organizational and time-management abilities
- Strong team-player mindset
- Attention to detail

**CITIZENSHIP REQUIREMENTS:** US citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

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<tbody>
<tr>
<td>Minimum Years’ Experience</td>
<td>2-years as a technical writer or similar role; demonstrated experience facilitating training and/or workshop events</td>
</tr>
<tr>
<td>GSA Hourly Rate (including IFF)</td>
<td>$ 85.31</td>
</tr>
</tbody>
</table>

**TRAINER**

**PURPOSE:** To educate staff in a technical field for Client. The training provided supports a Program Area/Team Type in Duty Location with the mission of effectively and efficiently executing Client Mission. This position will develop technical training programs and help staff in Program Sub-Area develop key skills that will make them better professionals.

**DUTIES/RESPONSIBILITIES:**
- Devise technical training programs according to organizational requirements
- Produce training schedules and classroom agenda
- Determine course content according to objectives
- Prepare training material (presentations, worksheets etc.)
- Execute training sessions, webinars, workshops etc. in groups or individually
- Arrange for and conduct on-site training when needed
- Keep and report data on completed courses, absences, issues etc.
- Observe and evaluate results of training programs
- Determine overall effectiveness of programs and make improvements

**PREFERRED EXPERIENCE REQUIREMENTS:**
- Strong experience with PowerPoint and other training-delivery programs
- University degree in relevant technical field is a plus
- Certification such as CTT+ (Certified Technical Trainer) is preferred

**REQUIRED SKILLS:**
- Excellent written communication skills
- Ability to address individual training needs within course contexts
- Strong working knowledge of Microsoft Office
- Outstanding oral communication skills and comfortable speaking to crowds
- Excellent organizational and time-management abilities
### PROGRAM MANAGER

**Purpose:** To organize and coordinate programs for Client. To support a Program Area/Team Type in Duty Location with the mission of effectively and efficiently executing Client Mission. This position will ensure that all programs in Program Sub-Area deliver the desired organizational outcome.

**Duties/Responsibilities:**
- Formulate, organize and monitor inter-connected projects
- Decide on suitable strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management
- Assume responsibility for the program’s people and vendors
- Assess program performance and aim to maximize ROI
- Resolve projects’ higher scope issues
- Prepare reports for program directors

**Preferred Experience Requirements:**
- Experience leading projects or programs in the public sector
- Prior experience with and understanding of the federal acquisitions process
- Experience leading teams and delivering results
- Previous experience developing teams and enhancing organizational capabilities

**Required Skills:**
- Excellent Knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability

**Citizenship Requirements:** US citizens only

**Background Investigation:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

**Minimum Education:** Bachelor’s Degree required

**Minimum Years’ Experience:** 3-years as a technical writer or similar role; proven experience as a technical trainer, teacher, or professor; experience with modern training techniques and educational technology; demonstrated experience developing technical course content

**GSA Hourly Rate (Including IFF):** $120.91

### TASKING COORDINATOR

**Purpose:** To support the CBP Program Management Office Directorate (PMOD) in Arlington, VA, with the mission of delivering practical and efficient solutions to help the USCBP maintain border security and facilitate international travel and trade. This position supports field-of-duty of IT initiatives that seek to ensure the safety of USCBP personnel and ultimately the nation.

**Duties/Responsibilities:**
- Ensure all taskers are received, logged, tracked and responded to on a timely basis
- Coordinate with government clients to monitor task assignments and completion
- Follow up on delinquent submissions
- Communicate concise information about task needs and purpose
- Use SharePoint to monitor records and submissions
- Report tasking status across multiple programs and projects
- Coordinate with workforce analysts to resource tasks across multi-functional teams to balance tasks and resources against defined timelines
- Identify resource shortfalls and overages to minimize risks

**Preferred Experience Requirements:**
- Experience tracking project and task status across multiple programs and projects
- Experience with Microsoft Project
- Familiarity with Work Breakdown Structures (WBS)

**Minimum Education:** Bachelor’s Degree required

**Minimum Years’ Experience:** 5-years managing programs, projects, or other initiatives w/proven experience as a Program Manager OR other managerial position w/thorough understanding of project/program management techniques and methods

**GSA Hourly Rate (Including IFF):** $110.04
RESOURCE ANALYST

PURPOSE: To support a federal program management office in Northern Virginia (Arlington) with the mission of delivering practical and efficient solutions to help the USCBP maintain border security and facilitate international travel and trade. This position will help maximize efficiency in resource utilization by advising on allocation of tasks to organizational elements, defining key processes, and developing strategies for workforce and organizational development.

