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 are available through GSA-Advantage!^{TM}, a menu-driven database system.
The Internet address for GSA-Advantage!^{TM} is: http://www.gsaadvantage.gov

PROFESSIONAL SERVICES SCHEDULE

Industrial Group: 00Corp

Contract No.: GS-10F-0422M

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: http://www.fss.gsa.gov

Contract Period: 8/26/2017 - 8/25/2022

EDWARDS
PERFORMANCE SOLUTIONS

6085 Marshalee Drive, Suite 140
Elkridge, MD 21075
Telephone: (443) 561-1330
Fax: (443) 561-0199
http://www.EdwPS.com

Business Size/Status: Small

Prices shown herein are NET (discount deducted)

Pricelist current through modification <u>CM-A541</u> effective <u>January 13, 2017</u>

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GSA Contract Holder

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to page #4 for a more detailed description)

- SIN 874-1/874-1RC Integrated Consulting Services

- SIN 874-7/874-7RC Integrated Business Program Support Services

- SIN 874-4/874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

- SIN C132-51/C132-51RC IT Services that complement other services offered under this vehicle

1b. Lowest Priced Model Number and Lowest Price:	Please refer to our rates on page #12
1c. Labor Category Descriptions:	Please refer to page #8
2. Maximum Order:	$1,000,000 for Awarded SINs
3. Minimum Order:	$100
4. Geographic Coverage:	Domestic Only
5. Point (s) of Production:	Not Applicable
6. Discount from List Price:	All Prices Herein are Net
7. Quantity Discounts:	Not Applicable
8. Prompt Payment Terms:	Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items:	None
11a. Time of Delivery:	To Be Negotiated with Ordering Agency
11b. Expedited Delivery:	To Be Negotiated with Ordering Agency
11c. Overnight and 2-Day Delivery:	To Be Negotiated with Ordering Agency
11d. Urgent Requirement:	To Be Negotiated with Ordering Agency
12. F.O.B. Point(s):	Destination
13a. Ordering Address:	Edwards Project Solutions Attn: Jacira Johnson 6085 Marshalee Drive, Suite 140 Elkridge, MD 21075

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

Edwards Project Solutions
Attn: Neil Seitchik
6085 Marshalee Drive, Suite 140
Elkridge, MD 21075

15. Warranty Provision:

Not Applicable

16. Export Packing Charges:

Not Applicable

17. Terms & Conditions of Government Purchase Card Acceptance:

None

18. Terms and conditions of rental, maintenance, and repair:

Not Applicable

19. Terms and conditions of installation (if applicable):

Not Applicable

20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:

Not Applicable

20a. Terms and conditions for any other services (if applicable):

Not Applicable

21. List of service and distribution points (if applicable):

Not Applicable

22. List of participating dealers (if applicable):

Not Applicable

23. Preventative maintenance (if applicable)

Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):

Not Applicable

24b. 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/

Contact Contract Administrator for more information.

25. Data Universal Number System (DUNS) Number:

018095799

26. Edwards Project Solutions *is* registered in the Central Contractor Registration (CCR) database.

27. Uncompensated Overtime:

Edwards Performance Solutions does not charge for uncompensated overtime

CONTRACT OVERVIEW

GSA awarded Edwards Performance Solutions a GSA Federal Supply Schedule contract for Professional Services Schedule, Contract No. GS-10F-0422M. The current contract period is 8/26/2017 - 8/25/2022. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Jacira Johnson
Edwards Performance Solutions
6085 Marshalee Drive, Suite 140
Elkridge, MD 21075
Telephone: (443) 561-2637
Fax Number: (443) 561-0199
Email: JBoggon@EdwPS.com

MARKETING AND TECHNICAL POINT OF CONTACT

Gina Abate
Edwards Performance Solutions
6085 Marshalee Drive, Suite 140
Elkridge, MD 21075
Telephone: (443) 561-2610
Fax Number: (443) 561-0199
Email: gsa@EdwPS.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for professional services. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Edwards Performance Solutions has been awarded a contract by GSA to provide services under the following SINs:

SIN 874-1/874-1RC Integrated Consulting Services
SIN 874-4/874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.
SIN 874-7/874-7RC Integrated Business Program Support Services
SIN C132-51/C132-51RC IT Services complementing other services offered under this schedule

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-1/874-1RC: INTEGRATED CONSULTING SERVICES

Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

SIN 874-4/874-4RC: TRAINING SERVICES: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.
Contractors shall provide off-the-shelf, or customized off-the-shelf training packages under this SIN to meet specific agency needs related to business services, such as, but not limited to: customer service, team building, ISO 9000, process improvement, performance measurement; statistical process control; performance problem-solving; business process reengineering; quality management; change management; strategic planning; and benchmarking.

Offerors shall provide a schedule of available training courses offered. Offerors shall indicate the minimum number of participants per course. Courses shall include all costs for the minimum number of participants. Rates MUST include all materials (i.e. notebooks, training manuals, index tabs, etc.). Include the course description. Wherever the offeror knows of Other Direct Costs that will regularly be incurred, they should offer them under SIN 874-5, Support Products and Services.

SIN 874-7/874-7RC: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES
Contractors shall provide management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

SIN C132-51/C132-51RC: IT Services complementing other services offered
Services offered under SIN C132-51 cannot be purchased independently. Services purchased complement services offered under other SINS and must therefore be ordered in conjunction with orders for services offered under other SINS.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON
GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Edwards Performance Solutions meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide professional services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:
The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

SCA Applicability Statement

"The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to 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 SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract."

Global Education/Experience Substitutions:

Education can be substituted with experience at 2-years of additional Program Management experience for 1-year of education.

