



## Capability Statement

### Corporate Data

**eVA#:** SUP345737

**Certifications:** SWaM (pending)

**Website:** [www.velocarta.com](http://www.velocarta.com)

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

**Location:** Virginia

**Payments:** Accept Credit & Purchase Cards

### Differentiators

**Experience in regulated, high-trust environments**

**Credentials:** PMP®, CIMA®, CPWA®

**Delivers fast, reliable research, documentation, and training support for compliance-driven programs.**

### Core Capabilities

- **Program & Administrative Documentation Support.** Drafting, editing, and formatting reports, SOPs, summaries, guidance materials, and internal reference documents supporting program operations.
- **Process Documentation & Standardization.** Documenting workflows, checklists, and templates to support standard work, accuracy, and repeatable execution.
- **Training & Reference Materials Development.** Creating job aids, guides, and instructional documentation to support onboarding, process adherence, and operational continuity.
- **Document Review & Readiness.** Reviewing materials for clarity, completeness, formatting, and adherence to instructions prior to submission or internal use.
- **Project Coordination & Task Tracking.** Checklist-based coordination, task tracking, and documentation management supporting short-term initiatives and audit readiness.
- **Compliance-Focused Administrative Support.** Supporting back-office, program, and administrative functions in compliance-driven environments.

### Past Experience

- Managed **5+ concurrent cross-functional projects** with **\$18M total value**, delivering reliable execution under tight timelines and compliance requirements. Coordinated tasks and deliverables across multiple work streams. Maintained project documentation, schedule, scope and tracking.
- Conducted structured evaluations of **100+ small and mid-size initiatives**, supporting decisions tied to **\$25M+ in validated outcomes**. Assessed alignment, feasibility, and execution readiness. Delivered written analysis and recommendations. Produced clear, actionable decision-support materials for senior stakeholders.
- Produced and finalized **dozens of SOPs, reports, and briefing materials**. Edited materials for clarity, completeness, and formatting. Maintained standardized reference documentation. Created, edited, and finalized materials for executive review and approval.
- Designed and delivered training programs at university level.

### NIGP Codes

**91806:** Admin Consulting  
**91832:** Consulting Services  
**91838:** Education and Training Consulting  
**91875:** Mgmt Consulting  
**92416:** Course Dev Services  
**95877:** Project Mgmt Services  
**96190:** Writing Services

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GrantWorks 360 Consulting, LLC (dba Velocarta)