SPECIAL ITEM NUMBER 541330ENG – ENGINEERING SERVICES

SPECIAL ITEM NUMBER 54151HEAL – HEALTH INFORMATION TECHNOLOGY SERVICES

SPECIAL ITEM NUMBER 541611 – MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES

SPECIAL ITEM NUMBER 611430 – PROFESSIONAL MANAGEMENT DEVELOPMENT TRAINING

OLM – ORDER LEVEL MATERIALS

Management Solutions, LLC
2202 Award Winning Way, Ste 201
Knoxville, TN 37932
(P) 865-963-0400 (F) 865-963-0405
http://www.managementsolutionsllc.com
Contract Administrator: Misty Mayes, mmayes@managementsolutionsllc.com

Contract Number: 47QTCA18D000H
Period Covered by Contract: October 16, 2017 – October 15, 2022
Business Size: Small Business, WOSB, EDWOSB

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

Pricelist current through Modification #PS-0009, dated 11-04-21.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAA Advantage.gov

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
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<tr>
<td>54151HEAL</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 5.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 8.

2. Maximum Order:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>541330ENG</td>
<td>$1,000,000.00</td>
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<tr>
<td>54151HEAL</td>
<td>$500,000.00</td>
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<tr>
<td>OLM</td>
<td>$250,000.00</td>
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</table>

3. Minimum Order: $100

4. Geographic Coverage: Domestic

5. Point of Production: N/A

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

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

9. Foreign Items: None
10a. **Time of Delivery:** Management Solutions, LLC shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. ** Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination

12a. **Ordering Address:** Management Solutions, LLC
ATTN: D. Harb
2202 Award Winning Way, Ste 201
Knoxville, TN 37932

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

13. **Payment Address:** Management Solutions, LLC
ATTN: D. Harb
2202 Award Winning Way, Ste 201
Knoxville, TN 37932

14. **Warranty Provisions:** Contractor’s Standard Warranty

15. **Export Packing charges:** Not applicable

16. **Terms and conditions of rental, maintenance, and repair:** Not applicable

17. **Terms and conditions of installation:** Not applicable

18a. **Terms and conditions of repair parts:** Not applicable

18b. **Terms and conditions for any other services:** Not applicable

19. **List of service and distribution points:** Not applicable

20. **List of participating dealers:** Not applicable

21. **Preventive maintenance:** Not applicable

22a. **Environmental attributes,** e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. Contact Management Solutions, LLC for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov
23. **Unique Entity Identifier (UEI) Number:** 123686912

24. Management Solutions, LLC is registered in the System for Award Management (SAM) database.
## GSA HOURLY RATES
SINs 541330ENG, 54151HEAL, and 541611 (w/ IFF)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>10/16/20 – 10/15/21</th>
<th>10/16/21 – 10/15/22</th>
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<tbody>
<tr>
<td>541330ENG</td>
<td>Construction Inspector</td>
<td>$108.61</td>
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<tr>
<td>541330ENG</td>
<td>Construction Mgr</td>
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<td>Cost Estimating Associate</td>
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<td>Cost Estimator</td>
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<td>54151HEAL</td>
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<td>Sr. Project Manager</td>
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## GSA COURSE RATES
**SIN 611430 (w/ IFF)**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Course Title</th>
<th>Price Offered to GSA</th>
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<tbody>
<tr>
<td>611430</td>
<td>Introduction to Agile Project Management</td>
<td>$20,302.79</td>
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<tr>
<td>611430</td>
<td>PMP Training</td>
<td>$29,622.17</td>
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<tr>
<td>611430</td>
<td>Project Management Professional (PMP)® Exam Preparation</td>
<td>$14,811.08</td>
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<td>611430</td>
<td>Project Management Professional (PMP)® Exam Preparation (Customized)</td>
<td>$29,622.17</td>
</tr>
<tr>
<td>611430</td>
<td>Schedule Development and Analysis - Educational Session</td>
<td>$5,228.31</td>
</tr>
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</table>
Labor Category Descriptions

SIN 541330ENG

**Construction Inspector**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Perform inspections of project activities. Generate reports of conditions found. Notify management of significant problems. Document completion of inspection or test activities. Perform other construction management duties as required.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 3 years

**Construction Mgr**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Provide pre-construction activities, assist in bid evaluation, prepare bid analyses, evaluate contractor responsibility, and participate in bid evaluation meetings. Perform day-to-day contract administration. Supervise, coordinate and direct the construction management staff. Perform other construction management duties as required.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 6 years