Experience can be substituted with education at 1-year of advanced education for 1-year of experience.

Project Management Institute (PMI) certification as a Project Management Professional (PMP) can be substituted for the Bachelors Degree or 2-years of additional experience.

Labor Category	Senior Program Manager
Minimum General Experience	20 years experience with 15 of those years being direct Program Management experience.
Minimum Education	Bachelors Degree from an accredited University.
Functional Responsibility	Experienced in planning, evaluating, directing, tracking, analyzing and coordinating complex projects. Experienced as a program manager of cross-organizational program(s) that have exceeded $20 million in life-cycle costs. Ability to develop and execute complex technical tasks, apply analytical problem solving methodologies, provide technical direction to support staff, interface with Government and prime contractor personnel, and effectively allocate resources.

Labor Category	Program Manager
Minimum General Experience	15 years experience with 10 of those years being direct Program Management experience.
Minimum Education	Bachelors Degree from an accredited University.
Functional Responsibility	Experienced in planning, evaluating, directing, tracking, analyzing and coordinating complex projects. Experienced as a program manager of cross-organizational program(s) that have exceeded $10 million in life-cycle costs. Experienced with managing other project managers and general managers. Ability to develop and execute complex technical tasks, apply analytical problem solving methodologies, provide technical direction to support staff, interface with Government and prime contractor personnel, and effectively allocate resources.

Labor Category	Senior Project Manager
Minimum General Experience	12 years experience with 8 of those years being direct Project Management experience.
Minimum Education	Bachelors Degree from an accredited University.
Functional Responsibility	Experienced in planning, evaluating, directing, tracking, analyzing and coordinating projects. Experienced as a project manager of cross-organizational project(s) that have exceeded $5 million in life-cycle costs. Ability to develop and execute complex technical tasks, apply analytical problem solving methodologies, provide technical direction to support staff, interface with Government and prime contractor personnel, and effectively allocate resources.

Labor Category	Project Manager
Minimum General Experience	10 years experience with 5 of those years being direct Project Management experience.
Minimum Education	A Bachelors Degree from an accredited University.
Functional Responsibility	Experienced in planning, evaluating, directing, tracking, analyzing and coordinating complex projects. Experienced as a project manager of cross-organizational project(s) that have exceeded $2 million in life-cycle costs. Ability to develop and execute complex technical tasks, apply analytical problem solving methodologies, provide technical direction to support staff, interface with Government and prime contractor personnel, and effectively allocate resources.

Labor Category	Associate Project Manager
Minimum General Experience	6 years experience with 3 of those years being direct Project Management experience.
Minimum Education	A Bachelors Degree from an accredited University.
Functional Responsibility	Experienced in planning, evaluating, directing, tracking, analyzing and coordinating projects. Experienced as a project manager of cross-organizational project(s) that have exceeded $0.50 million in life-cycle costs. Ability to develop and execute complex technical tasks, apply analytical problem solving methodologies, provide technical direction to support staff, interface with Government and prime contractor personnel, and effectively allocate resources. Experience in planning, evaluating, directing, tracking, analyzing and coordinating projects.

Labor Category	Senior Project Controller
Minimum General Experience	6 years experience with 4 of those years being direct Project Management Analyst experience.
Minimum Education	An Associates Degree
Functional Responsibility	Create and manage project information relating to contractual requirements and cost (profit and loss reporting) for submittal to the program manager for review and approval. Has a rudimentary understanding of accounting, management, and contract principles. Able to use computer aids such as spreadsheets, automated accounting systems, word processors, graphics systems and automated project management tools.

Labor Category	Project Controller
Minimum General Experience	4 years experience with 2 of those years being direct Project Controller.
Minimum Education	An Associates Degree
Functional Responsibility	Create and manage project information relating to contractual requirements and cost (profit and loss reporting) for submittal to the program manager for review and approval. Has a rudimentary understanding of accounting, management, and contract principles. Able to use computer aids such as spreadsheets, automated accounting systems, word processors, graphics systems and automated project management tools.

Labor Category	Senior Systems Engineer
Minimum General Experience	12 years experience with 8 years of progressive experience in hardware/software integration.
Minimum Education	A Bachelors Degree from an accredited University.
Functional Responsibility	Designs, develops, modifies, implements and maintains project management related hardware and software systems. Senior Systems Engineer will assist Government Agencies in determining the best Project Management Tools available for their platform and assist in the implementation process.

Labor Category	Senior Earned Value Management Specialist
Minimum General Experience	12 years experience with 8 years of experience in defining, implementing, analyzing, evaluating and using earned value metrics to track and manage projects.
Minimum Education	A Bachelors Degree from an accredited University.
Functional Responsibility	Assists Government Agencies to better manage their projects by using earned value metrics concepts. Trains and assists Government workers in the use of earned value metrics so that they become better project managers.

Labor Category	Principal Program Manager
Minimum General Experience	20 years experience with 15 of those years being direct Program Management experience.
Minimum Education	A Bachelors Degree from an accredited University.
Functional Responsibility	Responsible for overall management of large or extremely complex programs or research efforts. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all program/effort activities. Must possess excellent oral and written communication skills, with demonstrated capability of dealing with all levels of management personnel, task/project managers and client representatives. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, subcontracting, and deliverable items. Responsible for the coordination of all functions of program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort.

Labor Category	Business Analyst
Minimum General Experience	9 years general business work experience
Minimum Education	A Bachelors Degree from an accredited University
Functional Responsibility	Works with management to analyze, specify and design business processes. Conducts project requirements interviews. Must have the ability to develop and execute complex project tasks, to apply analytical problem solving methodologies and to provide direction to support staff.

