



CAPABILITY STATEMENT

On-demand documentation, administrative, and operational support for federal program offices and prime contractors — task-level, fast-turnaround, compliance-ready.

CORE CAPABILITIES

- **SOP and Process Documentation:** Write, format, and finalize SOPs, workflow guides, and desk references — ready to use.
- **Program and Administrative Documentation:** Draft, edit, and format reports, summaries, briefings, and guidance documents.
- **Onboarding and Training Materials:** Build job aids and reference packets that capture institutional knowledge.
- **Recurring Reporting Support:** Compile and prepare recurring status reports, data summaries, and program updates.
- **Document Review and Compliance Prep:** Review documents for clarity, completeness, and adherence before submission.
- **Administrative Overflow Support:** Back-office and program support when staff are stretched, reduced, or unavailable.

RELEVANT PROFESSIONAL EXPERIENCE (W2)

- **Operations & Documentation — Healthcare Technology:** CRM transition for 50+ users; produced SOPs, training content, and executive reports in a compliance-sensitive environment.
- **Multi-Site Program Coordination — Higher Education:** Maintained compliance documentation across multi-state programs; 40% placement increase through process optimization.
- **Process Documentation & Training — Higher Education:** Developed faculty user manual for clinical placement process; 100% placement rate through structured tracking.
- **Global Training Development — Operations:** Designed and standardized training programs and operational documentation across 30 countries.
- **Project Management & Process Improvement — Healthcare Technology:** Concurrent IT implementations; workflow automation saving 5 hours per project cycle.

SAMPLE DELIVERABLES

- Onboarding guides
- Training packets / job aids
- Operational reporting
- Meeting summaries
- SOP development / cleanup
- After-action reports
- Workflow documentation
- Compliance checklists
- Continuity documentation
- Project mgmt support

DIFFERENTIATORS

Velocarta helps capacity-constrained teams keep documentation and operational work moving — especially when internal staff are stretched, reduced, or unavailable.

What we offer that AI cannot:

- **Human judgment:** We assess context and apply discretion in compliance-sensitive environments. AI generates output. We are accountable for it.
- **A named professional signs off:** Every deliverable carries the credentials of a PMP-certified practitioner — not anonymized output.
- **Institutional knowledge capture:** We document what walks out the door when staff leave — SOPs built to outlast personnel transitions.

CORPORATE DATA

CAGE:17EA6

Certifications: Small Business, WOSB, EDWOSB

Location: Virginia, USA

Website: www.velocarta.com

Social: [linkedin.com/company/velocarta/](https://www.linkedin.com/company/velocarta/)

Payments: Credit / Purchase Cards Accepted

NAICS CODES

561410 — Document Preparation

611430 — Professional & Mgmt Dev Training

541611 — Admin & General Mgmt Consulting

541618 — Other Management Consulting

541990 — Professional, Scientific & Technical

CREDENTIALS

PMP® — Project Management Professional
M.S., Instructional Technology — Fort Hays University

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