DUTIES/RESPONSIBILITIES:
--Analyze roles and responsibilities to leverage subject matter experts for greater process efficiency
--Create and implement standard operating procedures and best practices
--Maintain a master schedule of staff that includes the portfolios and projects that each is supporting, and the skill areas of each person
--Develop recommendations for improving organizational effectiveness or efficiency based on data review findings

PREFERRED EXPERIENCE REQUIREMENTS:
--Experience with CBP’s Integrated Fixed Tower (IFT), Remote Video Surveillance Systems (RVSS), Mobile and Agent-Centric Systems (MACS), and/or Field Surveillance Services (FSS) portfolios
--Prior experience with DHS MD 102
--Knowledge of the DHS acquisition lifecycle framework (ALF) and systems engineering lifecycle (SELC)
--Experience leading or working with cross-functional teams to identify appropriate business solutions
--Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and SharePoint

REQUIRED SKILLS:
--Ability to communicate clearly with a variety of stakeholders
--Ability to effectively solve problems
--Strong communication skills, both oral and written
--A true team player who maintains a positive attitude in a highly dynamic working environment

CITIZENSHIP REQUIREMENTS: US citizens only

BACKGROUND INVESTIGATION: Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications; active U.S. Customs and Border Protection background investigation preferred.

Minimum Education
Bachelor’s Degree required

Minimum Years’ Experience
3-years with a four-year or advanced degree in Business, Management, or related field

GSA Hourly Rate (including IFF)
$ 65.31

EXECUTIVE ASSISTANT, SR.

PURPOSE: To support a federal program management office in Northern Virginia (Arlington) with the mission of delivering practical and efficient solutions to help the USCBP maintain border security and facilitate international travel and trade. This position provides high-level administrative support to the federal and contract teams in CBP’s program management office (PMO) changed with planning, acquiring, and managing IT operations.

DUTIES/RESPONSIBILITIES:
--Facilitate daily office operations (e.g., scheduling and coordinating meetings, calendar management, general office logistics)
--Attend and participate in meetings, take meeting notes, record taskers and actions, and update the staff when necessary
--Prepare briefings as appropriate
--Manage divisional scheduling and disseminate changes in a timely manner to the appropriate staff.
--Review schedules proactively and make necessary changes. Interface with meeting attendees and stakeholders to coordinate and support meetings and other events.
--Review incoming and outgoing divisional correspondence, including presentations, briefings, and reports; check for formatting, proofread, and edit as necessary; prepare documents for signature; ensure proper routing through staff.
--Coordinate travel logistics and itineraries. Assemble a trip folder or book with background information, maps, details, and other travel information. Interface with the hotel, rental car company, travel agency, the PMO executives and stakeholders, and other personnel to troubleshoot, update, cancel, and reconcile actions related to travel.

REQUIRED SKILLS:
--Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and SharePoint

CITIZENSHIP REQUIREMENTS: US citizens only

BACKGROUND INVESTIGATION: Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications; active U.S. Customs and Border Protection background investigation preferred.

Minimum Education
Bachelor’s Degree required

Minimum Years’ Experience
8-years with advanced degree

GSA Hourly Rate (including IFF)
$ 80.87
---Monitor travel-related government card expenses and charges and ensure proper action is taken. Research and apply government travel policies, guidelines, and other controls, and disseminate to the staff to ensure compliance. Assist the government and contractors with developing and reconciling travel authorizations and vouchers.
---Update rosters, calendar invites, and address lists, and schedule new employee meet-and-greets with the PMO’s leadership. Gather forms, assist with training, provide information pertaining to creation requests for HQDA network access accounts, ensure equipment is issued, and assist with workspace/laptop set-up.

**PREFERRED EXPERIENCE REQUIREMENTS:**
--Experience with CBP’s Integrated Fixed Tower (IFT), Remote Video Surveillance Systems (RVSS), Mobile and Agent-Centric Systems (MACS), and/or Field Surveillance Services (FSS) portfolios
--Prior administrative support experience
--Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and SharePoint

**REQUIRED SKILLS:**
--Excellent interpersonal and communication skills, both verbal and written, excellent organizational skills, the ability to establish and maintain working relationships with internal and external staff members, and the ability to work independently and take a proactive role
--Ability to efficiently and effectively solve complex problems
--Flexibility and ability to prioritize tasks according to senior staff requirements
--A true team player who maintains a positive attitude in a highly dynamic working environment

**CITIZENSHIP REQUIREMENTS:** US citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications; active U.S. Customs and Border Protection background investigation preferred.