**Cost Estimating Associate**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Under direct supervision, prepare preliminary independent cost estimates of projects for comparison. Support the change order process. Performs other related duties as directed.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 1 year

**Cost Estimator**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Prepare preliminary independent cost estimates of projects for comparison. Prepare change order estimates to establish negotiating position. Support Resident Engineer in price negotiations. Prepare claims analysis and estimates.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 5 years

**Field Engineer**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Responsible for field coordination with Contractor, respond to field issues, and assist in the
analysis and recommendations of field issues. Perform other construction management duties as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 3 years

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**Field Supervisor**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Assist the Field Engineer in field-related issues. Perform other construction management duties and assist the Field Engineer as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 3 years

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**Project Engineer**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Assist in submittal process, maintain & distribute contract plans & specifications. Confirm contractors maintenance of record drawings. Provide engineering and technical support. Coordinate with surveying, testing and inspection staff. Perform other engineering duties as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 5 years

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**Project Engineering Associate**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Assist project or construction manager with the submittal process; maintenance and distribution of contract plans/specifications; and coordinate with surveying, testing and inspection staff. Perform other construction management duties as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 1 years

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**Sr Construction Mgr**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Provide pre-construction activities, assist in bid evaluation, prepare bid analyses, evaluate contractor responsibility, and participate in bid evaluation meetings. Perform day-to-day contract administration. Supervise, coordinate and direct the construction management staff. Perform other construction management duties as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 8 years
**Sr. Project Engineer**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Provide engineering and technical support. Assist in submittal procedures. Maintain & distribute contract plans & specifications. Confirm contractors maintenance of record drawings. Support surveying, testing and inspection needs. Perform other engineering duties as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 8 years

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**Sr. Cost Estimator**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Prepare preliminary independent cost estimates of projects for comparison. Prepare change order estimates to establish negotiating position. Support Resident Engineer in price negotiations. Prepare claims analysis and estimates.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 8 years

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**Experience & Degree Substitution Equivalencies**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Standard Qualifications</th>
<th>Substitution</th>
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<tbody>
<tr>
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<td>Min Edu</td>
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<td>Bachelor’s</td>
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<tr>
<td>Field Supervisor</td>
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<tr>
<td>Project Engineer</td>
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<tr>
<td>Sr Project Engineer</td>
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<tr>
<td>Sr. Cost Estimator</td>
<td>Bachelor’s</td>
<td>8</td>
</tr>
</tbody>
</table>
Labor Category Descriptions
SIN 54151HEAL

**HIT Business Analyst**

**Description:** Supports development and implementation of a healthcare client’s programs. Services performed include applying management analysis processes, statistical methods, and technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Reviews, analyzes, and evaluates healthcare-related business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Identifies, structures, analyzes, and integrates a range of data sets relevant to predicting and analyzing health care systems or solutions costs. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.

**Minimum Experience:** 1 year

**Minimum Education:** Bachelor’s

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**HIT Project Manager I**

**Description:** Serves as the principal point-of-contact for healthcare client IT contracts. Performs day-to-day management of delivery order projects, from original concept through final implementation. Manages contract support operations for complex, mission-critical, and strategic programs which may involve multiple projects and groups of personnel at multiple locations. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Directs project-specific IT staff and reviews work products for completeness and adherence to customer requirements. Provides communication to client management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines. Directs and reviews program plans, status reports, and deliverables with project teams. Provides technical and functional management to one or more project teams for specific projects or subtasks. Utilizes proven skills in those technical areas addressed by the delivery order to analyze new and complex project-related problems and create innovative healthcare solutions involving IT, methodology, tools, and solution components. Conducts project meetings and ensures quality standards. In general, work complexity and responsibility will be greater at higher levels. Must be proficient in a variety of Healthcare IT project management concepts, practices and procedures. A wide degree of creativity, latitude, and leadership is expected.

**Minimum Experience:** 4 years

**Minimum Education:** Bachelor’s

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**HIT Project Manager II**

**Description:** Serves as the principal point-of-contact for healthcare client IT contracts. Performs day-to-day management of delivery order projects, from original concept through final implementation. Manages contract support operations for complex, mission-critical, and strategic programs which may involve multiple projects and groups of personnel at multiple locations. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Directs project-specific IT staff and reviews work products for completeness and adherence to customer requirements. Provides communication to client management to review project plans, status reports, and
deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines. Directs and reviews program plans, status reports, and deliverables with project teams. Provides technical and functional management to one or more project teams for specific projects or subtasks. Utilizes proven skills in those technical areas addressed by the delivery order to analyze new and complex project-related problems and create innovative healthcare solutions involving IT, methodology, tools, and solution components. Conducts project meetings and ensures quality standards. In general, work complexity and responsibility will be greater at higher levels. Must be proficient in a variety of Healthcare IT project management concepts, practices and procedures. A wide degree of creativity, latitude, and leadership is expected.

