

From: Craig Fiebig (Exchange)
Sent: Wednesday, January 20, 1999 2:44 PM
To: DADMktg Full Time
Subject: FW: Office 2000 -- January PDL



Office2000 Road to
RTM doc



PDL -- January 99 doc

Here's the final on the ship dates . . . looks like early March for an RTM. Let's get cracking on finalizing our launch plans as these are now super-firm dates :>)

Craig
-----Original Message-----

From: Heikki Kanerva
Sent: Wednesday, January 20, 1999 1:06 PM
To: Bill Gates; Steve Ballmer; Bill Veghte; Bob Herbold; Brian Arbogast (Exchange); Brian Deen (Exchange); Brian Valentine (Exchange); Chris Jones; David Cole; David Vaskevitch; Dennis Schnabel (Exchange); Eric Lockard (Exchange); Eric Rudder; Frank Artale (Exchange); J Allard; Jim Allchin (Exchange); John Ludwig; Jonathan Kauffman (Exchange); Mark Ledsoe (Exchange); Michael Halcoussis (Exchange); Moshe Dunie; Nathan Myhrvold; Patricia Friel (Exchange); Paul Gross (Exchange); Paul Maritz; Pete Higgins; Thomas Reardon; Yaron Goland; Yuval Neeman (Exchange); Joe Belfiore; Bob Muglia (Exchange); Rich Tong (Exchange); Jeff Teper (Exchange); Peggy Knudson; Paul Flessner
Cc: Office Group Program Managers; Office 9 Leads; Distribution of Jon DeVaan; Office Development Managers; Office Test Managers; DAD Office Leads
Subject: Office 2000 -- January PDL

The planned RTM date of Office 2000 just ahead of us, the Office 2000 team conducted a thorough component-by-component status check to assess the current status, open issues and any potential risks or dependencies between now and RTM. <?xml:namespace prefix = o urn = "urn:schemas-microsoft-com:office:office" />

At the same time we analyzed the feedback we have received from the Beta2 sites and the actions that we have taken or need to take based on the customer requests. The detailed status for each component is attached to the message

SUMMARY

Schedule Revision

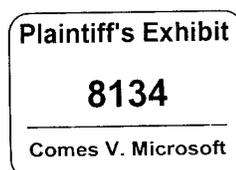
As part of the status check and the state of some components, Office 2000 dates were revised. The new dates will allow each component to reach a release candidate state with enough time for the dependent components to get verified and tested. The new Office 2000 dates

Office-wide triage meetings start	1/18 (only must fixes after this point)
All components in RC0	1/22
All components in RC1	2/15
Office 2000 RTM	3/8

Most components are frozen right now and the rest by 1/22. For the detailed dates and events between now and RTM, see the attached "Office 2000 Road to RTM" document

Risk Areas, Beta Feedback and Corrective Actions

Recap of the main risk areas, beta feedback issues and corrective actions from below:



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Risk Area or Beta Feedback Issue

Action Taken

Potential DLL hell issues caused by the several shared components shipped by Office 2000 where a new version of the component will be available after Office 2000 ships.

A list of all shared DLLs etc. and the dates for the next release under construction.

Decision whether to keep or cut replication as part of WebServer by 1/15.

Decision to keep replication.

Publisher not booting on Cyrix MMX processors.

Fixed for RTM, patch posted on web for beta users.

New release for MDAC must fix on critical path if dropped on 2/1.

Fixed by an early drop that is available on 1/20.

VML graphics in HTML mail – older clients have rendering issues.

Under investigation.

HTML-RTF table converter issue when used by older clients.

Under investigation.

OUTLVBS.DLL not installed as part of typical install set causing occasional on-demand installs.

Installed as part of typical install set.

CF_HTML across Office 2000 applications with fidelity and formatting limitations.

Addressed and fixed as discovered.

The overall duration of Office 2000 installation and the lack of feedback.

More granular status indicator during Office 2000 and IE installation was added since Beta2.

Reducing the need for on-demand install to come up when wizards that need templates are used.

We now install more components locally as part of the typical install.

VS install after Office 2000 is on the machine not installing key files needed by DaVinci

Fixed by Office 2000 installing DaVinci as part of typical install. Note – adds 4M for Office 2000 typical footprint.

Small Business Tools still waiting third party provided filters.

To be cut out of the product if not available and final by end of next week.

Removal of View on Two Screens in PowerPoint in respect to Win98 multi-monitor support.

To be addressed in SR-1 as needed.

Three XL required Plato fixes still pending.

Working with Plato to get a drop with the required fixes.

ClipArt Gallery able to set up on C: drive only.

Fixed by allowing multiple target drives.

High bug count for release PMs.

Each bug owner contacted individually to get the count down.

SDI changes and impact on existing solutions.

Changed the SDI object model to accommodate the existing solutions.

Premier feedback on Word thesaurus dialog on automatically selecting the word if no match found.

Fixed by not selecting an item in the list unless a match is found.

No way to force four digit years in all places in Access.

Fixed by allowing forcing four digit years in Access.

Access 2000 to 97 format saving security issue.

