CHECK DEFENSE COMMERICAL PRICELIST

Effective 1 January 2020

Labor Category Description	Price per Hour
Program Director	**$311.04**
Responsible for coordinating all project management staff assignments, disseminating best practices, achieving labor utilization goals, and providing oversight and leadership for staff development and mentoring programs for project managers. Responsibilities include providing guidance to all project managers on methods and processes for effective project management. Approves and provides oversight for professional development plans. Approves project management training requirements and career development activities.	
Project Manager - Principal	**$239.26**
Responsibilities include providing guidance to all project managers on methods and processes for effective project management. Design and implement a professional development plan for staff members and recommend/approve training and professional development activities to ensure skill enhancement. Provides contract management and oversight. Coordinates project management training requirements. Achieve labor utilization targets for assigned staff.	
Project Manager - Senior	**$184.04**
Responsible for the entire scope of project management activities on a large, complex projects, concurrent smaller projects or a definable piece of a larger program to successful completion consistent with contractual agreement and project management best practices. Assists clients in creating strategic learning and performance plans to meet organizational requirements. Defines new project charters, authority and accountability structures. Supports contract negotiations. Perform variance analysis and continual risk management while maintaining project profitability and contributes technical expertise to the projects.	
Project Manager	**$141.57**
Responsible for the performance of small to mid-sized projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Develops project requirements, acceptance criteria, and objectives of proposed client solution. Determines and manages project costing, schedules, and staffing levels. Defines and manages project scope, assigns and maintains resources and provides technical direction to the project and ensures project profitability. Identifies project risks and develops contingency plans. Develops status reports, tracks issues and executes problem resolution and ensures project quality control. Creates and executes internal team and external client communications model.	
Management Analyst - Senior	**$166.29**
Analyze various aspects of organizational functioning, including management, processes, structure, culture, and performance. Provides guidance and leadership to management analyst staff and provides work reviews. Conduct organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques. Identify source of the problem, make recommendations for solutions, including designing and implementing appropriate organizational interventions. Work with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.	

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Management Analyst	**$127.92**
Analyze various aspects of organizational functioning, including management, processes, structure, culture, and performance. Conduct organizational or process analysis, using qualitative and quantitative analysis tools and techniques. Identify sources of problems; make recommendations for solutions, including designing and implementing appropriate organizational interventions. Apply organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.	
Management Analyst - Junior	**$98.40**
Analyze various aspects of organizational functioning, including management, processes, structure, culture, and performance. Under the supervision of a Senior Management Analyst conduct organizational or process analysis, using qualitative and quantitative analysis tools and techniques. Identify sources of problems; make recommendations for solutions, including designing and implementing appropriate organizational interventions. Apply organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.	
Trainer - Principal	**$147.48**
Responsible for the development and presentation of customized and commercial off the shelf (COTS) training for customer and in-house employees. Works with management to analyze learning needs, design instruction, performance support programs, curriculum, and/or schedules. Explores and evaluates potential training methods and delivery alternatives. Assists in the development and documentation of instructor based and technology delivered curriculum and performance support. Develops training aides and criteria for evaluating the effectiveness of training activities.	
Trainer -Senior	**$122.90**
Responsible for the development and presentation of customized and commercial off the shelf (COTS) training. Works with management to analyze learning needs, design instruction, performance support programs, curriculum, and/or schedules. Explores and evaluates potential training methods and delivery alternatives. Assists in the development and documentation of instructor based and technology delivered curriculum and performance support. Develops training aides and criteria for evaluating the effectiveness of training activities.	
Trainer	**$102.41**
Responsible for the development and presentation of training materials for customers and in-house employees. Conducts classes for client proprietary software training in addition to customized or commercial off the shelf (COTS) training. Coordinates training program needs, obtains technical data and determines the training support materials required. Possesses and applies a broad knowledge of teaching and training principles. Successfully caries out multiple tasks and assignments.	

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Instructional Designer - Principal	$161.20

Acts as a senior instructional and performance support designer for multiple projects. Responsible for leading the analysis, design and development of instruction and/or performance systems. Responsible for maintaining training standards and procedures, lesson/course templates, and the daily work activities of the instructional design training team on assigned projects. Provides guidance to the team in using the instructional systems development process to analyze, design, develop, and implement instruction and performance support solutions. Promotes design innovation throughout the company. Acts as a mentor to team in creating related training products such as job aids, web pages, storyboards, course outlines, and print based courses.

Instructional Designer - Senior	$124.00

Conducts end-user needs assessment and performance assessment, analyzes results to determine learning needs and performance gaps. Consults with clients to identify new learning requirements and strategies. Works with the instructional design team and project managers to design responsive training and/or performance support solutions and schedules. Demonstrates advanced knowledge of the instructional design process (ISD/ADDIE/SAT) and fosters design innovation. Reviews products throughout analysis, design, and development for style guidelines, writing standards, and sound instructional design. Possesses excellent writing skills and demonstrates the ability to coordinate and work effectively with SMEs.

Instructional Designer	$95.39

Works with a design team to perform analysis, design and development for instructional and/or performance support solutions. Conducts task, needs, and audience analyses, and work flow observations. Working knowledge of the instructional design process (ISD/ADDIE/SAT). Works under the supervision of the Project Manager or Senior Instructional Designer to develop and document instructor-led, paper-based, and technology delivered curriculum and/or performance support solutions. Possesses excellent writing skills and demonstrates the ability to work effectively with SMEs to conduct research and resolve issues.

