

**Six Month Objectives Report
December 5, 1988**

To: Jody Snodgrass
From: Gregory C. Lowney

Job Objectives for the next six months:

- Improve life in the Windows group by improving communications flow within and between groups, information tracking and centralized storage, paying attention to the individual staff members and their suggestions. Of especial interest are relations between Development, Testing, User Ed, and International.
- Improve and standardize Windows group procedures in many of the same ways I have done for Development Tools
- Continue to serve as a consultant for Languages testing and program management, as time permits.
- Coordinate the Windows 3.0 Beta release in Spring 89.
- Coordinate the Windows 3.0 release in Summer 89.
- Coordinate the Windows 3.0 BAK release in Summer 89.
- Improve our network support in 286 and 386 products through designing WinNet interface and working with external sources to develop appropriate drivers. Also find a solution to our 3270 incompatibility problems.
- Enhance the Windows user interface. This will involve working with our graphical designer on visual design issues, and designing the user interfaces for such things as cascading menus and embedded control characters.
- Coordinate design and implementation of Core Windows products. This includes Win286 and Win386, the core applications (Task Manager, Pif Editor, Clipboard Viewer), and our Old App Support. This includes keeping product specifications up to date, tracking schedules, and overseeing testing efforts.
- Coordinate the design and implementation of the 386 DOS Extender with the Win386 and DOS groups.

Personal Objectives for the next six months:

- Learn the nature of Program Manager position.
- Improve my information management and task tracking through better use of cross referencing and scheduling tools.
- Improve my working relationships with other team members.

CONFIDENTIAL

**RESTRICTED
CONFIDENTIAL**

12024635



X134125

MelissaH:

6 Month Objectives

Manage development of Desktop Applications.

Create a Windows Setup that adds value to the product.

Create a Control Panel that adds value to the product.

Work with user ed group to improve the end user documentation.

Learn the business of program management.

**RESTRICTED
CONFIDENTIAL**

12024636

X134127