

Infomedia Ltd

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Memorandum

To: Andrew Graham
From: Guy Bryant
cc:
Date: 06-May-2004
Re: Recommendation of event Project Management

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To Whom it may interest:

This letter is written to document and recommend, to those organizations requiring project management skills, **event Project Management**. The organization, led by Andrew Graham, supplied project management skills and expertise to Infomedia Ltd, beginning in late November 2003 for the purpose of construction and fit-out of a 4,000 square metre facility in Frenchs Forest. Andrew's team with Richard Parry as project management focal point for **event Project Management (ePM)** and representative of Infomedia Ltd to local government, architects, and technical design teams, facilitated many difficult and time critical tasks to the complete satisfaction of our organization.

Andrew Graham along with Richard Parry executed to Infomedia's aggressive time schedule and 103 days from the first hammer blow, 10-Jan-04, Infomedia Ltd progressed to occupancy on 23-Apr-04. ePM exhibited the highest standards of professionalism, ethics and execution in all phases of this \$1.7 million AUD project.

Although they did not always tell us what we wanted to hear, what they told us was accurate and timely. ePM assisted us in all facets of the project, from tendering, project status review, financial reporting on project status, RFI process (Request for Information), Council approvals/DA's and validating invoices to name but a few of the key tasks they contributed to the project. Their knowledge of local government policies, Building Code of Australia, Australian Standards and/or their ability to obtain expert clarifications proved invaluable.

In conclusion, I, Guy Bryant, Director of Technology, Infomedia Ltd., represent that **event Project Management**, cared about Infomedia Ltd, and the success of our project. They guided us through the maze of construction tasks, to our successful occupancy, and, noticed with zero defects in regards to occupancy, our occupancy certificate issued 2 days prior to the move. I commend Andrew's leadership of the organization and his ability to instil an 'Olympic' drive in the organisation's staff. The 'Test Events' leading up to the final inspection, were key to a major event in our company's evolution that was a non-event on the day. 100% success

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