Labor Category	Jr. Business Analyst
Minimum General Experience	2 years minimum experience.
Minimum Education	A Bachelors Degree from an accredited University
Functional Responsibility	Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Also, may research subject matter, write a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Provide support in the configuration and capture of legacy documents and preparing them into a suitable format for new systems. Provide technical writing and other support tasks as directed. Proficient utilizing Microsoft Office programs (Outlook, Excel, Word, etc.).

Labor Category	Administrative Support Specialist
Minimum General Experience	2 years minimum experience.
Minimum Education	High School Diploma or equivalent.
Functional Responsibility	Provides administrative-type support to technical and management-level personnel such as documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, data input and other office administration functions. Specific duties may include the use of various business support applications to: manage, update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; plan, schedule and coordinate meetings and reviews; prepare program and technical documentation and correspondence; collect, organize, and input data; maintain metrics of an organization's administrative activities; and create reports and maintain records and files in a database of programmatic, technical and/or cost-related data. Perform research and studies as directed. Perform other administrative tasks as directed. Proficient utilizing Microsoft Office programs (Outlook, Excel, Word, etc.).

Labor Category	Administrative Support Specialist 1
Minimum General Experience	0 years minimum experience.
Minimum Education	High School Diploma or equivalent.
Functional Responsibility	Provides administrative-type support to technical and management-level personnel such as documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, data input and other office administration functions. Specific duties may include the use of various business support applications to: update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; schedule meetings and reviews; collect, organize, and input data; maintain metrics of an organization's administrative activities; and maintain records and files in a database of programmatic, technical and/or cost-related data. Answer phones and greet visitors. Perform other administrative tasks as directed. Proficient utilizing Microsoft Office programs (Outlook, Excel, Word, etc.).

Labor Category	IT Principal Program Manager
Minimum General Experience	20 years experience with 15 of those years being direct Program Management experience.
Minimum Education	A Bachelors Degree
Functional Responsibility	Manage large or extremely complex IT programs or research efforts. Represents senior level management and takes appropriate responsible actions to ensure program success. Organizes, directs and coordinates planning and production of all program/effort activities. Employs excellent verbal and written communication skills to describe complex issues and resolutions to various program stakeholders. Meets with appropriate client management personnel, other program managers and client agency representatives to review program status against key performance indicators, identify risks, develop risk mitigation strategies and resolve complex issues. Formulates and reviews strategic plans, subcontracting, and deliverable items. Reviews all program deliverables to ensure contract compliance and ensure consistency with customer expectations.

Labor Category	IT Program Manager
Minimum General Experience	15 years experience with 10 of those years being direct Program Management experience.
Minimum Education	Bachelors Degree
Functional Responsibility	Manages complex, cross-organizational IT programs exceeding $10 million in value. Organizes, coordinates, plans and production of all program/effort activities. Directs the activities of multiple IT and non-IT project managers simultaneously. Develops and executes complex technical tasks, applying analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources.

Labor Category	IT Business Analyst
Minimum General Experience	9 years general business work experience
Minimum Education	A Bachelors Degree
Functional Responsibility	Analyzes and designs business processes. Interviews stakeholders at various levels in the organization to gather an understanding of existing business processes, identify areas for improvement, identify business requirements, designs future business processes. Documents business and systems requirements used to develop and test IT systems. Diagnoses and develops resolutions to identified issues or problems with IT systems.

Labor Category	IT Senior Project Manager
Minimum General Experience	12 years experience with 8 of those years being direct Project Management experience.
Minimum Education	Bachelors Degree
Functional Responsibility	Plans and manages cross-organizational IT project(s) valued in excess of $5 million. Develops and manages to detailed project plans including tasks, resources, timelines, level of effort, cost (hours and dollars). Reports project status up, down and across the organization. Takes action to mitigate IT project risk including but not limited to re-deploying resources, confirming requirements, adjusting schedules and planned costs. Employs analytical problem solving methodologies to diagnose and resolve reported problems.

Labor Category	IT Associate Project Manager
Minimum General Experience	6 years experience with 3 of those years being direct Project Management experience.
Minimum Education	A Bachelors Degree
Functional Responsibility	Plans and manages cross-organizational IT project(s) valued up to $5 million. Develops and manages to detailed project plans including tasks, resources, timelines, level of effort, cost (hours and dollars). Reports project status up, down and across the organization. Takes action to mitigate IT project risk including but not limited to re-deploying resources, confirming requirements, adjusting schedules and planned costs. Employs analytical problem solving methodologies to diagnose and resolve reported problems.

Labor Category	IT Senior Project Controller
Minimum General Experience	6 years experience with 4 of those years being direct Project Management Analyst experience.
Minimum Education	An Associates Degree
Functional Responsibility	Collects, organizes and analyzes the financial condition of an IT project. Monitors actual costs compared to budget. Identifies variances to budgeted costs and hours. Shares financial status of a project with key stakeholders including the IT project manager, program manager and others. Monitors the status of funds, identifies when additional funds needed and when necessary prepares revised funding requests. Monitors profitability of a project and works with key stakeholders to address related issues.

Labor Category	Senior Project Management Consultant
Minimum General Experience	8 years minimum project management experience
Minimum Education	Bachelors Degree, preferably in Business or Management Information Systems; Masters Degree is a preferred
Functional Responsibility	Improves performance of other IT project managers by reviewing existing project plans, status against plans, metrics regarding cost and schedule, issue logs and works with project managers to incorporate industry best practices employed to manage IT projects. Employs well developed written and verbal communication skills to communicate issues and corresponding resolution.