Fixed.

Perceived recalculation issues with English language formulas in XL.

Turned off English language formulas by default.

Default code page issue in all message title bars.

Fixed in Outlook.

Scroll mouse issues in Outlook

Fixed.

OE launching with email enabled when newsreader-only mode specified.

Fixed.

Way to have a security and trusted source list so that corporations can lock down trusted sources list and security setting across the corporation (and not allow users to change who they trust or what level they trust).

Added security and trusted source list under HKLM.

No install root found in registry.

Added a key for install root in registry.

Expand menu delay too short.

Made the delay longer.

Ability to disable "fake" SDI in the apps.

User control added (except in Word).

No easy way to install all Office 2000 components locally.

Added a single click way to install all Office 2000 locally.

Y2K Work and Readiness

In part because of the learning curve on some fairly subtle issues and in part because of deeper testing by component providers, we expect Office 2000 to set a high bar in date behavior over the century transition and beyond. Though Office 97 is fully Y2K compliant, date functionality as a whole is cleaner and more consistent than any earlier version of Office.

Functionality changes:

The major functionality change in date handling is to provide support through Office of the moveable date window. Access is doing additional work to support their developers' desire to more broadly control display format and input options. Excel has simplified the date parsing rules for Far East versions to avoid some of the unexpected behaviors that we saw in Excel 97.

Beyond Access's work, we are reluctant to force display formats that are different from the settings defined in the Control Panel Regional Settings Short Date format. To make that relationship more apparent and to encourage customers that are concerned about two digit date display to modify the setting, we will make an applet available to expose and facilitate that switch. We see some risk that this is not sufficient for some organizations, who may wish to enforce a more extreme approach of blocking the use of two digit dates entirely.

Status Details by Component

"PDL -- January 99"

<?xml namespace prefix = v urn = "urn.schemas-microsoft-com:vml" />

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Office 2000 RTM Calendar

| Sun | Monday | Tuesday | Wednesday | Thursday | Friday | Sat |
|----------|---|--|---|--|--|-----|
| 10 – Jan | 11 | 12 | 13 | 14 - Project review meeting
- o9-wide project status and schedule meeting | 15 - Dogfood 2508 released
- 2508 rolled out to DAD, Exchange, NT, IE, etc. | 16 |
| 17 | 18 – OBTriage meeting resumes
- All teams bring bugs and representatives to discuss bugs, changes, and risks daily | 19 | 20– Dogfood build | 21 | 22 – CMS Lock-down – IE RC0
- All files are marked "Never pickup" and <i>selected</i> files are unlocked
- IE builds RC0 | 23 |
| 24 | 25 | 26 – Dogfood build | 27 | 28 | 29 | 30 |
| 31 | 1 – Feb – RC0
– Build frequency increases
- First complete "turn of the crank"
- Triage bar goes up | 2 – QG/External customer "sign-off" process begins
- RC0 bits sent to QG and top beta sites | 3 – Broad-based RC0 dogfood
- RC0 is released broadly, bits updated on \\products\beta | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 – RC1
– Daily Builds begin
- First time we could conceivably ship bits to customers
- Triage bar is showstoppers only | 16 - ITG sign-off
- PSS sign-off begins
- Last ITG test pass | 17 - Internal Beta refresh
- BillG sends mail MSFT-wide about RC1 bits | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 1 – March | 2 | 3 | 4 | 5 | 6 |
| 7 | 8- US RTM
- This date is an approximation – RC1 + approximately 3 weeks | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |

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Definitions:

RC0

- First attempt to pull everything together, “turn the crank”, and produce CDs
- IE builds need to be plug-n-play into Office builds (IE builds go directly into CMS, no pre-checks)
- Final MSFT internal beta refresh is this build (or a more stable one soon after)
- Dependency stability – little (if any) churn in dependencies
- No more Likes from here to RTM
- All builds are “dogfood” quality
- RC0 is driven by our desire to start the RC process

RC1

- First release we could conceivably ship to customers (expect for pending/future showstoppers)
- Should be about 2 weeks after RC0
- All teams have gone 3+ days without a Must at least once by this point
- RC1 is driven by meeting stability, code churn, and shipability criteria

RTM

- All teams go 3+ days with no showstopper bugs
- Customer feedback (both internal and external) is positive
- Likely to be about RC1+3 weeks
- RTM is entirely driven by showstoppers and “bake time” on the final bits

