



PROGRAM MANAGEMENT SERVICES

By ensuring that the “Voice of the Customer” is heard and understood, SOLUTE’s management focuses on the needs of the customer, enabling a responsive and profitable team while producing a high quality product. SOLUTE initiates a Program Management solution by analyzing and understanding a program’s requirements, defining a program’s strategic objective, and applying the proven principles of Earned Value Management (EVM).

SOLUTE assists clients in achieving a high degree of cross-functional coordination and direct alignment to strategic goals of the enterprise. SOLUTE Program Managers effectively implement programs through a series of projects or multiple parallel projects, facilitating the realization of distinct and measurable benefits to each customer’s enterprise. SOLUTE has offices geographically dispersed across the continental United States, efficiently working together to meet the needs of every client.

In addition, SOLUTE will:

- Create a plan of action for the overall program and subordinate projects.
- Identify individual project deliverables.
- Identify risks to project timelines and assist in mitigating.
- Provide guidance and direction for Project Leaders.
- Facilitate effective communications between related projects.
- Maintain awareness of internal and external program change catalysts.
- Maintain and manage a portfolio of individual projects.
- Provide assistance to the Project Leaders, as required.
- Answer customer inquiries and report progress of the program.
- Implement an individually tailored Quality Assurance Plan, which may include:
 - Internal Reviews of Deliverables
 - Internal Audits of hours and funding
 - Internal Status Reports
 - Detailed Base and Option year Plans of Action and Milestones
 - Quarterly formal meetings with client
 - Informal customer feedback
- Manage time and budget to ensure:
 - Timely completion of all deliverables
 - All projects are completed successfully
 - All program objectives are achieved
 - Every customer is fully satisfied