Labor Category	Project Server Consultant
Minimum General Experience	Minimum of 5 years' experience in complex project environments as well as using Microsoft project server. Experience leading a team of other IT professionals.
Minimum Education	Bachelors Degree in Computer Science, or Information technology or equivalent related work experience. Masters or PhD preferred.
Functional Responsibility	Manages the successful implementation of Microsoft Project Server edition. Interviews key client stakeholders to understand customer requirements. Configures or assists client in setting configuration options necessary to meet requirements. Where necessary develops tools, techniques and or processes outside the system to meet requirements. Assists client in exploiting features of the software to manage client's portfolio of IT projects.

Labor Category	Senior Enterprise Portfolio Management (EPM) Specialist
Minimum General Experience	5+ years' experience in Microsoft Project, Microsoft Project Server, SharePoint, Enterprise deployment experience in complex environments. Strong technical writing skills and Business Process Analysis. Exceptional, oral and written communication and technical writing skills.
Minimum Education	Bachelors Degree or 5+ yrs. Experience implementing EPM solutions for Commercial and Government Clients. Project Management Professional (PMP) Certification is desired
Functional Responsibility	Implements systems, technologies and solutions in support of organizational project management needs. Interviews key stakeholders of the organization to understand the scope, size, importance, priorities and inter-dependencies of key IT projects. Applies Enterprise Project Management industry best practices to architect, develop and implement solutions to collect, analyze and report on an enterprises' portfolio of IT projects. Employs knowledge and experience with multiple Systems Development Life Cycle (SDLC) and project management methodologies such as Agile to help organizations effectively manage IT resources and project risks.

Labor Category	Junior Scheduler
Minimum General Experience	1 year experience with industry standard scheduling tool e.g. Microsoft Project Primavera, OPen Plan
Minimum Education	Associates Degree, Bachelors Degree preferred
Functional Responsibility	Uses tools, industry best practices and customer knowledge to create, manage, update and report on IT and Non-IT related project schedules. Uses scheduling tool(s) such as Microsoft Project, Primavera or others to track project scope, time and cost. Provides detailed reports and dashboard on project progress Applies understanding of IT development and operational methodologies including System Development Life Cycle (SDLC) to capture and summarize detailed schedule and cost information needed to successfully manage IT projects.

Labor Category	Senior Scheduler
Minimum General Experience	3 years' experience with industry standard scheduling tool e.g. Microsoft Project primavera, OPen Plan
Minimum Education	Associates Degree, Bachelors preferred
Functional Responsibility	Creates, manages, updates and reports on large and complex IT and Non-IT related project schedules. Tracks and monitors cost, time, and scope for multiple concurrent projects. Creates and maintains Integrated Master Schedules (IMS) containing statistics on multiple inter-related projects. Uses Microsoft Project, Microsoft Project Server, Primavera or other Scheduling and Enterprise Project Management (EPM) tools. Applies understanding of IT development and operational methodologies including System Development Life Cycle (SDLC) to capture and summarize detailed schedule and cost information needed to successfully manage IT projects. Employs Earned Value Management (EVM) techniques and metrics to identify and report on schedule and cost variances. Uses tools such as MS Project, Cobra, MPM and others to capture, track and report EVM metrics.

Labor Category	Senior Instructional Designer
Minimum General Experience	Minimum of 5 + years of instructional design and/or technical writing experience. Exposure to creating ILT training course material. Strong technical writing skills with ability to develop engaging and dynamic content. Strong editing, proofreading, and formatting skills. Demonstrated proficiency in the following course authoring tools.
Minimum Education	Bachelor's Degree in Education, Instructional Design, or related subject.
Functional Responsibility	Create and use storyboards and/or instructional outlines to design and develop IT training courses. Participate in all phases of the Instructional Design process. Analyze input of internal Subject Matter Experts (SMEs) to develop and modify training course material including: software documentation, participant guides, facilitator guides, presentation materials, learning evaluations, and additional resources. Model existing COTs material in order to ensure alignment with industry standards.

Labor Category	Testing Engineer
Minimum General Experience	5+ years' experience in systems analytics and manual and automated testing. Knowledge of Assurance Control principles and methodology is an asset. Good Communication and interpersonal skills. Analytical reasoning and problem solving. Experience in developing test instructions and procedures. Experience desired in SDLC.
Minimum Education	Bachelors Degree, Masters Degree is preferred
Functional Responsibility	Develop detailed test plans including function to be tested, steps to be taken and expected results. Execute tests as described in detailed test plans. Document and record test results for review and acceptance. Assist program developers and other stakeholders in diagnosing and resolving variances to expected results. Participate in Root Cause Analysis when failure occurs.

Labor Category	SharePoint Developer
Minimum General Experience	Minimum of 3 + years of SharePoint experience, Office 365 is a plus. Strong SharePoint Reporting and Dashboard creation experience.
Minimum Education	Bachelors Degree or equivalent work experience required
Functional Responsibility	Interview key stakeholders to understand customer requirements. Employ best industry practices and strong knowledge of Microsoft Sharepoint to develop Sharepoint applications. Design Microsoft Sharepoint forms. Administers Microsoft Sharepoint design, forms and business automation workflows.

Labor Category	Project Management Specialist I
Minimum General Experience	3 years experience
Minimum Education	A Bachelors Degree
Functional Responsibility	Plans and manages cross-organizational IT project(s) valued up to $1 million. Develops and manages to detailed project plans including tasks, resources, timelines, level of effort, cost (hours and dollars). Reports project status up, down and across the organization. Takes action to mitigate IT project risk including but not limited to re-deploying resources, confirming requirements, adjusting schedules and planned costs. Employs analytical problem solving methodologies to diagnose and resolve reported problems.