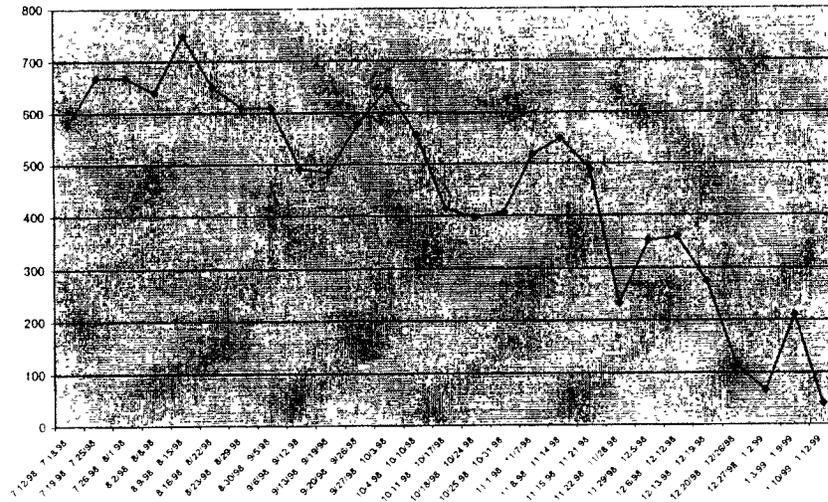
Office 20000 January 99 PDL
COMPONENT DETAILS

WORD (EricLev)

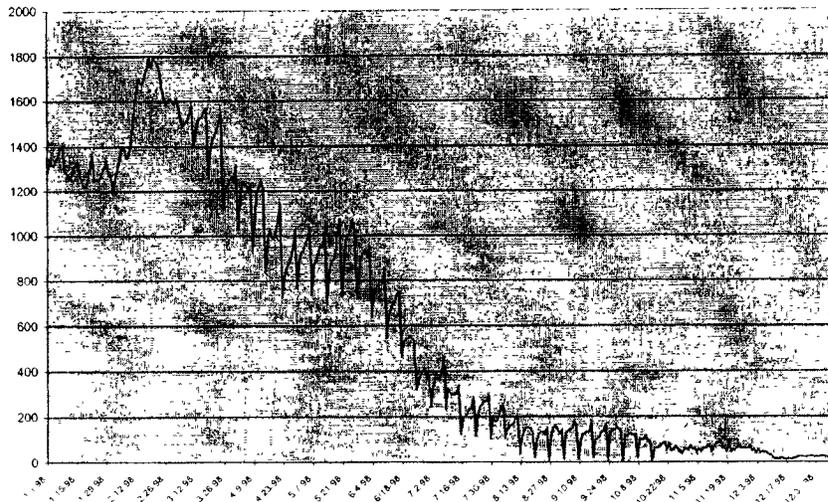
1) Vital Signs/Trend Lines

- a. Incoming bug rate and the fix percentage - Word is frozen. We do expect to take a handful of critical fixes for bugs in the following categories: (1) showstoppers, (2) worldwide issues, and (3) QFE/beta feedback.

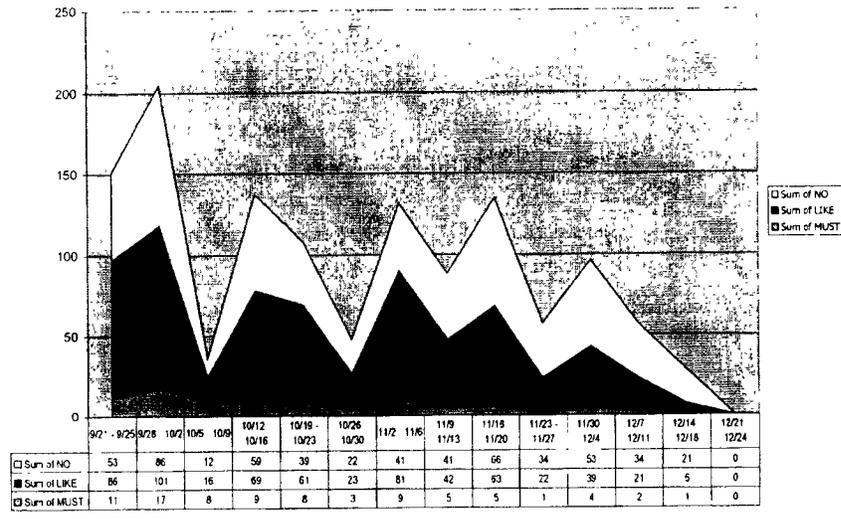
Bugs Opened



Active Bugs



Word2000 Bug Triage



- b. The most serious “won’t fix” bugs and areas Worldwide, Netscape Navigator & Messenger bugs that we can’t work around.
- c. Testing coverage focus– (1) worldwide, (2) HTML, (3) coexistence with old versions, and (4) configuration specific (international) email.

2) Risks

- d. Dependency risks NONE
- e. Is 2/15 at risk - NO

3) Beta Feedback

- f. Number of newsgroup postings – 872 total postings; 295 (34%) of postings by MS employees including 162 by PSS, 124 by Word PM, and 9 by MS Other.
- g. Number of unresolved postings as of this morning 37
- h. Top 5 areas represented by postings (both positive and negative feedback)
 - a. SDI – This was an area of very loud feedback in beta1 with the largest issue being task bar clutter. We also addressed a series of programmability backward compatibility issues. SDI remained a controversial beta2 topic, although there were a series of customers speaking out in favor of it.
 - b. Template creation – This is an area we really haven’t invested in since Word 1.0, and a surprising number of people want better tools for creating automated template based solutions without knowing how to program in VBA. There was some new confusion about advertising templates and the new language based template folder.
 - c. Printing – This was typified by a variety of small bugs and glitches that repro inconsistently across various devices, platforms, drivers, and customers. The fact that so many

threads popped up is indicative of the fact that printing is always a top 10 PSS issue.

