

# Jim Little

SCOR<sup>2</sup>E Team



## Years of Experience

23 Years

## Education

### University of Pittsburgh

BA, Psychology

### Western Kentucky University

MA, Industrial/Organizational  
Psychology

## Professional Experience

### C<sup>2</sup> Technologies

Experienced Instructional Designer with a vast knowledge of project management and instructional systems design.

## Security Clearance

Public Trust

Jim Little is a Senior Instructional Designer with 23 years of comprehensive experience across all facets of project management and instructional systems design. His expertise spans from needs analysis and assessment to design, development, training delivery/implementation, and evaluation. He has successfully led diverse teams focused on web courseware, ILT, workshops, conferences, data analysis, and software development, establishing himself as a key POC for numerous performance improvement and training initiatives.

He has led the revision of 30 instructor-led classroom courses for the FEMA Training Development, Education, and Assessment Support Services/ Sustainment Training/ Curriculum Revision—FQS Project. In this capacity, he managed three Tiger teams of ISDs, closely collaborating with the FEMA Contracting Officer's Representative (COR) to ensure timely delivery and high-quality standards of all materials, including ensuring 508 compliance through editing, graphic design, and DHS Trusted Tester resources. Jim's work with FEMA underscores his exceptional skills in managing complex training development projects, ensuring quality control, and fostering effective communication with all stakeholders to support FEMA's mission of emergency management and response training.

## C<sup>2</sup> Technologies, Senior Project Manager (2014 – Present)

Lead training development teams on schedule and within budget. Ensure quality assurance standards are exceeded on a wide variety of training materials, including ILT, WBT, conference and workshop materials, and performance improvement support tools:

- **FEMA — FEMA Training Development, Education and Assessment Support Services, FEMA FQS Curriculum Development Project.** Lead courseware development team on a multi-year contracts developing, revising, and finalizing (i.e., moving courses into new FEMA branded approved TDS templates and performing 508 compliance check and remediation) of instructor-led courses. Responsible for providing leading weekly project status and submitting meeting minutes, tracking project progress against planned milestones, resource management,

quality control review of monthly status reports, and ensuring the project remains on schedule and we meet and exceed customers' satisfaction.

- **FEMA — FEMA Training Development, Education and Assessment Support Services, FEMA FQS Curriculum Sustainment Project.** Directs the courseware development team across multi-year contracts, focusing on creating, revising, and finalizing instructor-led courses. This involves transitioning courses into new FEMA-branded, approved TDS templates and conducting 508 compliance checks and remediation. Accountable for delivering weekly project updates, documenting meeting minutes, monitoring project timelines against established milestones, managing resources, overseeing the quality control of monthly status reports, and ensuring the project stays on track. The role is pivotal in guaranteeing meeting and exceeding customers' expectations, thereby maintaining high levels of satisfaction.
- **Federal Emergency Management Agency (FEMA) — Training Development, Education and Assessment FEMA Training Development, Education and Assessment Support Services/Sustainment Training/ Curriculum Revision — FQS Project.** Serves as Project Manager and manages three Tiger teams of ISDs in the revision of 30 FEMA instructor-led classroom courses. Collaborates closely with the FEMA Contracting Officer's Representative (COR) to ensure that all deliverables are produced on schedule and maintain the highest quality standards. Responsibilities include conducting frequent internal and external project status

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meetings, providing monthly reports, and supporting his teams in delivering 508-compliant materials.

- **FEMA — Public Assistance. Serve as Project Manager and primary point of contact for the FEMA COR and FEMA PALA project manager.** Work directly with Lead ISD in the development of instructor-led courses for the Public Assistance cadre. Perform quality control review of all deliverables, support (record and take notes) of all meetings, and ensure the project stays on budget, schedule, the quality of all deliverables meets or exceeds client's expectations.
- **FEMA EMI, Basic Academy Courses — ILT, vILT, and WBT.** Acts as the primary point of contact for the client and oversees a Logistics Coordinator responsible for organizing the delivery of over 50 classes nationwide each year. Checks all work orders, instructor contracts, expense reports, and invoices for accuracy. Leads weekly status meetings with the client and ensures the quality of all reports and

deliverables. Reviews and discusses course evaluations with instructors to continuously improve the training experience.

- **FEMA Emergency Management Professional Program (EMPP) — Training Needs Analysis. Served as the daily Project Manager and primary POC with the FEMA Technical POC.** Worked closely with the lead ISD in analyzing the EMPP, which included the Basic, Academy, and Executive Academy programs. Analysis activities included conducting focus groups, web surveys, interviews, and extant data analysis. Conducted reviews of all deliverables. Identified SMEs and coordinated the logistics and travel arrangements for all participants (SMEs and C<sup>2</sup> staff) for three client site focus groups.

### **Axiom Resource Management, Project Manager (2006 – 2014)**

Managed the lifecycle of complex training projects from inception through completion, including requirements gathering, design, development, testing, and deployment, consistently delivering on time and within budget.

Facilitated cross-functional team collaboration, ensuring training projects were delivered on time and within budget, while meeting the high-quality standards required for implementing new technical concepts across multiple projects.

### **Meridian KSI, Sr. Instructional Systems Designer (2002 – 2006)**

Managed the lifecycle of complex training projects from inception through completion, including requirements gathering, design, development, testing, and deployment, consistently delivering on time and within budget.