**Minimum Experience:** 7 years  
**Minimum Education:** Bachelor’s

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**HIT Project Manager III**

**Description:** Serves as the principal point-of-contact for healthcare client IT contracts. Performs day-to-day management of delivery order projects, from original concept through final implementation. Manages contract support operations for complex, mission-critical, and strategic programs which may involve multiple projects and groups of personnel at multiple locations. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Directs project-specific IT staff and reviews work products for completeness and adherence to customer requirements. Provides communication to client management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines. Directs and reviews program plans, status reports, and deliverables with project teams. Provides technical and functional management to one or more project teams for specific projects or subtasks. Utilizes proven skills in those technical areas addressed by the delivery order to analyze new and complex project-related problems and create innovative healthcare solutions involving IT, methodology, tools, and solution components. Conducts project meetings and ensures quality standards. In general, work complexity and responsibility will be greater at higher levels. Must be proficient in a variety of Healthcare IT project management concepts, practices and procedures. A wide degree of creativity, latitude, and leadership is expected.

**Minimum Experience:** 10 years  
**Minimum Education:** Bachelor’s

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**HIT IT Specialist I**

**Description:** Requires knowledge in all aspects of IT. Conducts or participates in multidisciplinary research and collaborates with developers in the planning, design, development, and utilization of healthcare IT and electronic data processing systems. Assesses project issues and develops resolutions to meet quality, productivity, and client objectives. Ensures the logical and systematic conversion of customer and product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Gathers and defines architecture requirements and ensures that the architectures are compatible and in compliance with the appropriate healthcare IT organization and project standards. Analyze, compile requirements and develop database solutions for database systems and related tools. Perform all necessary functions including end user interface, requirements analysis and definition, functional description development, test plan development and implementation, and the development of final documentation. Supports the development of end user training materials. May perform surveillance,
testing, analysis, and maintenance of components. Performs work without considerable direction, exercises latitude in determining objectives and approaches to assignments. In general, work complexity and responsibility will be greater at higher levels.

**Minimum Experience:** 2 years  
**Minimum Education:** Associate’s

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**HIT IT Specialist II**  
**Description:** Requires knowledge in all aspects of IT. Conducts or participates in multidisciplinary research and collaborates with developers in the planning, design, development, and utilization of healthcare IT and electronic data processing systems. Assesses project issues and develops resolutions to meet quality, productivity, and client objectives. Ensures the logical and systematic conversion of customer and product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Gathers and defines architecture requirements and ensures that the architectures are compatible and in compliance with the appropriate healthcare IT organization and project standards. Analyze, compile requirements and develop database solutions for database systems and related tools. Perform all necessary functions including end user interface, requirements analysis and definition, functional description development, test plan development and implementation, and the development of final documentation. Supports the development of end user training materials. May perform surveillance, testing, analysis, and maintenance of components. Performs work without considerable direction, exercises latitude in determining objectives and approaches to assignments. In general, work complexity and responsibility will be greater at higher levels.

**Minimum Experience:** 1 year  
**Minimum Education:** Bachelor’s

---

**HIT IT Specialist III**  
**Description:** Requires knowledge in all aspects of IT. Conducts or participates in multidisciplinary research and collaborates with developers in the planning, design, development, and utilization of healthcare IT and electronic data processing systems. Assesses project issues and develops resolutions to meet quality, productivity, and client objectives. Ensures the logical and systematic conversion of customer and product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Gathers and defines architecture requirements and ensures that the architectures are compatible and in compliance with the appropriate healthcare IT organization and project standards. Analyze, compile requirements and develop database solutions for database systems and related tools. Perform all necessary functions including end user interface, requirements analysis and definition, functional description development, test plan development and implementation, and the development of final documentation. Supports the development of end user training materials. May perform surveillance, testing, analysis, and maintenance of components. Performs work without considerable direction, exercises latitude in determining objectives and approaches to assignments. In general, work complexity and responsibility will be greater at higher levels.