- d. Address book, Outlook contact, letter wizard, SOHO. This area involved lots of suggestions for improvements in Word 10 around mail merge and ad hoc address integration.
- e. Proofing – There were a smattering of threads on spelling, grammar, automatic language detection and AutoCorrect. No one issue stands out, just a variety of questions.
- i. % of actionable items - how many bugs out of these, how many actually fixed - About 20. Many beta postings highlight bugs already found and fixed internally.
- j. Changes based on the feedback (actual work done based on beta)
 - a. Based on Beta1 feedback, we added some object model features to lessen the effect of SDI on professional solutions. Specifically, we added a Document.Visible property and the visible parameter to the Documents.Add and Open methods.

4) New Issues

- k. Late issues that have come up:
 - a. DAD – French encryption work (see below)
 - b. MS - none
 - c. Customer – See Thesaurus issue above.
- l. Recent surprises or unplanned work – The need to back out support for opening RC40 encrypted files in France due to late filing.

EXCEL (RussellJ)

1) Vital Signs/Trend Lines

- a. Incoming bug rate and the fix percentage
 - Bug rate: ~ 190/wk
 - Fix %: 25-30%
- b. The most serious “won’t fix” bugs and areas
 - IE related, HTML rough edges, other fit and finish work.
- c. Testing coverage focus
 - MTTF, and user scenarios that aren't specific core feature scenarios.

2) Risks

- a. Dependency risks
 - IE -- Especially for web components. Could break something which causes a MUST in Excel.exe.
 - Plato -- Need two bug fixes. Discussion in place as to how to get them w/o taking Plato SP0. (SP1 won't ship until after Office RTM.)
 - MDAC -- Same risks as other groups.
 - Build delivery of all the above components -- how long it takes to turn fixes around is key.
- b. Is 2/15 at risk - Y/N?

- Yes, due to lack of needed bake time. If everything comes together on 2/15, it will take a couple weeks to shake out the final integration problems.

3) Beta Feedback

a. Number of newsgroup postings

Beta2

- Messages: 244 Threads: 67

Beta1

- Messages: 611 Threads: 131

b. Number of unresolved postings as of this morning

- 27

c. Top 5 areas represented by postings (both positive and negative feedback)

Top 5

- SDI (negative)
- Adaptive menus (negative)
- Lack of header/footer improvements (negative)
- HTML file format in cross application use (negative)
- OLAP PivotTables and where to use them(positive)

Basic Use top 5

- SDI (negative)
- Adaptive menus (negative)
- Lack of header/footer improvements
- Significant digits, people want more
- AutoSave -- different than Word

Programmability top 5

- New modal dialogs (positive)
- Old solutions (97-based) work w/o modification (positive)

d. % of actionable items - how many bugs out of these, how many actually fixed

- 25%, 91 out of 367

e. Changes based on the feedback (actual work done based on beta)

- SDI – changed the user interface and Object model to accommodate old solutions
- Turn English language formulas off by default.

4) New Issues

a. Late issues that have come up:

- ___ Euro work - exe work done, still getting some bugs. Add-in almost done.

b. Recent surprises or unplanned work

- ___ French RC4 encryption work – done.

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ACCESS (DGainer)

1) Vital Signs/Trend Lines

- a. Incoming bug rate and the fix percentage
 - Incoming Rate: around 400 in Dec to low 300s in Jan; severity percentages in line w/Office; 50%+ are Data Access Page bugs
 - Fix Percentage – 40% over last few months, 38% over last few weeks, 28% last week
 - 300 Active most of this week
- b. The most serious “won’t fix” bugs and areas
 - Three performance issues (for example, boot of a canned application)
- c. Testing coverage focus
 - Data Access Pages, especially the designer: less automation, late coming on line, number of builds coming from IE
 - Access Client-Server: running against different SQL Server configurations
 - Office Developer Edition: test only has one tester spending time on the ODE
 - Wizards: we still seem to be getting a high number of bugs against upsizing and security wizards, and we are still getting a high number of wizard loc bugs

2) Risks

- a. Dependency risks
 - IE5: 1/22 RC is a week later than planned; frequency of self-host builds; historical regressions when major milestones are reached
 - MDAC: new build for 1/20
 - Jet: in RC but 1-2 musts per day; confident Jet will wrap things up reliably
- b. Is 2/15 at risk - Y/N?
 - Yes.