**Minimum Education**
Bachelor’s Degree required

**Minimum Years’ Experience**
10-years with advanced degree in English, Business, Management, or relate field; OR 12+ years with four-year degree

**GSA Hourly Rate (including IFF)**
$ 72.28
--Report on common sources of communications issues and make recommendations to business team
--Communicate key insights and findings to project team

PREFERRED EXPERIENCE REQUIREMENTS:
--Previous experience in Communications field
--Experience synthesizing technical information from multiple sources to craft clear communications to stakeholders
--Solid experience copying and reviewing complex, technical documents
--Basic knowledge in defining and measuring communications’ effectiveness

REQUIRED SKILLS:
--Excellent technical ability and an analytical mind
--Proficient in MS Office Suite
--Outstanding communication skills (verbal and written)
--Attention to detail

CITIZENSHIP REQUIREMENTS: US Citizens only

BACKGROUND INVESTIGATION: Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

Minimum Education
Bachelor’s Degree required

Minimum Years’ Experience
3-years with a four-year or advanced degree in English, Communications, or related field

GSA Hourly Rate
$ 83.58
---Facilitate the development and refinement of office administrative and operational processes as needed to aid in improving effectiveness and efficiency of delivering office objectives
---Identify audit requirements for which offices must be compliant
---Develop roadmaps for process and systems modification, upgrade, and implementation

**PREFERRED EXPERIENCE REQUIREMENTS:**
---Public sector experience is a preferred
---Ability to manage multiple, concurrent projects and tasks, and deliver high quality and timely results and work products; ability to assess urgent work assignments, quickly determine optimal courses of action and manage actions to timely conclusion. Ability to interact effectively with internal and external senior level executives and their assistants in a professional manner and be proactive in anticipating business and administrative needs
---Ability to operate in a fast-paced environment and provide flexibility where needed

**REQUIRED SKILLS:**
---Excellent oral and written communication skills
---Ability to work with little governance or direction
---Team-oriented working style

**CITIZENSHIP REQUIREMENTS:** US citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

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<td>Minimum Years’ Experience</td>
<td>3-years providing project or program management support to external customers; experience with Microsoft Office tools, including using SharePoint, Word, Excel, PowerPoint, Access, and Outlook at an expert level; experience with project management tools such as MS Project or Planner, Trello, or similar software</td>
</tr>
<tr>
<td>GSA Hourly Rate (including IFF)</td>
<td>$ 97.63</td>
</tr>
</tbody>
</table>

**Title:** **SR. DOCUMENT MANAGEMENT SPECIALIST**

**PURPOSE:** To support the project management team at Client. To support a Program Area/Team Type in Duty Location with the mission of effectively and efficiently managing the flow and organization of Client Mission. This position is responsible for the tasks delegated to them by the project manager and project team in Program Sub-Area.

**DUTIES/RESPONSIBILITIES:**
--Conducts needs assessments to identify document management requirements of departments or end users.
--Collects data about customer needs.
--Consults with end users regarding problems in accessing electronic content.
--Provides technical support for software maintenance or use.
--Monitors regulatory activity to maintain compliance with records and document management laws
--Monitors operational activities to ensure compliance with regulations or standard operating procedures.
--Implements electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.
--Retrieves information from electronic sources.
--Assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content.
--Develops procedures for data management.
--Administers document and system access rights and revision control to ensure security of system and integrity of master documents.
--Implements security measures for computer or information systems.
--Develops or configure document management system features, such as user interfaces, access profiles, and document workflow procedures.
--Develops procedures for data management.
--Assists in the assessment, acquisition, or deployment of new electronic document management systems.

**PREFERRED EXPERIENCE REQUIREMENTS:**
---Public sector experience is a plus
---Prior experience working independently
---Track record of success in ambiguous working environments

**REQUIRED SKILLS:**
---Excellent client-facing and internal communication skills
---Excellent written and verbal communication skills
---Solid organizational skills including attention to detail and multi-tasking skills
---Strong working knowledge of Microsoft Office
---Exceptional working knowledge of commercial and government propriety document management tools.
---Strong team player

**CITIZENSHIP REQUIREMENTS:** US citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

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<tr>
<td>Minimum Years’ Experience</td>
<td>3-years with project and document management; demonstrated analytical and organization abilities coupled with good client relationship skills; and exceptional customer service orientation</td>
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<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>GSA Hourly Rate (including IFF)</td>
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<tr>
<td>Title</td>
<td>SR. SPECIAL PROJECTS ANALYST</td>
</tr>
</tbody>
</table>

**Details/Qualifications**

**PURPOSE:** To assist with the ad hoc implementation of special projects for Client. To support a Program Area/Team Type in Duty Location with the mission of effectively and efficiently executing Client Mission. This position provides scoping, quality assurance, and other duties as assigned by the Program Sub-Area.

