

Fit-out Process

Project Meetings | TPM Leading

| <i>Meeting Name</i> | <i>Frequency</i> | <i>Owner / Chair</i> | <i>Audience</i> | <i>Meeting Outcomes</i> |
|---|--------------------------------------|---|--|--|
| GAM Onboarding Meeting | Once – Appointment of TPM | GAM | <ul style="list-style-type: none"> TPM | <ul style="list-style-type: none"> GAM to onboard TPM Playbook Review Dashboard Review Standards Review Performance fit-out Spec Review Overall Roche governance review |
| Fit-out Project Kick off Meeting | Start of each fit-out project | Global Expert PMO / FM & RE Expert (APAC) & Roche Corporate Architect | <ul style="list-style-type: none"> TPM Roche Project Manager | <ul style="list-style-type: none"> Team Introductions Roles & Responsibilities Transaction Management Handover Workplace Strategy hand over Scope discussions Governance discussions for wider team Kick of questions |
| Project Weekly Calls | Once a week until project completion | TPM | <ul style="list-style-type: none"> Roche Project Manager Roche IT / IT Vendor Designer or Design & Build representative Corporate Architect, when required | <ul style="list-style-type: none"> Agenda based meeting General project updates Health, safety & environmental actions, risks, issues All decisions, changes and risk to be brought to the attention of the TPM to this meeting TPM to discuss all the above and provide progress from previous points Minutes to be supplied to Roche Global Expert PMO / FM & RE Expert (APAC) |

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| Design Presentation / Review Meetings | Dependent on project Scope & Timeline | Architect | <ul style="list-style-type: none"> Roche Project Manager Roche Corporate Architect | <ul style="list-style-type: none"> Review design development & updates Receive feedback from Roche Corporate Architect Approval from Team at key design stages |
| Monthly Project Update | Dependent on number of live projects & scope | GAM | <ul style="list-style-type: none"> Global Expert PMO/ FM & RE Expert (APAC) TPM GAM | <ul style="list-style-type: none"> GAM presents Dashboard to Global Expert PMO / FM & RE Expert (APAC) High level update of all live project currently under the panel providers remit General Account overview Risks, issues concerns raised at this meeting incl HSE |
| Project Completion Meeting and Report | Upon completion of the project | TPM | <ul style="list-style-type: none"> Global Expert PMO / FM & RE Expert (APAC) PMO support Roche Project Manager Roche Corporate Architect SHE officer and Facility Manager | <ul style="list-style-type: none"> Closure of project with all team members Final sign off |
| Project Completion KPIs Meeting | Upon completion of the project | Global Expert PMO / FM & RE Expert (APAC) | <ul style="list-style-type: none"> Global Expert PMO/ FM & RE Expert (APAC) TPM GAM | <ul style="list-style-type: none"> Review of the MSA KPI's Scorecard rating |

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| Quarter Business Review | Q1,Q2,Q3,Q4 | Global Expert PMO / FM & RE Expert (APAC) | GAM, TPM representatives from all panel based providers | <ul style="list-style-type: none">• Portfolio status and look-ahead.• Process and delivery coverage.• Review any unresolved issues or opportunities to improve how we are working• Playbook edit suggestions• Interrogate trends and data on risks, issues |
| Face to Face Account Meeting | Twice Yearly | Global Expert PMO/ FM & RE Expert (APAC) | GAM, TPM representatives from all panel based providers | <ul style="list-style-type: none">• Annual F2F workshop Roche client team• Review account status and portfolio performance over the past year.• Examine opportunities to improve efficiency/ productivity |

*Note - The above meeting schedule is an indication of the meetings to be arranged by the TPM. Meetings should be scheduled as required by the project. i.e design coordination and key approval meetings with the appointed Architect and Global Design Team.