3) New Issues

- a. Late issues that have come up either internally or through beta sites etc.
 - 4-year date format and input mask (y2k perception problem)
 - Save as A97 security bug
 - VBE Performance issues/save model
- b. Recent surprises or unplanned work
 - See (a)

4) Beta Feedback

- a. Areas that were covered well (lots of constructive feedback)
 - Core Access (forms, reports, tables, queries)
 - Data Access Pages
 - Programmability/VBE
 - Conversion

- ADO vs DAO
- b. Areas that were not covered well (little or no feedback)
- Access-SQL Server integration
 - Replication - both JET to JET and SQL to JET
 - Save Model changes
 - JET ANSI compliance
 - Security
 - Using Terminal Server with Access 2000
 - Using NT 5 with Access 2000 (Our concern here is Access 2000's reliance on components. Different DAG stacks and possibly JET.)
 - Third party integration. ic. working with Oracle, Sybase, DB2, etc.
 - MDEs -- making and converting
 - Distributing MDBs and ADPs
- c. Changes based on the feedback
- 4-year date format and input mask (y2k perception problem)
 - Save as A97 security bug
 - VBE Performance issues

OUTLOOK (RobP)

1) Vital Signs/Trend Lines

a. Incoming bug rate and the fix percentage

Current backlog is 132 non-IE bugs (plus 29 IE bugs). 67 of these are assigned to Outlook development.

Incoming bugs are hitting 100 per day on peak mid-week days, down from around 150 on peak days pre-holidays. Pre-holiday rate was to fix 25% of incoming bugs, dropping in January to under 20% (though comparison is flawed since more of the January bugs are still Active).

Fix rate is averaging over 100 per week but slowing dramatically as our bar is cranked way up, this is third highest in Office (behind Access, Release). Postpone rate is now around 250 per week, easily highest in Office (ahead of Access, Word, Excel).

Triage is working well, code churn rate is under control and regressions have been much fewer than in Beta 2 time period. This afternoon we'll triage all bugs in the backlog.

b. The most serious "won't fix" bugs and areas

Two potentially serious Outlook-Word interactions with data loss or security implications are under discussion and may get punted. VML bugs currently postponed are very worrisome and discussed below. – Under investigation.

Other issues are not considered serious, for example:

Punted typical install of OUTLVBS.DLL (45K) meaning that first-use of EFD forms forces an IOD with a "repair" message, cosmetic but will cause support – revisited and decided to install locally.

Roaming from Outlook 2000 to Outlook 97/98 will be poorly supported, we will drop further testing after bugs found to date (but note that roaming with Outlook 97/98 was poorly supported in any case).

Outlook script debugger is far worse than in Outlook 98 due to postponed bugs in MSE. We will seek to reactivate some of these

c. Testing coverage focus

Other roaming testing is late. IME reconversion with HTML JUST started working in Trident and has had very little test time.

Win9x to NT5 testing is not sufficient to assure this will work well for all customers.

Cross-codepage and encoding scenarios need continued testing.

Some interoperability testing with legacy Outlook clients and MS applications remains.

Hydra (WTS) testing continues and still uncovers bugs.

2) Risks

a. Dependency risks

Biggest dependency risk is IE. Counts are dropping dramatically but we are just now getting complete test coverage on first new IE drop in 2+ months. If we don't bounce off zero Trident bugs that affect Outlook by 1/22 then a corresponding slip in Outlook is nearly certain. Changes in IE comctl32 appear to be breaking some dialogs in Outlook 2000 as well as legacy Outlook versions.

New MDAC drop is targeted for 2/1. While Outlook has no known bugs against this component, new drops have historically broken some Outlook functionality including import/export which remains a high-risk area.

Much of Outlook's import/export code is from Dataviz, a third party. Currently have 5 active bugs plus 4 local fix, but missed target ZBR date. Incoming rate remains high. Most of these are int'l sufficiency bugs.

b. Is 2/15 at risk - Y/N?

We believe our best case scenario is to hit "true RC" with no MUST bugs on the radar (taking recall-class bugs only thereafter) on 2/15. At this point we could roll out to Microsoft corp. and begin final pass to sign off to PRS two to three weeks later.

This forecast still has significant risk due to factors internal to the Outlook team as well as external factors. In addition to dependencies mentioned below, our incoming rate must drop below what the glide path predicts is most likely for us to hit these dates. We would also need to do large rollout of an RC-0 quality drop within Microsoft and see few unknown issues from that.

A more dependable prediction for a "safe ad date" (as opposed to a "stretch goal") based on forecast of Outlook bug rates and IE target dates suggests we should add 2-3 weeks to the dates above.

3) Beta Feedback

a. Number of newsgroup postings

1,745 postings since creation of public folders

- b. Number of unresolved postings as of this morning
185 messages (fewer threads) remain unresolved, the bulk in Mail and Offline categories.
- c. Top 5 areas represented by postings (both positive and negative feedback)
 - 1. Outlook not shutting down (mostly not repro)
 - 2. Want newsreader integrated in Outlook, can't find Newsreader since Go menu disappeared. (won't fix)
 - 3. Speed of install, Demand install issues. (partial fix)
 - 4. Net Folders problems. (various fixes)
 - 5. Corporate vs. Internet mode install issues, functional differences (mostly won't fix)
- d. % of actionable items - how many bugs out of these, how many actually fixed
79 postings relate to bugs opened, but this represents fewer threads and still fewer bugs (since several threads can correlate to one bug). On the order of 15-20 bugs fixed directly as a result of beta feedback.
- e. Changes based on the feedback (actual work done based on beta)
Added files to typical install to reduce IOD on first run.
Fixed default code page issue with "Western European" in all message title bars.
Fixed scrolling with mouse wheel.
Fixed OE launching with email enabled when newsreader-only mode specified.
Various Net Folders bugs.
Various KB articles.