**DUTIES/RESPONSIBILITIES:**
-- Quickly pick-up projects in various stages and ensure project success
-- Work with SPEs across divisions to gather insights for particular project areas
-- Lead research, testing, and analysis efforts
-- Manage communications with process owners
-- Delegate activities in an effective and efficient manner
-- Mitigate project risks by ensuring compliance with federal, state, and local governing bodies

**PREFERRED EXPERIENCE REQUIREMENTS:**
-- Public sector experience is a preferred
-- Track record of completing projects on time and within budget constraints
-- Experience working in ambiguous professional environments
-- Experience working across organizational units
-- Professional certification such as PMP is a plus

**REQUIRED SKILLS:**
-- Excellent written and verbal communication skills
-- Strong organizational and multitasking skills
-- Discretion and confidentiality are essential
-- Exceptional familiarity with MS Office Suite
-- Strong analytical and problem-solving skills
-- Ability to work independently with little direction

**CITIZENSHIP REQUIREMENTS:** US citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

<table>
<thead>
<tr>
<th>Minimum Education</th>
<th>Bachelor’s Degree required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience</td>
<td>5-years with a four-year or advanced degree in Business, Management, or related field</td>
</tr>
<tr>
<td>GSA Hourly Rate (including IFF)</td>
<td>$107.40</td>
</tr>
<tr>
<td>Title</td>
<td>BI REPORT WRITER / TECHNICAL WRITER</td>
</tr>
</tbody>
</table>

**Details/Qualifications**

**PURPOSE:** To assist in the production of high-quality technical documents for Client. To support a Program Area/Team Type in Duty Location with the mission of effectively and efficiently executing Client Mission. This position works collaboratively with developers, programmers, quality engineers, product managers, and usability experts in Program Sub-Area to develop clear, easy to use technical works.

**DUTIES/RESPONSIBILITIES:**
-- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements
-- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience
-- Write easy-to-understand user interface text, online help and developer guides
-- Create tutorials to help end-users use a variety of applications
-- Analyze existing and potential content, focusing on reuse and single-sourcing opportunities
-- Create and maintain the information architecture

**PREFERRED EXPERIENCE REQUIREMENTS:**
-- Ability to deliver high quality documentation paying attention to detail
-- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures
-- University degree in Computer Science, Engineering or equivalent preferred

**REQUIRED SKILLS:**
-- Excellent written skills in English
-- Strong working knowledge of Microsoft Office
-- Basic familiarity with the SDLC and software development
-- Strong team-player mindset
-- Attention to detail

**CITIZENSHIP REQUIREMENTS:** US citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

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<tr>
<th>Minimum Education</th>
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<tbody>
<tr>
<td>Minimum Years’ Experience</td>
<td>3-years as a technical writer or similar role; proven working experience in technical writing of software documentation</td>
</tr>
</tbody>
</table>
### PROJECT MANAGER

**Title:** PROJECT MANAGER

**Details/Qualifications**

**PURPOSE:** To coordinate people and processes to ensure projects are delivered to Client. To support a Program Area/Team Type in Duty Location with the mission of effectively and efficiently executing Client Mission. This position serves as the go-to person for everything involving a project’s organization and timeline in Program Sub-Area.

**DUTIES/RESPONSIBILITIES:**
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

**PREFERRED EXPERIENCE REQUIREMENTS:**
- Great educational background, preferably in the fields of computer science or engineering for technical project managers
- Proven working experience as a project administrator in the information technology sector
- Solid technical background, with understanding or hands-on experience in software development and web technologies
- PMP / PRINCE II certification is a plus

**REQUIRED SKILLS:**
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office

**CITIZENSHIP REQUIREMENTS:** US citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

**Minimum Education**
- Bachelor’s Degree required

**Minimum Years’ Experience**
- 5-years with project and program management and prior experience managing a project team. Experience with governance, business process improvement and change management

**GSA Hourly Rate (including IFF)**
- $122.60

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### BUSINESS ANALYST / BUSINESS PROCESS ANALYST

**Title:** BUSINESS ANALYST / BUSINESS PROCESS ANALYST

**Details/Qualifications**

**PURPOSE:** To serve as a vital link between Client and business team by supporting a Program Area/Team Type in Duty Location with the mission of delivering practical and efficient solutions to help Client Mission. This position supports and ensures successful completion of initiatives in Program Sub-Area.

**DUTIES/RESPONSIBILITIES:**
- Define configuration specifications and business analysis requirements
- Perform quality assurance
- Define reporting and alerting requirements
- Own and develop relationship with partners, working with them to optimize and enhance our integration
- Help design, document and maintain system processes
- Report on common sources of technical issues or questions and make recommendations to product team
- Communicate key insights and findings to product team

**PREFERRED EXPERIENCE REQUIREMENTS:**
- Previous experience in Business / Systems Analysis or Quality Assurance
- Proven experience in eliciting requirements and testing
- Experience in analyzing data to draw business-relevant conclusions and in data visualization techniques and tools
- Solid experience in writing SQL queries
- Basic knowledge in generating process documentation

**REQUIRED SKILLS:**
- Excellent mathematical ability and an analytical mind
- Proficient in MS Office Suite
- Outstanding communication skills (verbal and written)
- Technical writing ability
- Attention to detail

