



Capability Statement

Project Management • Operational Systems • Government Program Support

Nicole Pritchett LLC is a consulting and project management firm based in Dayton, Ohio that helps government agencies, nonprofits, and organizations implement structured operations, clear documentation, and effective project execution. The firm specializes in turning complex initiatives into organized plans, documented processes, and systems that teams can implement immediately.

Government Experience

- Ohio Department of Rehabilitation and Corrections – Contract support assisting with IT coordination, project activities, help desk operations, and cross-team communication.
- Ohio Department of Commerce – Supported transition of HR processes from MS Access database to ServiceDesk platform; workflow documentation and operational clarity.

Core Competencies

Project & Program Management	Project lifecycle management, milestone tracking, risk monitoring, stakeholder coordination
Business Process Improvement	Workflow design, process mapping, SOP creation, operational playbooks
Documentation & Training	Policy documentation, system guides, onboarding manuals, training materials
Operational Systems	Intake workflows, scheduling systems, administrative dashboards, process automation
Communications & Program Support	Program communication strategy, outreach content, reporting support

Key Differentiators

- PMP, SAFe Agile, and Certified ScrumMaster leadership
- Strong documentation and operational system design expertise
- Experience across government, nonprofit, and private sectors.
- Ability to bridge leadership, technical teams, and frontline staff.
- Boutique consulting firm offering responsive, organized execution.



Relevant Experience

Ohio Department of Rehabilitation and Correction (ODRC)

Provided contract support assisting with IT coordination, help desk operations, and project-related activities supporting agency systems and cross-team communication.

Ohio Department of Commerce

Supported a system transition project migrating HR processes from an MS Access database to the ServiceDesk platform, contributing to workflow documentation and process improvement.

First Priority Urgent Care

Provided operational support for a multi-location urgent care provider, assisting with workflow coordination, documentation, and patient intake processes.

Hope Road Organization

Executive Director overseeing youth programming, volunteer operations, and development of the Youth Arts & Nature Hub community initiative.

Preston Plumbing LLC

Designed and implemented website and operational intake workflows supporting contractor scheduling and service requests.

NAICS Codes

- 541611 – Administrative & General Management Consulting Services
- 611430 – Professional & Management Development Training
- 541618 – Other Management Consulting Services
- 541613 – Marketing Consulting Services
- 561110 – Office Administrative Services
- 541512 – Computer Systems Design Services



Company Information

Business Name	Nicole Pritchett LLC
Principal	Nicole Pritchett, PMP, SAFe, CSM
Location	Dayton, Ohio
Phone	(937) 303-1915
Email	Team@nicolepritchett.com
Website	www.nicolepritchett.com
Business Type	Woman-Owned Small Business
Structure	Limited Liability Company
UEI	UKNXZN8TNXQ4
CAGE Code	17DZ9

Nicole Pritchett LLC partners with agencies seeking organized project execution, clear documentation, and operational systems that support accountability and long-term success.