4) New Issues

a. Late issues that have come up:

1. DAD

A combination of several bugs makes interoperability between Office 2000 and Office 97 in an Outlook/Exchange environment extremely poor. In the worst case this could be a complete upgrade blocker and the "Word 97 file format" issue for this release. Two specific areas are problematic:

- i) VML graphics: default format for putting graphics in HTML mail cannot be read by older clients, renders incorrectly, causes editing bugs. Fixes would be expensive and in both Word and Trident.
- ii) Tables: all Excel OfficeMail and tables in word/PPT get "mushed" when converted for consumption by older clients, due to use of "colspan" tag not handled by HTML-RTF converter. Fix is a significant work item.

We recommend either taking additional time to partial-fix these issues or recommending to all Outlook customers that they not use OfficeMail, Envelope, and HTML mail in "mixed" environments (e.g. any clients are plaintext, OE, Outlook 97 or 98, Exchange client, Mac, or Win16).

- iii) IME Reconversion for HTML. Final work from Trident was just turned on to enable this new feature, testing is only just starting.

Possibility of serious bugs is large, we could choose not to expose the feature for Outlook.

2. MS

none

3. Customer

MTS database of customer issues including those from internal rollout contains backlog of 57 issues assigned to Active and not yet thoroughly investigated. While our hit rate from this database is extremely low, there's some small risk of lurking issues here so we are jumping on this aggressively.

b. Recent surprises or unplanned work

see HTML-RTF table issue above.

POWERPOINT (RicB)

1) Vital Signs/Trend Lines

a. Incoming bug rate and the fix percentage

Since Jan 4, average numbers (not counting localization bugs):

- Incoming Daily = 28
- Resolved Daily = 42
- Total Fixed = 25%
- Fixed by PPT-Dev = 12%

b. The most serious "won't fix" bugs and areas

- VGX - Sound object in frame view, go full screen, sound doesn't play (MPlayer has lock)
- PPT - Specific automation manipulations of the view setting can crash PPT

c. Testing coverage focus

- VGX - Continued "baking" of a critical IE component coming in late
- PPT - Broadcast - A complex 1.0 feature, hard to do ad-hoc testing, limited stability until relatively recently.
- Non-32 bit Windows and localized browser testing remains soft.

Broadcast and VGX went RC in the last week. Testing is up and find rates down in both components.

PPT missed "early January" freeze date but expects to do so soon. Criteria for freeze remains:

- Three consecutive days without a "must" bug
- No "must" bugs in Active list
- Inquiry to assure no known potential "must" bugs

Once frozen, PPT will only break freeze for a stop-ship bug, and will not entertain outstanding "like" bugs to be taken with the "must."

The risk of regressions in additional fixes is not acceptable.

2) Risks

a. Dependency risks

- Netmeeting - Late fixes have been slow to incorporate in builds for testing.
- Web Client - Generic Import bug fixes outstanding, likely to be punted.

b. Is 2/15 at risk?

- No

3) Beta Feedback

- PowerPoint postings have been light, no real controversy
- All postings have been read and handled as of this morning, but due to an assumed domain problem Cupertino PMs don't have permissions to resolve postings. Prior to this problem we hit zero daily.
- Top 5 areas
 - View changes - some people didn't like all-in-one view
 - Removal of View on Two Screens (PP97 feature that coordinated two computers in slideshow) in deference to Win98 Multiple Monitor support. Required hardware differences were not taken into account in eliminating previous functionality
 - Accurate Bitmap and Screen sizing
 - Slideshow dimensions: 8 pixel border makes exact sizing difficult (border was removed)
 - Mediastore - no longer supports double-click to insert (difference in previous version)
- Very few of the postings generated bugs we acted upon. Only one of the above. For the most part beta users were satisfied with work-arounds or explanations of how features worked.
- Noteworthy that PowerPoint had two very successful on-line chats with beta users. Support engineers commented on the number of participants, and the volume and quality of questions.

4) New Issues

Late issues that have come up

- Printing on non-square devices
- Goldman Sach's wanted decimal tab support in tables (fixed)

Recent surprises or unplanned work

- VGX interfaces for Liquid Motion (fix being evaluated; decision at 3pm today)
- GIFs with transparency used in a slide background crashed PPT (fixed)

WEBCIENT (MandiraV)

1) Vital Signs/Trend Lines

a. Bug rate/fix percentage:

- Incoming rate is somewhat hard to measure, as our bugs aren't as well categorized as other teams, but we're seeing about 100 bugs a week entered into GroupName = Web Client
- We see significantly less make it to triage
- And we have been fixing 10 or less.
- The bar continues to rise and the fix percentage will continue to drop.