**Minimum Experience:** 7 years  
**Minimum Education:** Bachelor’s
**HIT Subject Matter Expert I**

**Functional Responsibilities:** Performs as an expert in the implementation of highly specialized, leading edge health information technologies (IT), methodologies, and software tools. Provides expert knowledge of best practices in multiple disciplines or practices, including healthcare IT and management; redesign and modernization of existing IT systems; business and IT governance; software development; and performance metrics and monitoring. Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Guides the determination of healthcare IT process inadequacies and deficiencies that affect the functional area’s ability to support/meet organizational goals. Participates in strategy sessions, strategic assessments, and design reviews to validate a healthcare enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts. Recognized for strong expertise in healthcare issues and trends. In general, work complexity and responsibility will be greater at higher levels.

**Minimum Experience:** 10 years  
**Minimum Education:** Bachelor’s

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**HIT Subject Matter Expert II**

**Functional Responsibilities:** Performs as an expert in the implementation of highly specialized, leading edge health information technologies (IT), methodologies, and software tools. Provides expert knowledge of best practices in multiple disciplines or practices, including healthcare IT and management; redesign and modernization of existing IT systems; business and IT governance; software development; and performance metrics and monitoring. Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Guides the determination of healthcare IT process inadequacies and deficiencies that affect the functional area’s ability to support/meet organizational goals. Participates in strategy sessions, strategic assessments, and design reviews to validate a healthcare enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts. Recognized for strong expertise in healthcare issues and trends. In general, work complexity and responsibility will be greater at higher levels.

**Minimum Experience:** 15 years  
**Minimum Education:** Bachelor’s

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**Experience & Degree Substitution Equivalencies**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Standard Qualifications</th>
<th>Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min Edu</td>
<td>Min Exp</td>
</tr>
<tr>
<td>HIT Business Analyst</td>
<td>Bachelor’s</td>
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<td>HIT Project Manager I</td>
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<tr>
<td>HIT Project Manager II</td>
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<tr>
<td>HIT Project Manager III</td>
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<tr>
<td>HIT Subject Matter Expert I</td>
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<tr>
<td>HIT Subject Matter Expert II</td>
<td>Bachelor’s</td>
<td>15</td>
</tr>
</tbody>
</table>
Labor Category Descriptions
SIN 541611

**Administrative Assistant/Field Clerk**

**Functional Responsibilities:** Provides project administration support. Maintains records/files on construction projects. Checks bonds, specifications, forms contracts and related documents. Provides requirements information concerning bonds, insurance, licenses, signatures, specification, bid procedures, change orders, and payments. Assists staff in performing technical tasks under immediate supervision. Prepares written materials such as correspondence, reports, guides and instructions. Perform other related duties as required.

**Minimum Education:** High School
**Minimum Experience:** 1 year

**Assistant Project Manager**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Assist the Sr. Project Manager and/or Project Manager in review and coordination of project planning, constructability review, bid packaging, scheduling, estimating, and reporting. Perform other related duties as required.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 3 years

**Claims Analyst I**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. With a thorough understanding of claims review and defense process performs cause and effect analysis, cost and schedule integration, and entitlement analysis. Develops plans for the review of claims and impacts on construction projects. Prepares response reports for use by the Government team and attorneys. Provides Court Ready examples.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 12 years

**Claims Analyst II**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. With a thorough understanding of claims review and defense process performs cause and effect analysis, cost and schedule integration, and entitlement analysis. Develops plans for the review of claims and impacts on construction projects. Prepares response reports for use by the Government team and attorneys. Provides Court Ready examples. Requires experience in arbitration/court settings. Requires related certifications.

**Minimum Education:** Bachelor’s
**Minimum Experience:** 15 years
**Data Entry Clerk**

**Functional Responsibilities:** Accurately performs data entry into various Software applications as directed by management. Perform other related duties as required.

**Minimum Education:** High School  
**Minimum Experience:** 1 year

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**Deputy Program Manager/Principal**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Directs the performance of or provides technical expertise to a variety of related projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 12 years

---

**Field Project Planner**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Prepare and maintain master project schedule. Review contractor’s schedule submissions for conformance with contract documents. Check critical path, cost & resource loading, schedule content, use of relationships and lag, constraints and milestones. Review and verify contractor’s monthly progress. Perform other engineering duties as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 5 years

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**Project Controls Analyst**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Support the development and maintenance of project schedules under immediate supervision. Support the project delivery team by the collection and input of monthly cost and schedule progress, assist in analyzing project variances; and manage and report this information to appropriate levels in standard formats. Assist the Project Controls Specialist with activities concerning budget management, cost control, schedule control, and contract control. Prepare reports for Government use. Perform other related duties as required.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 3 years

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**Project Controls Associate**

**Functional Responsibilities:** Support project controls activities under immediate supervision. Assist the Project Controls Specialist with activities concerning budget management, cost control, schedule control, and contract control. Prepare reports for Government use. Perform other related duties as required.
Minimum Education: High School
Minimum Experience: 1 year

**Project Controls Coordinator**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Support the development and maintenance of project schedules under immediate supervision. Assist in analyzing project variances. Assist the Project Controls Specialist with activities concerning budget management, cost control, schedule control, and contract control. Prepare reports for Government use. Perform other related duties as required.