HOURLY RATES FOR SERVICES SINS 874-1/874-1RC & 874-7/874-7RC

	Price Offered to GSA (including IFF) 8/26/2017-8/25/2018	Price Offered to GSA (including IFF) 8/26/2018-8/25/2019	Price Offered to GSA (including IFF) 8/26/2019-8/25/2020	Price Offered to GSA (including IFF) 8/26/2020-8/25/2021	Price Offered to GSA (including IFF) 8/26/2021-8/25/2022
Principal Program Manager	259.83	265.03	270.33	275.74	281.25
Senior Program Manager	222.27	226.71	231.24	235.86	240.58
Senior Systems Engineer	165.69	169.01	172.39	175.84	179.36
Program Manager	192.63	196.48	200.41	204.42	208.51
Business Analyst	166.02	169.34	172.73	176.18	179.70
Senior EVM Specialist	174.31	177.79	181.35	184.98	188.68
Senior Project Manager	158.22	161.38	164.61	167.90	171.26
Project Manager	143.85	146.73	149.66	152.65	155.70
Associate Project Manager	141.26	144.09	146.97	149.91	152.91
Senior Project Controller	104.88	106.98	109.12	111.30	113.53
Project Controller	84.23	85.92	87.64	89.39	91.18
Jr. Business Analyst	79.91	81.51	83.14	84.80	86.50
Administrative Support Specialist**	67.66	69.01	70.39	71.80	73.24
Administrative Support Specialist 1**	56.53	57.66	58.81	59.99	61.19

HOURLY RATES FOR SERVICES SIN C132-51

Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (including IFF) 8/26/2017-8/25/2018	Price Offered to GSA (including IFF) 8/26/2018-8/25/2019	Price Offered to GSA (including IFF) 8/26/2019-8/25/2020	Price Offered to GSA (including IFF) 8/26/2020-8/25/2021	Price Offered to GSA (including IFF) 8/26/2021-8/25/2022
IT Principle Program Manager	$211.58	$214.97	$218.41	$221.90	$225.45
IT Program Manager	$162.16	$164.75	$167.39	$170.07	$172.79
IT Business Analyst	$160.22	$162.78	$165.38	$168.03	$170.72
IT Senior Project Manager	$138.31	$140.52	$142.77	$145.05	$147.37
IT Associate Project Manager	$120.50	$122.43	$124.39	$126.38	$128.40
IT Senior Project Controller	$100.16	$101.76	$103.39	$105.04	$106.72
Senior Project Management Consultant	$139.29	$141.52	$143.78	$146.08	$148.42
Project Server Consultant	$184.53	$187.48	$190.48	$193.53	$196.63
Senior EPM Specialist	$179.55	$182.42	$185.34	$188.31	$191.32
Junior Scheduler	$64.09	$65.12	$66.16	$67.22	$68.30
Senior Scheduler	$114.71	$116.55	$118.41	$120.30	$122.22
Senior Instructional Designer	$149.62	$152.01	$154.44	$156.91	$159.42
Testing Engineer	$156.43	$158.93	$161.47	$164.05	$166.67
Sharepoint Developer	$124.69	$126.69	$128.72	$130.78	$132.87
Project Management Specialist I	$94.99	$96.51	$98.05	$99.62	$101.21

Service Contract Act Compliance Notification

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories (Administrative Support Specialist and Administrative Support Specialist 1). The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.
Wage Determination No.: 2005-2247
Revision No.: 16
Revision Date: 12/22/2014
State: Maryland
Area: Maryland Counties of Anne Arundel, Baltimore, Baltimore City, Carroll, Harford, Howard Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

SCA Matrix		
SCA Eligible		
Contract Labor Category	**SCA Equivalent Code – Title**	**WD Number**
Administrative Support Specialist	01020 Administrative Assistant	2005-2247
Administrative Support Specialist 1	01020 Administrative Assistant	2005-2247

SIN 874-4/874-4RC (Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships)

TRAINING COURSES DESCRIPTION & RATES

Training Courses: Edwards Project Solutions offers training services to help our clients ensure that they get the most out of the Project Management resources available to them. The Training courses currently offered by Edwards Performance Solutions through this GSA PSS schedule include the following.

Edwards Project Solutions Training Course	Price Per Student
Project Management Professional (PMP®) Exam Prep Bootcamp	See Course Detail Below
Project Planning and Scheduling	See Course Detail Below
Gathering and Writing Project Requirements	See Course Detail Below
Project Risk Management	See Course Detail Below
Project Management Fundamentals, Principles, And Techniques: 3-Day Course	See Course Detail Below
Earned Value Management (EVM): Concept to Application	See Course Detail Below
Introduction to Agile Project Management	See Course Detail Below
Microsoft® Project Professional Core: A Scheduling Tool for Successfully Managing Projects	See Course Detail Below
Microsoft® Project Professional Intermediate 2007	See Course Detail Below
Microsoft® Project Professional Advanced 2007: Project Server Introduction	See Course Detail Below
Microsoft® Project Professional Advanced 2010: Project Server Introduction	See Course Detail Below
Project Management Fundamentals, Principles, and Techniques: 1-Day Course	See Course Detail Below

PROJECT MANAGEMENT PROFESSIONAL (PMP®) EXAM PREP BOOTCAMP

Title of Course:	Project Management Professional (PMP®) Exam Prep Bootcamp	Length of Course(# of Hrs/Days):		5 Days (7 ½ hrs per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis		**Minimum Number of Participants:**
Price Per Participant		$1,092.24 each for 1-2 students $ 983.02 each for 3-6 students $ 928.40 each for 7+ students		1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class

Description of Class:

This course is a 5-day review of the principals found in the Project Management Institute (PMI), *A Guide to the Project Management Body of Knowledge (PMBOK)*, Fifth Edition, [add year].

