



CONSTRUCTION PROJECT MANAGEMENT & PROGRAM COORDINATION

Capabilities Statement



CORE CAPABILITIES

- Construction project coordination and scheduling support
- Client communication and expectation management
- Project tracking, milestone visibility, and status reporting
- Contractor, vendor, and stakeholder coordination
- Issue identification and blocker resolution
- Inspection and approval readiness support
- Remote program and project management
- Delivery governance and execution discipline

CONSTRUCTION PROJECT SUPPORT

PM FrontOffice LLC supports small to mid-size construction projects in an advisory and coordination role. Our focus is on strengthening communication between contractors, clients, and stakeholders to reduce misunderstandings, delays, and disputes. We do not perform construction work or act as a general contractor.

TECHNOLOGY & PROGRAM MANAGEMENT EXPERIENCE

In addition to construction project coordination, PM FrontOffice LLC brings extensive experience leading complex programs across technology, cybersecurity, cloud, and operations environments. This background allows us to apply proven delivery frameworks, risk management practices, and stakeholder communication strategies across diverse project types.

DIFFERENTIATORS

- Communication-first approach to project coordination
- Calm, structured execution under pressure
- Honest, non-inflated representation of capabilities
- Remote-first delivery model
- Ability to bridge technical details and client understanding

CERTIFICATIONS & EDUCATION

- Project Management Professional (PMP)
- MBA – Entrepreneurship & Information Technology
- Bachelor's Degree – Business Administration
- Additional project management and technology certifications

CONTACT US

- **Business Type:** Project Management Consulting & Coordination
- **Delivery Model:** Remote / Hybrid
- **Primary Markets:** Construction, Technology, Cybersecurity, Cloud
- **Phone:** 202-243-9591
- **Email:** info@pmfrontoffice.com
- **Website:** www.pmfrontoffice.com
- **LinkedIn:** linkedin.com/company/pmfrontoffice-llc/
- **Facebook:** <https://www.facebook.com/pmfrontoffice>



"PM FrontOffice is committed to supporting construction teams where it matters most; communication, coordination, and client understanding.

My promise is to bring structure and clarity to the project process, helping contractors stay focused on the work while clients remain informed and confident throughout the project lifecycle."

Menkara Williams

Owner, PM FrontOffice LLC