Minimum Education: Bachelor’s
Minimum Experience: 1 year

**Project Controls Specialist/Planner**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Prepare and maintain project schedules. Support budget management, cost control, schedule control, and contract control. Prepare and develop reporting for Government use. Perform other related duties as required.

Minimum Education: Bachelor’s
Minimum Experience: 5 years

**Project Management Associate**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Support technical, managerial, and administrative efforts involving problem definition, analysis, requirements development, and implementation for issues. Perform other related duties as required.

Minimum Education: Associate’s
Minimum Experience: 1 year

**Project Manager**
**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Assist Sr. Project Manager. Plans, organizes, directs, coordinates and reviews project management activities. Responsible for multi-site trade or multi-trade contracts exceeding $2M working in the field. Perform other project management duties as required.

Minimum Education: Bachelor’s
Minimum Experience: 5 years
**SME Level I**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Provides technical advice and expertise regarding specific subject matter(s). Assess current state, develop solutions, determine risk, and support client implementation activities. Accountable for the quality and timely delivery of contractual items.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 5 years

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**SME Level II**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Provides technical advice and expertise regarding specific subject matter(s). Assess current state, develop solutions, determine risk, and support client implementation activities. Accountable for the quality and timely delivery of contractual items.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 8 years

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**SME Level III**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Provides technical advice and expertise regarding specific subject matter(s). Assess current state, develop solutions, determine risk, and support client implementation activities. Accountable for the quality and timely delivery of contractual items.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 12 years

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**Sr Administrative Assistant**

**Functional Responsibilities:** Degree in business, engineering or related field. Provides administrative-type support to technical and management-level personnel. Assists technical staff in performing tasks under immediate supervision. Prepares written materials such as correspondence, reports, procedural guides and instructions. Assists in financial analysis by making computation and comparisons. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, scheduling appointments, record keeping and other office administration functions.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 5 years

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**Sr. Project Controls Specialist/Planner**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Responsible for planning and project scheduling, budget management, cost control, schedule control, and contract control. Prepare and maintain master project schedule. Review Contractor’s schedule submissions for conformance with contract documents, sufficiency & quality. Check

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 10 years

**Sr. Project Manager**

**Functional Responsibilities:** Degree in engineering, architecture, construction management, business, or related field. Plans and designs projects. Develops or directs the development of findings, draws conclusions, and develops recommendations. Prepares and presents reports. Conducts large projects and is responsible for meeting goals within time and cost constraints.

**Minimum Education:** Bachelor’s  
**Minimum Experience:** 8 years

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<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code</th>
<th>SCLS Title</th>
<th>Wage Determination Number</th>
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<td>Secretary III</td>
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**Experience & Degree Substitution Equivalencies**

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<th>Labor Category</th>
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<td>Experience (Mths)</td>
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<tr>
<td>Sr. Project Controls Specialist/Planner</td>
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<tr>
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</table>
## Title of Course: Introduction to Agile Project Management

<table>
<thead>
<tr>
<th>Location of Course:</th>
<th>Contractor or Customer Facility</th>
<th>Length of Course (# of Hrs/Days):</th>
<th>14 Hours</th>
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</thead>
<tbody>
<tr>
<td>Minimum Number of Participants:</td>
<td>5</td>
<td>Maximum Number of Participants:</td>
<td>20</td>
</tr>
</tbody>
</table>

**Course Prerequisites:** Students should have a good understanding or work background in project management prior to enrollment.

**Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):** None

**Description of Course, Including Major Objectives**

Project management training with a focus on Agile. You are familiar with the concepts of traditional project management and may have used the concepts to manage multiple projects. For projects in which the requirements are continuously changing, you may need a more proactive project management approach. In this course, you will use Agile project management.