**CITIZENSHIP REQUIREMENTS:** US Citizens only

**Minimum Education**
- Bachelor’s Degree required

**Minimum Years’ Experience**
- 5-years with project and program management and prior experience managing a project team. Experience with governance, business process improvement and change management

**GSA Hourly Rate (including IFF)**
- $131.72

---
**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

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<td>3-years with a four-year or advanced degree in Business, Management, Computer Science, or related field</td>
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<tr>
<td>GSA Hourly Rate (including IFF)</td>
<td><strong>$ 88.94</strong></td>
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</table>

**Title:** **JR. ANALYST**

**Details/Qualifications**

**PURPOSE:** To turn data into information, information into insight and insight into business decisions for Client, Program Area/Team. 

Type in Duty Location with the mission of delivering practical and efficient solutions to help Client Mission. This position supports the Program Sub-Area by providing data analytics, metrics tracking, and other functions as defined.

**DUTIES/RESPONSIBILITIES:**

--Establish interpret data, analyze results using statistical techniques and provide ongoing reports

--Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality

--Acquire data from primary or secondary data sources and maintain databases/data systems

--Identify, analyze, and interpret trends or patterns in complex data sets

--Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems

--Work with management to prioritize business and information needs

--Locate and define new process improvement opportunities

**PREFERRED EXPERIENCE REQUIREMENTS:**

--Proven working experience as a data analyst or business data analyst

--Technical expertise regarding data models, database design development, data mining and segmentation techniques

--Strong knowledge of and experience with reporting packages (Business Objects etc.), databases (SQL etc.), programming (XML, Javascript, or ETL frameworks)

**REQUIRED SKILLS:**

--Excellent technical ability and an analytical mind

--Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS, etc.)

--Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy

--Adept at queries, report writing and presenting findings

--Proficient in MS Office Suite

--Attention to detail

**CITIZENSHIP REQUIREMENTS:** US Citizens only

**BACKGROUND INVESTIGATION:** Ability to pass a government background investigation, including financial, criminal, residential, educational, foreign affiliation, prohibited substance abuse, and employment verifications.

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</tr>
<tr>
<td>GSA Hourly Rate (including IFF)</td>
<td><strong>$ 74.77</strong></td>
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## 611430 Training Course Descriptions and GSA Approved Rates Table

<table>
<thead>
<tr>
<th>COURSE TITLE /DESCRIPTION</th>
<th>COURSE LENGTH</th>
<th>MINIMUM ATTENDEES</th>
<th>MAXIMUM ATTENDEES</th>
<th>UNIT OF ORDER</th>
<th>GSA PRICE (including IFF)</th>
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<tbody>
<tr>
<td>BOXI 100 – Introduction to BusinessObjects™ - Webinar</td>
<td>4 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$2,407.35</td>
</tr>
<tr>
<td>BOXI 101 – BusinessObjects™ Report Design – Webinar</td>
<td>16 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$12,036.74</td>
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<tr>
<td>BOXI 200 – Advanced BusinessObjects™ Report Design – Webinar</td>
<td>8 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$7,222.04</td>
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<tr>
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<tr>
<td>CEFM 100 – CERMS For Project Execution – Webinar</td>
<td>1 hour</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$601.84</td>
</tr>
<tr>
<td>EXEC 100 – Earned Value Management for Executives - Webinar</td>
<td>1 hour</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$601.84</td>
</tr>
<tr>
<td>MILO 100 – Military Project Management in Primavera – Webinar</td>
<td>8 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$4,814.70</td>
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<tr>
<td>MILO 110 – Military Project Closeout – Webinar</td>
<td>2 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$1,203.67</td>
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<tr>
<td>P200 100 – Primavera How To – Webinar</td>
<td>24 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$14,444.09</td>
</tr>
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<td>25</td>
<td>Per Course</td>
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<tr>
<td>P200 110 – Navigating CMI – Webinar</td>
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<td>10</td>
<td>50</td>
<td>Per Course</td>
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<tr>
<td>PVPM 100 – Introduction to Network Activity Scheduling – Webinar</td>
<td>4 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
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<tr>
<td>PVPM 110 – Earned Value Management – Webinar</td>
<td>3 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
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<tr>
<td>PCFM 160 – Advanced Earned Value Management Webinar</td>
<td>3 hours</td>
<td>10</td>
<td>50</td>
<td>Per Course</td>
<td>$1,203.67</td>
</tr>
</tbody>
</table>
BOXI 100 – BusinessObjects™ Reports Overview

COURSE DESCRIPTION
This course examines how BusinessObjects™ reports can be used to retrieve, analyze, and share information from the Enterprise Data Warehouse (EDW). Students will examine how BusinessObjects™, the EDW, and PROMIS Universes are related and structured. Emphasis will be placed on identifying the systems from where data originates. Students will learn how to run and interpret BusinessObjects™ reports across multiple report areas accessible from the PROMIS Portal. Students will also learn how to create, run, modify, and share basic reports from the Business Intelligence (BI) Launch Pad.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Four (4) hours / Webinar

