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Oliver F. Lehmann, PMP
Trollblumenstrasse 39g
80995 München

08.03.2006

Letter of Recommendation – Oliver Lehmann – SAP IT PMO Trainer and Coach

Dear Mr. Lehmann,

As your supervisor I hereby confirm the services you have provided to us as a self employed trainer and coach in the years 2004 und 2005 via The Project Group. You have been assigned the following responsibilities in our qualification project to further develop the enablement of our project managers:

- Delivery of project management seminars covering
 - Foundations of SAP IT project management
 - Budgeting projects
 - Requirements Management for projects
- Development of a reporting database for coaching sessions. It allowed us to log the sessions performed and to track progress against the commitments made to our management.
- Development of a *Student Manual for Structured on the Job Coaching* including a case study adapted to the needs and wants of SAP IT.
- Development of a *Trainer Manual* to be used by other coaches.
- Delivery of more than 750 coaching sessions, including structured coaching and real life sessions.
- Consulting and mentoring for project managers during their preparation for the PMP exam.

You maintained tight cooperation with SAP IT PMO staff. The services were delivered in German and English language.

You have been accepted by the SAP IT PMO and by the participants as a trainer with a high level of proficiency and project management knowledge. In addition, you have always been able to promptly adapt training contents and delivery style to the needs of our organization and to the international audience. What is even more: You could transfer your high energy level to our staff members and helped them to better meet the day-by-day challenges of a project manager.

We intend to make further use of you to meet future qualification requirements.

Yours sincerely

Mark Hutchins
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