You will identify the Agile project management principles and use Scrum to manage projects. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

- **Getting Started with Agile Project Management**
  - Overview of Agile
  - Describe the Values of Agile
  - Describe the Principles of Agile
  - Identify Methodologies of Agile
- **Using the Scrum Methodology**
  - Identify Roles and Responsibilities in Scrum
  - Implement the Scrum Process
- **Managing Projects with the Scrum Methodology**
  - Estimating a Scrum Project
  - Track Scrum Projects
  - Communication in Scrum Projects
  - Best Practices to Manage Scrum
- **Understanding Critical Success Factors to Implement Agile**
  - List Risks in Agile Projects
  - Myths About Agile
  - List the Challenges in Agile
  - List the Benefits of Agile

Students enrolled for this course should have the following: This course is intended for Project Managers, Program Managers, or anyone who wants to efficiently manage projects that experience frequent changes in user requirements.
Title of Course: Introduction to Agile Project Management

Upon successful completion of this course, students will be able to:

- Describe Agile project management.
- Describe the Scrum methodology used to manage a project.
- Manage projects using the Scrum methodology.
- Understand the critical success factors to implement Agile.

Title of Course: PMP Training

<table>
<thead>
<tr>
<th>Location of Course:</th>
<th>Contractor or Customer Facility</th>
<th>Length of Course (# of Hrs/Days):</th>
<th>35 Hours</th>
</tr>
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<tbody>
<tr>
<td>Minimum Number of Participants:</td>
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<td>Maximum Number of Participants:</td>
<td>20</td>
</tr>
</tbody>
</table>

Course Prerequisites: To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs): The PMP Exam: How to Pass on Your First Try; Course workbook containing quizzes, exercises, and interactive lessons; Assistance with PMP Exam Application

Description of Course, Including Major Objectives

Customized PMP certification training course was tailored to ANSI/EIA standards and covered the Project Management Body of Knowledge (PMBOK). Students attending this course will be prepared to pass the PMP Certification Exam.

Learning Objectives

- Pass the PMP Exam
- Identify the primary constraints of a project
- Organize projects in the most efficient way possible
- Establish the proper project phases to reduce risk
- Monitor and control projects
- Communicate properly and accurately with stakeholders
- Capture Lessons Learned
- Manage teams and keep them focused on the right work

Course Agenda

- Day 1
  - Introduction
  - Baseline PMP Exam
  - Foundations Of PMP Methodology
  - Methodology Framework – Knowledge Areas And Processes
  - Integration Management, Quiz and Review
## Title of Course: PMP Training

- Scope Management, Quiz and Review

- **Day 2**
  - Schedule Management
  - Network Diagramming
  - Schedule Management Exercises, Quiz and Review
  - Resource Management, Quiz and Review
  - Communication Management, Quiz and Review

- **Day 3**
  - Cost Management
  - Earned Value
  - Cost Management Quiz and Review
  - Quality Management, Quiz and Review
  - Stakeholder Management, Quiz and Review

- **Day 4**
  - Risk Management, Quiz and Review
  - Procurement Management, Quiz and Review
  - Review Exam Strategies
  - Final Exam
  - Course Wrap-up and Instructions

In this course, students learn the key knowledge technical areas: risk management, scope management, earned value. In addition, they learn key project soft skills: leadership, negotiation, communication and conflict resolution. Instructor-led classroom, with exam preparation. Students attending this course will be prepared to pass the PMP Certification Exam.

## Title of Course: Project Management Professional (PMP)® Exam Preparation

<table>
<thead>
<tr>
<th>Location of Course:</th>
<th>Contractor or Customer Facility</th>
<th>Length of Course (# of Hrs/Days):</th>
<th>35 Hours</th>
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<tbody>
<tr>
<td>Minimum Number of Participants:</td>
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<td>20</td>
</tr>
</tbody>
</table>

**Course Prerequisites:** To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

**Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):** PMP Exam Prep, Ninth Edition; A Guide to the Project Management Body of Knowledge: PMBOK® Guide; The PMP Exam: How to Pass on Your First Try

**Description of Course, Including Major Objectives**

PMP certification training course tailored to ANSI/EIA standards and covers the Project Management Body of Knowledge (PMBOK). In this course, students learn the key knowledge technical areas.
Title of Course: Project Management Professional (PMP)® Exam Preparation

especially: risk management, scope management, earned value. In addition, they learn key project soft skills: leadership, negotiation, communication and conflict resolution. The course is instructor-led and includes exam preparation. Students attending this course will be prepared to pass the PMP Certification Exam.