TARGET AUDIENCE / ROLES
Required: None
Recommended:
- Senior Leader (MSC/HQ) / (District/Lab/Center)
- P2 Coordinator
- Supervisor/Resource Provider
- Program Manager
- Project Scheduler
- Analyst (Program/Project/Budget)
- Project Delivery Team Member (General User)

PREREQUISITES
- Working knowledge of Windows and Web Applications

LEARNING OBJECTIVES
- Describe the purpose of BusinessObjects™
- Identify data elements contained within PROMIS Universes and their sources using Data Dictionaries
- Identify where to access different types of EDW reports
- Run and interpret reports from the PROMIS Portal and Business Intelligence Launch Pad

Within the Business Intelligence Launch Pad:
- Describe how to create and manage folders and documents
- Explain how to create and modify a basic query
- Explain how to create and modify basic reports
- Describe how to share documents with other users
BOXI 101 – BusinessObjects™ Report Design

COURSE DESCRIPTION
This course provides an in-depth look at creating, analyzing, and sharing documents and reports. It has been designed to allow users the hands-on opportunity to query data from the EDW and use it to create and design custom reports to be utilized at all levels within the USACE. Students will learn to organize and enhance the presentation of data using charts and graphs.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Sixteen (16) hours Classroom / Webinar

TARGET AUDIENCE / ROLES
Required:
- P2 Coordinator
- Supervisor/Resource Provider
- Program Manager
- Project Manager/PM Proxy
- Project Scheduler
- Analyst
- PDT Member/General User

PREREQUISITES:
- BOXI 100 or a fundamental understanding of the BusinessObjects™ Business Intelligence Launchpad application

LEARNING OBJECTIVES
- Understanding the BI Launchpad Documents view
- Setting environment preferences
- Understanding the Web Intelligence application
- Building queries in the Query Panel
- Filtering data using query filters
- Understanding Report Element properties
- Creating reports in the Report Panel
- Report presentation
- Using formulas and variables
BOXI 200 – Advanced BusinessObjects™ Report Design

COURSE DESCRIPTION
This course provides a detailed examination of the advanced features and functions available within BOXI that are needed to satisfy the more elaborate PROMIS reporting requirements. Users will understand and build complex queries, perform and understand the concepts and uses of merging dimensions, perform various complex calculations, resolve conditional requirements, and use enhanced presentation techniques for easier analysis by the consumer. By incorporating PROMIS Data, this Advanced Report Design course will build upon lessons learned in BOXI 101.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Eight (8) hours / Classroom / Webinar

TARGET AUDIENCE / ROLES
Recommended:
- P2 Coordinator
- Supervisor/Resource Provider
- Project Delivery Team Member (PDT) / General User

PREREQUISITES
Suggested:
- BOXI 100 – Overview of BusinessObjects™ Report Design

Recommended:
- BOXI 101 – BusinessObjects™ Report Design

LEARNING OBJECTIVES
- Perform advanced query techniques
- Develop and understand character and string functions
- Use of If Logic
- Understand additional charting techniques
- Understand calculation contexts
CEFM 100 – CEFMS for Project Execution

COURSE DESCRIPTION
Throughout a project’s lifecycle, CEFMS and Primavera, the Project Management module of the PROMIS system, are linked together and share information. During this course, students will examine essential project requirements, sources of data, system structures, and connections between systems. Students will also learn about terminology used in both systems and how to effectively use the PM.PROJV report to analyze project information.
Note: This course is not intended to train users on the use of CEFMS.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
One (1) Hour / Webinar

TARGET AUDIENCE / ROLES
Required:
- Supervisor/Resource Provider
- Project Manager/PM Proxy
- Analyst

Recommended:
- P2 Coordinator
- Program Manager
- Project Scheduler
- Project Delivery Team/General User

PREREQUISITES
- None

LEARNING OBJECTIVES
- Identify essential project requirements that must be entered in Primavera for use in CEFMS
- Differentiate between terminology used in CEFMS and Primavera
- Identify the source of data for information from Primavera, PM+, and CEFMS
- Describe how the project structure in Primavera relates to the work item structure in CEFMS
- Describe how project information is transferred between Primavera and CEFMS
- Identify CEFMS screens used to see funding account and labor code information
- Analyze project information from the PM.PROJV report
EXEC 100 – Earned Value Management (EVM) for Executives

COURSE DESCRIPTION
This course provides a broad overview of Earned Value Management (EVM). Students will learn how EVM provides effective performance measurement and a holistic view of project cost, scope, and schedule. The course will cover EVM terminology and formulas and include examples. EVM requirements, success factors, and applicability to Corps projects will also be discussed.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
One (1) Hour / Webinar