Students acquire the "must know" information to pass the PMP® credential exam in this comprehensive project management review course.   Students determine their level of exam readiness by completing knowledge assessment exercises in class.   Project management concepts and terminology are presented from the perspective of the PMBOK® Guide, Fifth Edition.   The instructor helps students under the PMI professional credential process, provides valuable studying tips, and exam-taking strategies. The instructor is a PMI R.E.P.

Students will judge their level of PMP® exam readiness, and identify gaps in their project management knowledge, by evaluating the results of classroom assessment exercises. Students will develop a tailored study plan to address areas where additional independent study is required. Students will describe the value of a Work Breakdown Structure (WBS) as an essential project management document and demonstrate mastery of the concept by creating a WBS in an assigned class team exercise. Students will explain Earned Value Management (EVM) and demonstrate mastery of the concept by successfully performing calculations in assigned class exercises. Students will create from memory the knowledge area and process group table from the PMBOK® *Guide* - Fifth Edition, page 61. Students will explain critical project management documents, concepts, and terminology as presented in the *PMBOK® Guide* - Fifth Edition. Students will demonstrate their understanding of the PMI® credential process by completing their PMP® credential application upon meeting all credential eligibility criteria.

Learning Objectives

Learning objectives were developed to effectively prepare an individual to sit for the PMP® credential exam. The ultimate goal is for students to understand concepts, and demonstrate their knowledge of concepts, rather than memorizing vast quantities of information which may be on an exam. Several of the key topics in developing the learning objectives include ….

- Project Management Knowledge Areas and Process Groups
- PMI® Code of Ethics and Professional Conduct
- Essential Project Management Documents (i.e. Project Management Plan, WBS, Project Charter, etc.)
- Techniques to Monitor and Control Project Baselines
- How to Acquire, Develop and Manage the Project Team
- How to Identify, Assess, and Manage Project Risks
- How to Identify, Assess, and Manage Project Stakeholders
- Effective Communication Techniques

- Successfully Managing Multiple Project Constraints
- Essential Project Management Tools & Techniques
- Developing an Effective Exam Study Plan
- Maximize understanding of the PMI® perspective of managing projects by basing course materials on the concepts and terminology contained within the *PMBOK® Guide* - Fifth Edition

Quantity or Other Applicable Discounts	See the price per participant schedule listed above for applicable discounts	

PROJECT PLANNING AND SCHEDULING

Title of Course:	Project Planning and Scheduling		Length of Course(# of Hrs/Days):	1 Day (7 ½ hrs)
Total Price of Course: **(Total price includes the 3/4% IFF)**		Priced on per student basis	**Minimum Number of Participants:** 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class	
Price Per Participant	$394.01 each for 1-2 students $354.61 each for 3-6 students $334.90 each for 7+ students			

Description of Class:
This 1-day course introduces project planning and scheduling by providing proven techniques used for determining major project tasks and evaluation milestones that are required to develop a comprehensive and manageable schedule plan. The course provides an overview of the techniques used for determining project requirements and the schedule tasks needed to satisfy those requirements. Additionally, the course will address how to create interdependencies between tasks and how to set up internal and external schedule constraints. Both lecture and in-class exercises are used to explain a step-by-step methodology for project estimating and scheduling.

Course Objectives
By the end of this course, participants will be able to:

- Define and differentiate between a project, program, and on-going operations
- List the five Process Groups and 10 knowledge areas of project management
- Identify a project's Triple Constraint (Scope, Time, and Cost)
- Articulate the role of a project manager
- Differentiate between project life cycles, phases, and process groups
- Define and appropriately apply project life cycles to project types
- Implement a PMBOK® based approach to project planning
- Develop a WBS
- Estimate activity durations and resources
- Develop a project network diagram

Quantity or Other Applicable Discounts	See the price per participant schedule listed above for applicable discounts	

GATHERING AND WRITING PROJECT REQUIREMENTS

Title of Course:	Gathering and Writing Project Requirements	Length of Course(# of Hrs/Days):		1 Day (7 ½ hrs)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis	**Minimum Number of Participants:** 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class	
Price Per Participant	$394.01 each for 1-2 students $354.61 each for 3-6 students $334.90 each for 7+ students			

This 1-day course provides an overview of how to collect, organize, and document project requirements. The course focuses on the scope of a project, capturing all relevant requirements, as well as explaining how to define and structure project requirements and documents so they are clear and concise. Both lecture and in-class exercises are used to explain the salient aspects of properly writing requirements, as recommended in the following resources:
Project Management Institute, A Guide to the Project Management Body of Knowledge (PMBOK®)
The International Council on Systems Engineering (INCOSE) Systems Engineering Handbook
The Institute of Electrical and Electronics Engineers (IEEE) Guide for Developing System Requirements Specifications (IEEE1233)

Course Objectives
By the end of this course, participants will be able to:

- Describe how scope relates to the entire project management life cycle
- Distinguish between various types of requirements
- Implement a structured approach to gathering requirements
- Define and structure project requirements so they are clear and concise
- Write complete, comprehensible, and verifiable requirements
- Develop the scope of a project based on the gathered and written requirements
- Create a WBS based on the defined scope of the project

Quantity or Other Applicable Discounts	See the price per participant schedule listed above for applicable discounts	