• The PMP Role Delineation states that candidates for the PMP credential:
  – Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
  – Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope
  – Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables

• Introduction and PMP Exam overview
  – Learn about the PMI application process.
  – Overview the PMP Exam details.
  – Learn exam-taking tools and techniques.
  – How to enroll in the PMP Exam.
  – Identify exam preparation key methodologies

• The Project Management Framework
  – Define what a project is and what project management is.
  – Understand the 9 project management knowledge areas.
  – Define a project life cycle.
  – Identify and define project stakeholders.
  – Specify influences of organizational structures on project management.
  – Highlight the skills required for a project manager.
  – Define the Project Manager’s responsibilities.
  – Identify social-economic environmental influences to projects.
  – Define the 5 process groups of project management.

• Project Integration Management
  – Highlight methods for project selection.
  – Define the elements and importance of the project charter.
  – Understanding the creation and use of preliminary scope statement.
  – Identify project constraints.
  – Define the project manager’s role as integrator.
  – Control “gold plating” through work authorization.
  – Understand the value of documenting lessons learned for Organizational

• Process Assets
  – Create a project plan.
Title of Course: Project Management Professional (PMP)® Exam Preparation

- Define the Execution of the project plan.
- Know the use of baselines to monitor the progress of the project.
- Define integrated change control.
- Administrative closure.

- **Project Cost Management**
  - Cost estimating through analogous estimating, bottom up estimating, parametric estimating and computerized estimating tools.
  - Earned value analysis.
  - Precision of estimates.
  - Understanding Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit
  - Cost Ratio and Opportunity Cost.
  - Variable Cost, Fixed Costs, Direct Cost and Indirect Cost.
  - Project Life Cycle Costing.
  - Cost budgeting.
  - Value Analysis.
  - Cost control.

- **Project Quality Management**
  - Responsibility for quality.
  - Impacts of poor quality.
  - Tools used for Quality Management Planning.
  - Developing a Quality Management Plan.
  - Implementing Quality Assurance.
  - Quality Control through Fishbone Diagram, Pareto Diagram, and Control Charts.

- **Project Human Resources Management**
  - Roles and responsibilities for project manager, team members, project sponsor and management.
  - Organizational planning.
  - Staff acquisition.
  - Developing a responsibility chart.
  - Team building.
  - Leadership skills.
  - Human resource constraints.
  - Conflict management and resolution.

- **Project Communication Management**
  - Developing a communications plan.
  - Communication methods.
  - Communication blockers.
Title of Course: Project Management Professional (PMP)® Exam Preparation

- Performance reporting.

- Project Risk Management
  - Developing a risk management plan.
  - Techniques for identifying risks.
  - Risk register.
  - Categorizing risks.
  - Qualitative risk analysis.
  - Quantitative risk analysis.
  - Using a decision tree.
  - Understanding what-if analysis.
  - Developing a risk response plan.
  - Risk response strategies.
  - Risk monitoring and control. Exam Practice Questions and Solutions Class Discussion

- Project Procurement Management
  - Procurement planning.
  - Advantages and disadvantages of contract type selection.
  - Statement of work.
  - Solicitation planning.
  - Solicitation.
  - Source selection.
  - Negotiation.

- Project Management Ethical Responsibility and Code of Conduct
  - Exam Practice Questions and Solutions Class Discussion
  - Contract administration.
  - Contract change control.
  - Contract close-out

Students enrolled for this course should have the following: To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

- High school diploma, associate’s degree or global equivalent
- Minimum five years/60 months unique nonoverlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks*
- 35 contact hours of formal education or
- Bachelor’s degree or global equivalent
- Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks*
**Title of Course: Project Management Professional (PMP)® Exam Preparation**

- 35 contact hours of formal education
- Leading and direct project tasks as identified in the PMP Examination Specification. Within the total hours of project management experience. Experience in all five process groups is required. However, on a single project, you do not need to have experience in all five process groups.

**Title of Course: Project Management Professional (PMP)® Exam Preparation (Customized)**

<table>
<thead>
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<th>Location of Course:</th>
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<th>Length of Course (# of Hrs/Days):</th>
<th>35 Hours</th>
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<th>Minimum Number of Participants:</th>
<th>5</th>
<th>Maximum Number of Participants:</th>
<th>20</th>
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**Course Prerequisites:** To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

**Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):** PMP Exam Prep, Ninth Edition; A Guide to the Project Management Body of Knowledge: PMBOK® Guide; The PMP Exam: How to Pass on Your First Try

**Description of Course, Including Major Objectives**

PMP certification training course tailored to ANSI/EIA standards and covers the Project Management Body of Knowledge (PMBOK). This course is customized to the client's project management environment. In this course, students learn the key knowledge technical areas especially: risk management, scope management, earned value. In addition, they learn key project soft skills: leadership, negotiation, communication and conflict resolution. The course is instructor-led and includes exam preparation. Students attending this course will be prepared to pass the PMP Certification Exam.

