



300000758-100 (PD)

02 October 2010

To whom it may concern

## **LETTER OF REFERENCE – MIRELLE LÉVESQUE**

1. I'm very pleased to provide this letter of reference for Ms. Mirelle Lévesque who was the project's Business Analyst from June 2007 to February 2009. The project concerned the delivery of document/record management, case management and legal knowledge management solutions within a new Protected B and an existing Classified environment for the Office of the Judge Advocate General of the Canadian Forces.

2. Mirelle came to the project while it was already in progress, replacing a previous business analyst who had not progressed far. She brought to the project a wealth of experience which she applied expertly to the job at hand. Within a few weeks she had read into and mastered the issues, set up the appropriate tools with her contracting company to support the project and developed a plan to move the business analysis process forward.

3. She rapidly demonstrated a work ethic that resulted in a very high level of productivity. Her written work, including the plans she developed, were of excellent quality and reflected thoroughness, imagination and creativity.

4. While the areas of legal case management and MS Office SharePoint Server 2007 were new to her at the time she was hired, her ability to rapidly learn new skills and approaches allowed her to apply her extensive prior knowledge and experience to develop excellent solutions. She actively explored diverse sources of information and systematically evaluated the available courses of action.

5. She performed as a critical link between a diverse group of individuals: from legal

  
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officers and staff, to systems engineers and business management staff, allowing the team to function cohesively. She promoted team goals by inspiring others and by being a role model with her display of technical and business knowledge and her common sense approach to problems as they arose. She consistently made valuable and creative suggestions without being prompted

6. For much of the time, the project was understaffed. During these times Mirelle showed that she thrives under intense or adverse conditions and responds well to challenges.

7. Mirelle is equally at ease in either official language and communicated efficiently with all project staff in whichever language they were most proficient. During meetings she spoke effectively and persuasively, answering difficult questions with ease

8. I particularly learned to value her trustworthiness and candor. She would courageously disagree with approaches she felt were not in the best interests of the project and always presented viable alternative solutions.

9. I would unhesitatingly recommend her for any position as a business analyst.

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