PROJECT RISK MANAGEMENT

Title of Course:	Project Risk Management	Length of Course(# of Hrs/Days):	1 Day (7 ½ hrs)
Total Price of Course: (Total price includes the 3/4% IFF)	Priced on per student basis	**Minimum Number of Participants:** 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class	
Price Per Participant	$394.01 each for 1-2 students $354.61 each for 3-6 students $334.90 each for 7+ students		

Description of Class:
This 1-day course emphasizes the importance of preparing for risks. Risks can negatively impact project deliverables and result in cost overruns that affect the project and project manager. The process of Project Risk Management attempts to identify and address uncertainties that may threaten the desired project outcome. While all projects endure a certain level of risk, regular and rigorous risk analysis and risk management techniques serve to diminish problems before they arise. The material is covered through a mixture of class lectures, class discussions, and hands-on exercises leading students through risk management processes.

Course Objectives
By the end of this course, participants will be able to:

- Apply the basic techniques of determining risks
- Identify internal and external risks and the impact of each type
- Choose when and where to address risks and what typically causes risks
- Determine the impact each risk type may have on a project's triple constraint (scope, time and cost)
- Review available alternatives to mitigate the impact of identified risks
- Choose strategies for making risk mitigation decisions
- Apply a step-by-step process to resolve project risks

Quantity or Other Applicable Discounts	See the price per participant schedule listed above for applicable discounts	

PROJECT MANAGEMENT FUNDAMENTALS, PRINCIPLES, AND TECHNIQUES: 3 DAY COURSE

Title of Course:	Project Management Fundamentals, Principles, and Techniques: 3-Day Course	Length of Course(# of Hrs/Days):	3 Days (7 ½ hrs. per day)
Total Price of Course: **(Total price includes the 3/4% IFF)**	Priced on per student basis		**Minimum Number of Participants:** 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class
Price Per Participant	$1,092.24 each for 1-2 students $ 983.02 each for 3-6 students $ 928.40 each for 7+ students		

Description of Class

This 3-day course provides a comprehensive review of the principles found in the PMBOK®. Upon completion of the course, students will obtain a strong foundation of project management and will be able to effectively function as project managers and team members. The course material is covered through a mixture of class lectures, class discussions, and hands-on exercises, leading students through project management processes.

Course Objectives

By the end of this course, participants will be able to:

- Define project management and project management terminology
- Apply project management principles using the PMBOK® guide's 10 knowledge areas
- Define a project, program, and other on-going operations, as well as the differences between each
- Discuss the role of the project manager
- Estimate and control the triple constraint (scope, time, and cost) of a project
- Create a project plan
- Develop and manage a project team
- Identify and manage project risks
- Perform project management duties effectively
- Contribute to project success as a team member
- Determine what factors result in a successful project

Quantity or Other Applicable Discounts	See the price per participant schedule listed above for applicable discounts	

EARNED VALUE MANAGEMENT (EVM): CONCEPT TO APPLICATION

Title of Course:	Earned Value Management (EVM): Concept to Application	Length of Course(# of Hrs/Days): 1 Day (7 ½ hrs. per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		$297.79 per student for 6-25 students

Course Description

This 1-day course reviews how an Earned Value Management System (EVMS) integrates the work scope with the schedule and cost elements of a project to optimize control of planned work. EVMS is used as a project management early warning system, enabling managers to identify problems in their infancy. As a result, project managers can create cost effective and schedule efficient adaptations. This course, through lecture and hands-on exercises, will present a clear, comprehensive, and step-by-step methodology for planning projects and measuring and reporting project performance.

Course Objectives

By the end of this course, participants will be able to:

- Define and describe EVMS techniques to effectively and accurately measure project performance
- Determine project work scope by creating an accurate Work Breakdown Structure (WBS)
- Build detailed schedules from a WBS
- Baseline and execute a comprehensive tracking and reporting process
- Compare accomplished work to planned work and actual costs
- Create performance metrics such as cost and schedule performance indices
- Report cost and schedule variances

INTRODUCTION TO AGILE PROJECT MANAGEMENT

Title of Course:	Introduction to Agile Project Management	**Length of Course(# of Hrs/Days):** 1 Day (7 ½ hrs. per day)
Total Price of Course: **(Total price includes the 3/4% IFF)**		Priced on per student basis
Price		$191.63 per student for 6-25 students

Course Description

This 1-day course introduces participants to the basic methods, tools, techniques, and terminology of Agile project management. Additionally, this course explains the rationale for adopting Agile methods as opposed to traditional project management methodologies. The course also reviews how Agile project management is contrasted with traditional approaches to project management and the challenges associated with introducing Agile into organizations currently using traditional project management methods.

Course Objectives

By the end of this course, participants will be able to:

- Define the characteristics of an Agile project
- Differentiate software development methodologies, with particular interest given to the comparison of Agile and iterative methods
- Determine Agile opportunities, challenges, and samples of methodology appropriate to the issues faced on projects
- Employ a range of requirements specifications tools dealing with iterative and Agile planning, managing risk, and tracking project progress
- Use best practices and Project Management techniques while combining the traditional benefits of iterative planning with more dynamic execution and control methodologies offered by the Agile approach

MICROSOFT® PROJECT PROFESSIONAL CORE: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING PROJECTS

Title of Course:	Microsoft® Project Professional Core: A Scheduling Tool for Successfully Managing Projects	**Length of Course(# of Hrs/Days):** 2 Days (7 ½ hrs. per day)
Total Price of Course: **(Total price includes the 3/4% IFF)**		Priced on per student basis
Price		$570.92 per student for 6-25 students

Course Description

This 2-day course provides an excellent foundation for Microsoft® Project users. Every project, regardless of its size or complexity, must implement a project plan to succeed. As part of that project plan, project managers need to create and maintain a comprehensive and manageable project schedule. Planning and scheduling the project in a systematic and logical fashion is paramount to the success of an overall program. This course, through lecture and hands-on exercises, will present a clear, comprehensive, step-by-step methodology for entering, managing, and tracking project schedules using Microsoft® Project. This course can be tailored to any of the Microsoft® Project versions. Additionally, this course can be tailored to include Earned Value Management (EVM) including a method to collect and examine earned value information and enabling the ability to control cost overruns and/or schedule delays.