- The PMP Role Delineation states that candidates for the PMP credential:
  - Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
  - Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope
  - Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables

- Introduction and PMP Exam overview
  - Learn about the PMI application process.
  - Overview the PMP Exam details.
  - Learn exam-taking tools and techniques.
  - How to enroll in the PMP Exam.
  - Identify exam preparation key methodologies
The Project Management Framework
- Define what a project is and what project management is.
- Understand the 9 project management knowledge areas.
- Define a project life cycle.
- Identify and define project stakeholders.
- Specify influences of organizational structures on project management.
- Highlight the skills required for a project manager.
- Define the Project Manager’s responsibilities.
- Identify social-economic environmental influences to projects.
- Define the 5 process groups of project management.

Project Integration Management
- Highlight methods for project selection.
- Define the elements and importance of the project charter.
- Understanding the creation and use of preliminary scope statement.
- Identify project constraints.
- Define the project manager’s role as integrator.
- Control “gold plating” through work authorization.
- Understand the value of documenting lessons learned for Organizational

Process Assets
- Create a project plan.
- Define the Execution of the project plan.
- Know the use of baselines to monitor the progress of the project.
- Define integrated change control.
- Administrative closure.

Project Cost Management
- Cost estimating through analogous estimating, bottom up estimating, parametric estimating and computerized estimating tools.
- Earned value analysis.
- Precision of estimates.
- Understanding Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit
- Cost Ratio and Opportunity Cost.
- Variable Cost, Fixed Costs, Direct Cost and Indirect Cost.
- Project Life Cycle Costing.
- Cost budgeting.
- Value Analysis.
- Cost control.
Title of Course: Project Management Professional (PMP)® Exam Preparation (Customized)

- **Project Quality Management**
  - Responsibility for quality.
  - Impacts of poor quality.
  - Tools used for Quality Management Planning.
  - Developing a Quality Management Plan.
  - Implementing Quality Assurance.
  - Quality Control through Fishbone Diagram, Pareto Diagram, and Control Charts.

- **Project Human Resources Management**
  - Roles and responsibilities for project manager, team members, project sponsor and management.
  - Organizational planning.
  - Staff acquisition.
  - Developing a responsibility chart.
  - Team building.
  - Leadership skills.
  - Human resource constraints.
  - Conflict management and resolution.

- **Project Communication Management**
  - Developing a communications plan.
  - Communication methods.
  - Communication blockers.
  - Performance reporting.

- **Project Risk Management**
  - Developing a risk management plan.
  - Techniques for identifying risks.
  - Risk register.
  - Categorizing risks.
  - Qualitative risk analysis.
  - Quantitative risk analysis.
  - Using a decision tree.
  - Understanding what-if analysis.
  - Developing a risk response plan.
  - Risk response strategies.
  - Risk monitoring and control. Exam Practice Questions and Solutions Class Discussion

- **Project Procurement Management**
  - Procurement planning.
### Title of Course: Project Management Professional (PMP)® Exam Preparation (Customized)

- Advantages and disadvantages of contract type selection.
- Statement of work.
- Solicitation planning.
- Solicitation.

Students enrolled for this course should have the following: To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

- High school diploma, Associate’s degree or global equivalent
- Minimum five years/60 months unique nonoverlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks*
- 35 contact hours of formal education or
- Bachelor’s degree or global equivalent
- Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks*
- 35 contact hours of formal education
- Leading and directing project tasks as identified in the PMP Examination Specification. Within the total hours of project management experience. Experience in all five process groups is required. However, on a single project, you do not need to have experience in all five process groups.

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### Title of Course: Schedule Development and Analysis - Educational Session

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<th>Location of Course:</th>
<th>Contractor or Customer Facility</th>
<th>Length of Course (# of Hrs/Days):</th>
<th>8 Hours</th>
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<tr>
<td>Minimum Number of Participants:</td>
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<td>Maximum Number of Participants:</td>
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**Course Prerequisites:** None

**Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):** None

**Description of Course, Including Major Objectives**

Customized schedule analysis techniques training tailored to the client’s project management environment. The discussion portion of the educational session will involve pre-determined (with Client) topics related to schedule development and analysis.