

PROPER AUTOMATION LLC

PROJECT CONTROLS | PROGRAM MANAGEMENT |
PROGRAM INTEGRATION

WEST PALM BEACH, FLORIDA
Prime Teaming & Subcontract Services

Proper Automation LLC provides project controls and program integration support to owners, prime consultants, and contractors. The firm combines schedule and cost controls, risk management, performance reporting, and coordination to improve visibility into program performance.

CORE CAPABILITIES

- Integrated Master Scheduling (IMS)
- Cost & Schedule Performance Management
- ETC/EAC Forecasting & Earned Value Management
- Program Risk & Issue Management
- Milestone, Dependency & Deliverable Tracking
- Performance Metrics, Dashboards & Reporting
- Recovery & Corrective Action Planning
- Change & Configuration Coordination
- Supplier, Consultant & Stakeholder Coordination
- Cross-Functional Program Integration
- Process Mapping & Continuous Improvement

PROJECT CONTROLS & PROGRAM MANAGEMENT SERVICES

- Integrated schedule development, review, and milestone tracking
- Cost and schedule performance reporting and forecasting
- ETC/EAC and performance-trend analysis
- Risk, issue, dependency, and deliverable tracking
- Executive dashboards and program performance reporting
- Independent assessment of schedule, cost, risk, reporting, and execution gaps
- Recovery and corrective-action planning
- Cross-functional program and stakeholder coordination
- Project controls procedures, process mapping, and continuous improvement

PROJECT CONTROLS SYSTEMS & TOOLS

Primavera P6 • Microsoft Project • SAP •
Teamcenter • Jira • Microsoft 365

COMPANY INFORMATION

UEI: JXW1Y1BTKJ3

CAGE: 9YKN5

NAICS 541611 Administrative Management and General
Management Consulting Services

BUSINESS LOCATION: West Palm Beach, Florida

FOUNDER QUALIFICATIONS

Dr. Wanita Dixon, Founder & Principal

Project controls and program management leader with over 20 years of experience supporting complex technical and capital-intensive programs.

Experience includes integrated master scheduling, cost and schedule performance, ETC/EAC forecasting, EVMS, program risk and issue management, recovery planning, executive reporting, change coordination, and cross-functional program integration.

REPRESENTATIVE FOUNDER EXPERIENCE

Selected prior professional accomplishments of Dr. Wanita Dixon, Founder & Principal. These examples represent key-personnel experience and are not presented as Proper Automation LLC corporate past performance.

- Control Account Manager for three technical workstreams, owning an IMS, cost/schedule performance, ETC/EAC forecasting, EVMS status, risks, and recovery planning.
- Managed a \$14M program budget and 35-person cross-site team for a NASA propulsion program; led integrated cost, schedule, risk, and technical performance reviews with the customer.
- Directed a \$25M engineering productivity and cost program and managed a \$22M annual engineering services portfolio across 100+ global suppliers.
- Managed a \$5M engineering workstream using Primavera P6 and Microsoft Project; achieved 97% on-time hardware release and reduced downstream build delays by 25%.

WHY PROPER AUTOMATION

- Founder-led senior-level project controls and program integration support
- Engineering depth combined with cost, schedule, risk, and executive-performance management
- Evidence-based planning, reporting, and recovery focused on measurable outcomes
- Flexible support for prime teaming and subcontract engagements
- Small business with direct principal accountability

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