b. Won't Fix Areas -

- SendTo9 remains a question mark, particularly the interaction of VML with downlevel editors that gets exposed via WordMail. Continuing to find issues we can't readily solve in the Office9 timeframe.
- With the focus on cross-application operability, CF_HTML has started to show its limitations. While CF_HTML is better than RTF in some scenarios, it is not as good as RTF in some others. Excel is making some minor changes to improve things on paste into an Outlook HTML note. Outlook is also looking into making a fix to include the behaviors declaration for the V: namespace, when a shape/image is copied and pasted from Office/IE to an Outlook HTML note.

c. Testing coverage focus-

- Saving to HTML Thickets and HTML character encoding are the areas we're most worried about finding fixable bugs and have assigned appropriate testing coverage for the next two weeks.
- SendTo9 is still a concern, but we are going to map out the scenarios that everyone agrees are "must function" and stop looking at the rest as we aren't fixing many bugs in that area.

2) Risks

- a. No Dependency risks, just tracking IE components
- b. 2/15 is not a risk

3) New Issues

- a. Late issues: None
- b. Recent surprises: Nothing beyond our more complete understanding of the limitations of CF_HTML

4) Beta Feedback

- a. None of the web client areas, even in the app forums, have generated significant beta feedback.

WEBSERVER (RussellW)

Random Numbers

Incoming Bug Rate:

| | <u>Core</u> | <u>Server Setup</u> |
|-----------------------|--------------------|---------------------|
| <u>Since 12/10/98</u> | <u>7.4 per day</u> | <u>3.9 per day</u> |

| | | |
|--------------|-------------|-------------|
| Since 1/4/99 | 9.2 per day | 5.6 per day |
|--------------|-------------|-------------|

Fix Percentage:

| | Core | Server Setup |
|----------------|------|--------------|
| Since 12/10/98 | 28% | 27.6% |
| Since 1/4/99 | 17% | 18.3% |

Testing coverage focus:

- All planned testing complete.
- Replication is weak and is undergoing more coverage (see below)

Risks

Dependencies at risk: None.

- Rosebud is demand-building only for us and has not been a bottleneck.
- IE: Two important outstanding IE bugs.
- FrontPage: 2-3 intl related bugs.
- OneStop: 3 actives

2/15 at risk: No.

Beta Feedback

There has been relatively little beta feedback for OWS.

- We have supplied the external playground server, which has seen about 1000 users logon since Beta2
- External server has seen about 700 discussion items, 175 subscriptions
- Server setup has not seen much play externally
- Internal dogfood server has seen ~2500 discussion items and extensive dogfooding.
- Based on requests for assistance, about 25 MS groups are running OSE, some as part of spec process (liquid motion, office update)
- Worked with ITG to dogfood deployment of the server extensions (Cliff Mark). Test server hosted in building 11, worked through ITG-generated issues list.

Beta Random Numbers

Number of postings:

- About 50 total.
- Run rate since mid-December: 1 post every 2-3 days
- About 75 discussion items in the playground that were used as a bbs by the beta users to discuss the feature itself

Active as of Tuesday: 13 postings in the newsgroups

Bugs resulting from beta feedback: <10.

Typical postings:

- Requests for rich HTML formatting in discussions (v2)
- Issues with lots of discussion items in a document generating too much UI clutter.
- Server installation errors and questions: no win95, language matrix supported

- Cannot connect to server: generally authentication & security configuration

New Issues

Replication is still shaky.

- Late cache-conflict problems with usage of IE cache as offline store discovered --Dec 15. Issue worked around by relatively high-risk change in Rosebud.
- A number of test cases were thought to be blocked, turns out some were and some weren't, net is that we didn't have the coverage we wanted.
- Focusing on replication testing & dev since the break with additional test resources added.
- Looking at whether there's enough feature left to ship. Feature has been long whittled at since this summer.
- Deciding whether to keep replication on Thursday 1/14. Thinking today is Yes, we keep it.

PROGRAMMABILITY (Dbactor)

1) Vital Signs/Trend Lines

a. Incoming bug rate and the fix percentage

Combined VBE/MSE/Programmability:

- Incoming rate: 10 bugs per day
- Fix percentage: 20% (1 per day in Programmability; 1 in VBE/MSE)

b. The most serious "won't fix" bugs and areas

- Biggest list of postponed bugs involve events and inconsistencies when they are fired/not fired between Word, Excel, and PowerPoint, events like New and Open not firing when COM add-ins are loaded at boot in some cases, events in Word in firing when expected.

c. Testing coverage focus

- Weak area/Areas in need for more focus: Coexistence between Visual Studio 6.0 and Office 2000 with respect to installing or uninstalling one product while the other is already on the machine. A number of beta 1 and beta 2 customers, as well as internal testing have found problems with VS applications not starting when Office is installed or uninstalled, or the script debugger not working when either VS or Office is installed/uninstalled. The VS/Office interoperability focus is being applied by both Office Programmability Test and MSE Test.
- VBE Test team pass through VBE type library after recent incompatibility bug fix (this is concern is to a lesser extent)