TARGET AUDIENCE / ROLES
Required:
- Senior Leader (MSC/HQ)
- Senior Leader (District/Lab/Center)

Recommended:
- P2 Coordinator
- Supervisor / Resource Provider
- Program Manager
- Project Manager / PM Proxy
- Project Scheduler
- Analyst
- Project Delivery Team Member

PREREQUISITES
- None

LEARNING OBJECTIVES
- Obtain a solid introduction to the benefits and core concepts of using EVM
- Describe clearly the benefits and basic requirements of EVM implementation
- Recognize the unique guidelines and tools for EVM application within the Corps of Engineers
MILO 100 – Military Project Management in Primavera

COURSE DESCRIPTION
This course provides a comprehensive look at the tools, techniques, and resources that can be utilized to effectively manage Military Projects in Primavera. This course will teach individuals working in the Military Program area specific processes and procedures which can be used to successfully manage their project, from initiation to closeout. Students will bolster their understanding of the Primavera Project Management tool, as well as learn how Military Projects interact with CEFMS, CMI, the CMR Website and RMS.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Eight (8) hours / Webinar

TARGET AUDIENCE / ROLES
Required:
- Project Manager/PM Proxy
- Project Scheduler
- Analyst (Program/ Project/ Budget)
- PDT Member/General User

Recommended:
- P2 Coordinator
- Supervisor/Resource Provider
- Program Manager

PREREQUISITES
- None

LEARNING OBJECTIVES
- Describe the Military Program mission and general program structure
- Identify Military Program resources accessible via the PMBP Portal
- Explain the process of initiating Military projects in P2
- Describe how to structure Military projects using templates and activity and resource development
- Explain how to use Primavera to track and manage Military Projects
- Describe the role that the Resident Management System plays in Military Projects
- Describe the phases of Military project closeout
MILO 110 – Military Project Closeout

COURSE DESCRIPTION
This course examines the Military Project Closeout process and covers such topics as the purpose of an extensive process and method applicability. Throughout the course, Military project closeout best practices and application will also be discussed, as will the guidance and various tools that are currently available to support and facilitate the process.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Two (2) hours / Webinar

TARGET AUDIENCE / ROLES
Required:
- Project Scheduler
- Project Delivery Team (PDT) Member/General User

Recommended:
- Program Manager
- Project Manager/PM Proxy
- Analyst (Program/ Project/ Budget)

PREREQUISITES
- None

LEARNING OBJECTIVES
- Understand the purpose and applicability of the Military Project Closeout process
- Navigate and understand the detailed Closeout process map
- Define the Military Project Closeout CCG Metric and its importance
- Identify and locate available resources to aid in the Military Project Closeout process
P200 100 – Primavera How To

COURSE DESCRIPTION
This course provides a comprehensive introduction to the PROMIS environment and the foremost applications from which it is comprised. The focus of this course is on how PROMIS applications work together and the essential integration of PDBP Portal resources. Users will gain an awareness of the importance and fundamental application of Project Delivery Business Processes, as well as receive comprehensive insight into the Citrix version of Primavera Project Manager™. By using the numerous resources available to them, users will learn the necessary skills to successfully and proficiently take a project from the initiation and planning phases, to execution and control, and finally project closeout.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Twenty-four (24) hours / Classroom or Webinar

TARGET AUDIENCE / ROLES
Required:
- P2 Coordinator
- Supervisor/Resource Provider
- Project Manager/PM Proxy
- Project Delivery Team (PDT)
- Program Manager
- Member/General User
- Project Scheduler
- Analyst (Program/ Project/ Budget)

PREREQUISITES
- Access to Primavera Project Manager™ Training and PROMIS Portal Training.
- Project Initiator rights in the Training Environment.

LEARNING OBJECTIVES
- Paraphrase basic terminology and recognize the fundamentals of Project Management
- Discern the distinct differences between Primavera and PROMIS
- Comfortably navigate the PROMIS Portal
- Locate the Project Initiation Form (PIF) and understand its importance
- Describe and execute the Project Initiation process
- Confidently access Primavera Citrix and master basic navigation
- Select, design, integrate and modify schedule templates
- Define an activity and its components
- Define, assign and manage project resource and develop budgets
- Create, assign, view, and compare project baselines
P200 110 – Navigating Corporate Management Information (CMI)

COURSE DESCRIPTION
This course provides users with an in-depth demonstration of how to navigate and use the many features of the Corporate Management Information application. Users will learn how to locate a project datasheet and e-PMP for their projects and understand the use of the CMI Data Mapping Document to modify and update project information.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
One (1) Hour / Webinar

