

Date: February 27, 1985
From: Chris, Sam, Danny
To: Project Managers, Product Managers
cc: Val, Signe, Janelle
Subj: Product Life Cycle Clarification

In the last few months, as concept approvals and USDs have started coming down the pike, there has been some confusion about distribution of documents, sign-off on those documents, and invitation to approval meetings. This memo should clear up this confusion.

Concept Approval Documents

Both the proposed and approved versions of CA's should be sent from the project manager and product manager to all managers in the chain between them and Janelle, all section managers, and other interested parties. For example, the REPTILE concept approval should go to the following people (those with an asterisk before their name must sign off on the document before Janelle will approve).

To: *Mike Mays (REPTILE Project Manager)
Engineers assigned to REPTILE
*Sam, Danny, Chris (Prod. Div. Section Managers)
Barb Langworthy (Acting, REPTILE writer)
Barb Langworthy (Group Writing Manager)
*Nancy Schoendorf (Dir. of Prod. Development)
*Leslie Larson (Product Manager)
*Valorie Cook (Product Marketing Manager)
*Signe Ostby (Dir. of Marketing)
*Janelle Bedke, General Manager

cc: Dennis Carelli (Dir. of Sales)
John Page (VP of Corporate R&D)
Mark Deppe (Section Manager, SBS)

The memo accompanying the document should list the time and place of the scheduled approval meeting. Anyone who has a concern may attend; asterisked people must attend.

USDs

By the time a USD is written, the full team should be assigned. The USD (preliminary and final) is given to each team member, and all corresponding managers up through Janelle. It also goes to other interested parties, as listed below. Finally, it can be requested by anyone else who has a reason to be interested in the design. For example, the REPTILE USD is given to all the people on the Concept Approval list, plus the following:

Steve Bareilles (Engineering Services Manager)
All other project managers, including OEM,
International, and IBM
All other product managers, including OEM and
International
Pam Stoner (Manufacturing Planner)

The memo accompanying the final proposed version of the USD should state the time of the scheduled approval meeting. The same people who signed off on the Concept Approval must sign off on the USD. As with Concept Approvals, anyone with a concern may attend the approval meeting; those who need to sign off must attend.

It may seem like we are papering the earth with these documents. However, we believe that keeping everyone informed from the beginning of a project will make sure that all issues are addressed up front, such as integration, product positioning, consistent user interface, ease of adaptation to OEM and International products, and so forth.

Thanks,
Chris et al.