Graphics / Multimedia Specialist - Senior	$98.80

Responsible for the design, creation and support of visual medial development in a wide variety of settings. Able to produce complex, technical and graphically oriented materials utilizing isometric, spatial perspective and other illustration techniques. Provides for the production of audio and video assets to support learning solutions, understands the requirements for audio and video integration into multiple learning delivery technologies. Working from design briefs, verbal instructions and sketches, create multiple, quick, innovative solutions for various assignments. Review and approve all layouts, proofs, and artwork before final integration into product. Ensure that graphic deliverables meet the aesthetic and financial requirements of the project. Presents and defends graphic ideas and solutions to project team.

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Graphics / Multimedia Specialist	$82.33

Responsible for the design, creation and support of visual media development in a wide variety of settings. Provides for the production of audio and video assets to support learning solutions, understands the requirements for audio and video integration into multiple delivery learning technologies. Able to produce complex, technical and graphically oriented materials using isometric, spatial perspective and other illustration techniques. Working from design briefs, verbal instructions and sketches, create multiple, quick, innovative solutions for various assignments. Ensure that graphic deliverables meet the aesthetic and financial requirements of the project. Presents and defends graphic ideas and solutions to project team.

Application / Web Developer, Training - Principal	$172.06

Responsible for the design, creation and support of application development in a wide variety of settings. Able to translate, or oversee translation of, design specifications into executable program code. Implement production standards and methodologies on each project. Evaluate system architecture and operational requirement information to identify system design and development criteria. Manage software development and support the use of formal specifications, data flow diagrams, and other accepted design techniques. Participates in the creation and delivery of proposals, organizational briefings and in-house training. Important abilities and knowledge for this position include: the knowledge implementation strategies related to SCORM and Section 508 standards. Ability to troubleshoot executable code for errors in a variety of software packages.

Application / Web Developer, Training - Senior	$122.90

Responsible for the design, creation and support of application development in a wide variety of settings. Able to translate, or oversee translation of, design specifications into executable program code. Implement production standards and methodologies on each project. Evaluate system architecture and operational requirement information to identify system design and development criteria. Manage software development and support the use of formal specifications, data flow diagrams, and other accepted design techniques. Participates in the creation and delivery of proposals, organizational briefings and in-house training. Important abilities and knowledge for this position include: the knowledge implementation strategies related to SCORM and Section 508 standards. Ability to troubleshoot executable code for errors in a variety of software packages.

Application / Web Developer, Training	$102.41

Responsible for the design, creation and support of application development in a wide variety of settings. Works with instructional designer and visual developers to design products that will meet a client's individual needs. Participates in the visual design, course structuring, and execution of a program's development. Reviews and debugs products prior to final delivery. May be involved in pilot testing at a client's implementation site. Able to work on multiple tasks while meeting project deadlines. Important abilities and knowledge for this position. Ability to trouble-shoot executable code for errors in a variety of software packages.

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Quality Assurance Specialist	$105.43
Ensures that quality processes are developed in conjunction with the user requirements. Develops and implements quality plans and checklist to support project goals. Performs quality checks and reviews of all training materials as required. Raises issues, questions and concerns. Performs the assessment, development, implementation, and evaluation of program and process components. Validates results, reports discrepancies, and follows through to ensure that all issues are resolved.	
Technical Writer / Editor - Senior	**$95.19**
Researches, organizes, writes, edits, and produces technical data for major publication projects. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. May participate in the establishment of style guidelines and standards for texts and illustrations. May provide work leadership for lower level employees.	
Technical Writer / Editor	**$79.32**
Edits simple to complex manuscripts by reviewing content for completeness, accuracy and correctness of language use and revises manuscripts to meet predetermined standards of style and accuracy. Looks for inconsistencies of thought, development or organization. Confers with authors to recommend treatment of material. Reorganizes, cuts, or rewrites as necessary. May edit copy as well. Requires formal training in a particular discipline, excellent communications skills and extensive editing experience.	
Administrative Assistant	**$67.27**
Under limited supervision and on own initiative, performs standard and advanced administrative duties. Assists managers with administrative responsibilities. Position requires superior skills in word processing and excels spreadsheets and a thorough knowledge of the organizational practices and procedures. Receives and screens telephone calls and handles routine correspondences and mail. Makes travel arrangements. May generate and maintain confidential files and reports.	
Training Coordination Specialist	**$79.32**
Provides administrative services which involve tracking and/or reporting the status of budgets, schedules, plans, and data base files. Coordinates space planning, furniture and equipment planning, and assembling of data for management and/or customers. Collects data and completes forms and documentation in support of administrative activities. Prepares correspondence, reports, forecasts, and/or status updates. Collects data and coordinates the preparation of proposal inputs.	
Subject Matter Expert - Principal	**$329.19**
Performs and assists project teams in high-level studies and analysis, evaluation, design, integration, documentation, and implementation of very complex projects, which require a high level of technical and administrative knowledge. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Applies higher level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solutions. Duties include establishing requirements, functional modeling, developing procedures, developing functional architectures, and other related management and technical duties. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the customer.	

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Subject Matter Expert - Senior	$253.22
Performs and assists project teams in high-level studies and analysis, evaluation, design, integration, documentation, and implementation of very complex projects, which require a high level of technical and administrative knowledge. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Applies higher level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solutions. Duties include establishing requirements, functional modeling, developing procedures, developing functional architectures, and other related management and technical duties. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the customer.	
Subject Matter Expert	**$194.79**
Performs and assists project teams on assigned portions of information technology or engineering/scientific, research, evaluation projects such as studies and analyses, design, and integration, which may require a high level of knowledge within a specific discipline. Participates in all phases of the projects such as design, development, testing, training and documentation. May assist in planning and be responsible for portions of the project in terms of management or oversight.	