

Microsoft Memo

To: Chris Peters
cc:
From: Lois Oien
Date: February 5, 1993
Sub: Document Management Group End of Month Report

I. Major Achievements

- Great progress made in working with Chicago to ensure that our needs are met for the Chicago wave of apps! Over the next few months, we will be working with them to make sure that their API and SPI support our needs.

II. Strategy Changes

III. Product Status

IV. Project Status

Desktop Apps Document Management Requirements

- My time this month has been split between researching existing products and product needs, and making contact with the different groups that I'll be interacting with. In terms of groups, this has mostly been the Chicago group, although for additional info on document management, I have set up contact with Cairo, SLM, Corporate Accounts Technical Marketing, Access, OLE, WGA, and ITG (library services). We will be leveraging each other's work and customer visits.
- Draft copy of document management requirements, formulated from: detailed library searches and reviews of products; input from Word, Excel; hands-on w/document management products. This will be distributed for feedback by the beginning of next week, and will serve as a basis for working with Chicago.
- Set up contacts with Document Management vendors: PC DOCS, SoftSolutions, ViewZ. Solicited feedback on what we (Word, Excel) could do in our applications to work better with their products.

Other

- Worked with Dean Hachamovitch on finalizing properties for this round of apps.
- Participated on Blue Tray panel for Program Managers, "Tips and Techniques".

V. Staffing

I joined the Word Business Unit on January 4th. I have not filled any other positions, although interest has been expressed on the Development side.

VI. Two-Month Objectives

- Hire Development
- Detailed reviews of document management products, to result in a profile and functionality grid of each product.
- Distribute initial "wish list" to Word and Excel by 2/15. Reach consensus on prioritization, and work with Chicago to define the pieces that will be done to support Desktop Apps' needs.
- Refine strategy, and prepare overview of Desktop Apps' Document Management strategy, including detailed requirements for each of the pieces that will be provided (shared DLL, Office, shared file solution).
- Document management ABP visits.

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