

From: Michael Dwan  
Sent: Wednesday, January 13, 1999 8:56 PM  
To: Tim McGrath (OEM)  
Cc: Pete Peter, Sally Nguyen, Amy Acher (LCA)  
Subject: RE: PGL Process

Totally agree with your points below Tim. I will need your assistance though to cover the legal name changes.

When implemented this process will be better for everyone.

-----Original Message-----  
From: Tim McGrath (OEM)  
Sent: Wednesday, January 13, 1999 11:02 AM  
To: Michael Dwan  
Cc: Pete Peter, Sally Nguyen, Amy Acher (LCA); Tim McGrath (OEM)  
Subject: PGL Process

Hi Michael,

We have come up with a small process that we hope will lead to aligning the PGLs data to the license Exhibit C's. The result should be that many of the issues we currently find after, or during an attempt to publish your PGL will be caught proactively and prevent delays, or intervention after they blow up.

Why? - Sync PGL with Exhibits - constant data scrub

- Ensure names/versions/languages align
- Ensure ongoing focus on new/changing products that are getting added/need removal
- Ensure legal exposure minimized/recognized
- Ensure we don't set incorrect product availability expectations
- Ensure universal awareness of potential issues within impacted groups

Process:

1. Remove product availability columns from PGL and instead add pointer/link to OEM Product Ops product release site.  
We are maintaining two sets of what should be identical data, but the PGL is often less accurate due to infrequent updates.  
Product Ops updates their schedules on a weekly basis, by language, by print & software components.
2. Product name field should be populated using the legal item name cut and pasted from the exhibits.  
This would prevent much of current confusion. Future products can be notated with a 'pending', or 'proposed'.
3. PGL should be sent to Amy (or legal designee) and myself for comment/recommendations/sense check for review before it's sent to Pete.  
As much lead time as possible would be appreciated. 2-3 days before you would normally present to Pete should be minimum.
4. Amy and I should be .cc'd on the PGLs presentation to Pete.  
Last chance for us to pass along our comments and summaries of outstanding issues to him before publishing.

I recognize this is going to take some effort for the 1st or 2nd pass, but it should make things progress much smoother.

Please let me know if you have any questions/comments or tweaks you want to make to the process.

Thanks,  
Tim