Course Objectives

By the end of this course, participants will be able to:

- Implement the PMBOK® time management knowledge area
- Define PMI best practices and EdwPS methodologies for project scheduling
- Define and choose correct Microsoft® Project property and option settings
- Set up and manipulate project and resource calendars
- Create and manage a project resource tool
- Define and enter tasks and milestones, including level of effort (LOE) tasks
- Set up and modify task interdependencies and constraints
- Assign resources from the resource pool to a task and enter the "work" required to complete each task
- Track project progress
- Create project reports to promote communication
- Analyze projects, resource usage, and task data

MICROSOFT® PROJECT PROFESSIONAL INTERMEDIATE 2007

Title of Course:	Microsoft® Project Professional Intermediate 2007	**Length of Course(# of Hrs/Days):** 1 Day (7 ½ hrs. per day)
Total Price of Course: **(Total price includes the 3/4% IFF)**		Priced on per student basis
Price		$278.81 per student for 6-25 students

Course Description

This 1-day course expands on the concepts discussed in the Microsoft® Project Core course. The course covers hands-on techniques that further explore the impacts of real-life project management, including schedule planning and schedule status update processes. Through lecture and hands-on exercises, the course will address the following next-level desktop concepts: creating custom fields, stoplight tracking charts, master schedules, and custom reports.

Course Objectives

By the end of this course, participants will be able to:

- Create custom fields
- Modify and calculate custom data using an extensive Microsoft® Project database
- Manage multiple projects using a master schedule
- Create graphical indicators paired with custom fields to create powerful stoplight tracking charts
- Set-up the criteria for using graphic indicators to help analyze your project data in your custom fields
- Import and export data using data maps
- Create out-of-box and custom reports

MICROSOFT® PROJECT PROFESSIONAL ADVANCED 2007: PROJECT SERVER INTRODUCTION

Title of Course:	Microsoft® Project Professional Advanced 2007: Project Server Introduction	Length of Course(# of Hrs/Days): 1/2 Day
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		$134.05 per student for 6-25 students

Course Description

This ½ day course provides an overview of enterprise project management in a Microsoft® Project Server environment. The course discusses techniques to further explore the impacts of real-life project management on schedule planning and schedule status updating processes. The advanced course, through lecture and hands-on exercises, will address the following enterprise level concepts: Project Web App (PWA), an enterprise resource pool, and project server workspaces.

Course Objectives

By the end of this course, participants will be able to:

- Explore enterprise project management in a Microsoft® Project Server environment
- Perform resource loading and planning using PWA, resource center, and Microsoft® Project
- Implement best practices for managing single and multiple projects and publishing data to the enterprise environment
- Establish visibility between projects in an enterprise environment
- Develop and maintain an enterprise resource tool
- Document issues and risks within lists in a Project Server and SharePoint workspace

MICROSOFT® **P**ROJECT **P**ROFESSIONAL **A**DVANCED **2010: P**ROJECT **S**ERVER **I**NTRODUCTION

Title of Course:	Microsoft® Project Professional Advanced 2010: Project Server Introduction	**Length of Course(# of Hrs/Days):** 1/2 Day
Total Price of Course: **(Total price includes the 3/4% IFF)**		Priced on per student basis
Price		$134.05 per student for 6-25 students

Course Description

This ½ day course provides an overview of enterprise project management in a Microsoft® Project Server environment. The course discusses techniques to further explore the impacts of real-life project management on schedule planning and schedule status updating processes. The advanced course, through lecture and hands-on exercises, will address the following enterprise level concepts: Project Web App (PWA), an enterprise resource pool, and project server workspaces.

Course Objectives

By the end of this course, participants will be able to:

- Explore enterprise project management in a Microsoft® Project Server environment
- Perform resource loading and planning using PWA, resource center, and Microsoft® Project
- Implement best practices for managing single and multiple projects and publishing data to the enterprise environment
- Establish visibility between projects in an enterprise environment
- Develop and maintain an enterprise resource tool
- Document issues and risks within lists in a Project Server and SharePoint workspace

PROJECT MANAGEMENT FUNDAMENTALS, PRINCIPLES, AND TECHNIQUES: 1-DAY COURSE

Title of Course:	Project Management Fundamentals, Principles, and Techniques: 1-Day Course	**Length of Course(# of Hrs/Days):** 1 Day (7 ½ hrs. per day)
Total Price of Course: **(Total price includes the 3/4% IFF)**		Priced on per student basis
Price		$306.03 per student for 6-25 students

Course Description

This 1-day course provides an overview of the ten PMI PMBOK® knowledge areas and how they apply to successful project management. The course material is covered through a mixture of class lectures and class discussions, leading students through project management processes.

Course Objectives

By the end of this course, participants will be able to:

- Define project management and project management terminology
- Define a project, program, and other on-going operations and the differences between each
- Discuss the role of a project manager
- Apply project management principles using the PMBOK® guide's 10 knowledge areas
- Determine what factors result in a successful project