TARGET AUDIENCE / ROLES
Required:
- Senior Leader (MSC/HQ)
- Senior Leader (District/Lab/Center)
- Supervisor/Resource Provider

Recommended:
- P2 Coordinator
- Analyst (Program/Project/Budget)
- Project Delivery Team Member/General User

PREREQUISITES
- None

LEARNING OBJECTIVES
- Confidently navigate CMI
- Learn various methods of accessing desired project data in CMI
- Easily locate a project using the CMI features and functionality
- Locate and understand the CMI Data Mapping document
- Access the Project Datasheet and e-PMP
- Comfortably navigate webCMI
- Access and run reports from webCMI
- List the key differences between CMI and webCMI
P200 200 – Advanced Primavera How To

COURSE DESCRIPTION
The Advanced Primavera How-to course covers advanced Primavera tools and concepts to help users plan and execute projects more efficiently and effectively. The course expands on material covered in P200 100 and introduces new topics. Topics include work breakdown structure, advanced scheduling tools and techniques, earned value management, workload analysis, and future bucket planning. The course incorporates best practices and their application within PROMIS.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Eight (8) hour Webinar or one (1) day Classroom

TARGET AUDIENCE / ROLES
Required:
- Project Manager / PM Proxy
- Project Scheduler

Recommended:
- P2 Coordinator
- Analyst (Program/ Project/ Budget)
- PDT Member/ General User

PREREQUISITES
- (Recommended) P200 100 – Primavera How To

LEARNING OBJECTIVES
- Plan and configure WBS structure in Primavera
- Use schedule theory concepts to aid project scheduling
- Apply advanced resourcing techniques including Future period bucket planning to create custom resource distributions in Primavera
- Use PBMP and OFA Reports to evaluate workload
- Understand Earned Value Analysis and its application in USACE projects.
PVPM 100 – Introduction to Network Activity Scheduling

COURSE DESCRIPTION
This course introduces project scheduling theory and using Primavera to schedule projects. The course covers components of a project schedule, basic project scheduling concepts, navigating and using Primavera, project templates, developing a schedule, Primavera layouts, scheduling a project, baselines, and project maintenance. Users will learn about the critical path method and how to create logical schedules with the appropriate level of detail.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Four (4) hours / Webinar

TARGET AUDIENCE / ROLES
Required:
- Project Scheduler
- Analyst (Program, Project, Budget)
- Project Delivery Team Member/General User

Recommended:
- P2 Coordinator
- Program Manager
- Project Manager/PM Proxy

PREREQUISITES
- None

LEARNING OBJECTIVES
- Use the scheduling theory, including the critical path method, to create a project schedule
- Navigate the Primavera user interface
- Use project templates
- Customize Primavera layouts and views
- Develop a schedule in Primavera to include WBS, activities, and resources
- Analyze critical path and float
- Adjust resource distributions
- Status and schedule a project
- Apply schedule constraints if needed
PVPM 110 – Earned Value Management (EVM)

COURSE DESCRIPTION
This course teaches the fundamentals of Earned Value Management (EVM) using PROMIS, including Primavera and the EDW. Users will learn how to employ earned value to manage project costs, scope and schedule, and to rate project efficiency. They will also learn earned value terminology, benefits, calculations, and critical success factors, as well as find out how to manage earned value, and how to display and interpret results.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Three (3) Hours / Webinar

TARGET AUDIENCE / ROLES
Required:
- Project Manager/PM Proxy
- Project Scheduler
- Cost Estimator
- Analyst

Recommended:
- P2 Coordinator
- Supervisor / Resource Provider
- Program Manager
- Project Delivery Team Member / General User

PREREQUISITES
- None

LEARNING OBJECTIVES
- Understand the impetus for using Earned Value Management as a project management tool in the USACE organization
- Describe and understand the benefits of Earned Value Management implementation
- Assess requirements of Earned Value Management implementation
- Define key Earned Value Management terminology
- Understand the considerations that should be made prior to and during project schedule, scope and budget planning
PVPM 160 – Advanced Earned Value Management (AEVM)

COURSE DESCRIPTION
This course teaches the fundamentals of Earned Value Management (EVM) using PROMIS, including Primavera and the EDW. Users will learn how to employ earned value to manage project costs, scope and schedule, and to rate project efficiency. They will also learn earned value terminology, benefits, calculations, and critical success factors, as well as find out how to manage earned value, and how to display and interpret results.

APPROXIMATE COURSE DURATION / DELIVERY METHOD
Three (3) Hours / Webinar

TARGET AUDIENCE / ROLES
Required:
- Project Manager/PM Proxy
- Project Scheduler
- Cost Estimator
- Analyst

Recommended:
- P2 Coordinator
- Supervisor / Resource Provider
- Program Manager
- Project Delivery Team Member / General User

PREREQUISITES
- None

LEARNING OBJECTIVES
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