



## Global Technology Premises & Facilities

### Performance Appraisal for Jeff Truman

As Senior Premises Manager, Jeff participated in the due diligence phase of Project Buck. Jeff brought to the table project management and construction expertise, as well as a strong desire to “get it right.” In this regard he researched the “grey” areas, such as powerhouse requirements, indirect lighting, raised flooring for general office space, and other major issues. As well, Jeff quickly assumed the lead premises management role, and contributed to the development of the overall Project Team’s roles and responsibilities. His professional and amenable approach helped to alleviate the political tension between the Firm and the Bank.

The second major project Jeff worked on was the planned automation of Premises and Facilities workflow. In this regard Jeff developed a very detailed RFP of requirements and an evaluation table that enabled us to clearly understand and recommend the best product. At the same time, and linked to this initiative, was the development of quality management procedures for future ISO certification. Jeff brought a lot of energy to this project that stimulated our ideas for improving work process.

#### Other projects:

- BRP site evaluation and business case
- Critical Infrastructure Protection Standards
- Chicago office assessment
- BRP data centre expansion

Jeff’s performance on all of these projects clearly and consistently exceeded job accountabilities and objectives.

### Strengths

Excellent project management skills

Excellent research skills

Complete familiarity with construction projects, code requirements, liability issues, health and safety requirements, etc.

Sound knowledge of mechanical and electrical requirements as applicable to interior office space and data centres.

Excellent verbal and written communication skills

### Weaknesses

Not evident.

### General Comments

Jeff builds influence by being a catalyst of information and ideas. He demonstrates openness, which in turn promotes trust and softens the internal office politics.

Appraisal written by Kay Richardson on June 18,2002