2) Risks

a. Dependency risks

- No risks
- Dependencies: VBE, MSE, Oleaut, Crypto DLLs for Digital Signature support (dependency indirectly through IE), Trident (dependency indirectly through TriEdit/VID-->MSE)

- VBE and MSE are ready to ship and have been in RC mode since November.
 - Olcaut frozen at 4268 (recent drop picked up but just version change from 4265; no code changes)
 - Crypto DLLs frozen for IE
- b. Is 2/15 at risk - Y/N?
- No dependencies risk 2/15 (except potentially Trident, which affects TriEdit/MSE; if Trident is not a risk for Outlook and Access, then it will not be for MSE)

3) Beta Feedback

- a. Number of newsgroup postings
- b. Number of unresolved postings as of this morning
- None.
- c. Top 5 areas represented by postings (both positive and negative feedback)
- Positive: COM add-ins work well. (E.g. Customers like Goldman Sachs, who did not roll out Office 97 due to a number of VBA workarounds and performance issues have rolled out Office 2000 in a pilot program across three locales.)
 - Negative: Still too many workarounds to existing object model and VBA issues.
 - Object model inconsistencies and general ActiveX control issues
 - Need consistent forms package.
 - Negative: Visual Studio 6.0 and Office 2000 coexistence. As noted above, installing/uninstalling one suite breaks things in another suite (most commonly script debugging).
 - Negative: COM add-in architecture to provide a way to determine why an add-in failed to load. Need an improved COM Add-Ins dialog to provide more in-depth feedback of status of each add-in (for debugging and PSS purposes).
 - Negative: Retrieving where the Startup folder for Word is and the Office InstallRoot. Developers need to know where to install their add-ins (AppData or Office bin). Their installation programs and solution code needs to be updated to find these two folders (and should they use Darwin APIs now?). This is a perception problem we have in adding complexity and changing. We have been working with customers (and reviewers) indicating that this change better handles new scenarios such as the roaming user and NT5 profiles. They want the official MS way and a KB article.
- d. % of actionable items - how many bugs out of these, how many actually fixed
- 30 bugs as of 10/1/98; 8 fixed or ~25%
- e. Changes based on the feedback (actual work done based on beta)
- Adding security and trusted source list check under HKLM so that corporations can lock down trusted sources list and security setting across the corporation (and not allow users to change who they trust or what level they trust).

- Event bug fixes with DocumentBeforeClose in Word (6 fixes)
- InstallRoot adding to HKLM under Office key so that developers can continue to use the registry to find Office rather than changing their code to use the new Darwin APIs.

4) New Issues

- Late issues that have come up:
 - DAD
 - MS
 - Customer
 - None.
- Recent surprises or unplanned work
 - None.

UIA (Dhach)

1) Vital Signs/Trend Lines

- Incoming bug rate and the fix percentage: Low (<5/wk). See graphs.
- The most serious "won't fix" bugs and areas.
 - Help/TFC: Performance. Slow to begin with, and the beta refresh went out with a perf regression (addressed for RTM)
 - FileOpen/WebFolders. Some fit and finish, some stuff not implemented. Ex: Save As, drill a folders down, Save As again -- you're at the top. Ex: Can't see rich doc information as in the shell(issue forPolar/Tahoe).
 - Comment from PSS (SloanC): I haven't seen any 'showstopper' bugs that have been postponed. I do think we'll experience a support impact from the UI changes (ie SDI, Adaptive Menus, new template locations), but this happens whenever there are any changes from the way that customers have done things in the past.
 - Some specifics:
 - 218852 OSB : Double byte chars are broken in Listview of osb dlg.
 - 216384 AF - isearch.cpp line 5447 when showing the Index Tab of the Help pane in cross code page scenarios
 - 216432 Text doesn't fit in index tab when UI=KOR
 - 205949 AW: Can't search topic if input DBCS "" in query string.
 - 217864 Non-ASCII chars as hotkeys are case sensitive on non-matching code page
 - 217910 MSO\bln\bn.cpp(5370) : warning C4701: local variable 'ch' may be used without having been initialized
 - 214261 All apps leaks 1 handle each time a period is entered in File - Open or File - Save dialog
 - 15494 NSEXT: Details view in File dialog does not show our custom columns
 - 192648 PPT: when turn on "Capitalize first letter of sentence" and type English word+ Korean word. AutoIMESwitching does not work correctly.

- 192649 KOR: When press {tab} after type English chars in korean IME mode, AutoIMESwitching does not work.
- 197505 AF in scalert.cpp Saving file in non-existing directory
- 216978 OM: Assert Looking at command bar object in VB5 watch
- 214397 IE is started (even though Navigator is default browser) when you search the Web for Help
- 214387 IE launched (regardless of default browser) when open in new window is used within Office Help
- 221254 ALL - Assert & Crash in MSO9 linking Picture-bulleted text between Frames
- 223492 GPF when right clicking item in customize Office shortcut bar dialog

c. Testing coverage focus.

Test focus is on setup and upgrade scenarios. Also on WW.exe scenarios and Cross App user scenarios

2) Risks

a. Dependency risks

- Help. We think we have taken the final drop this week.

b. Is 2/15 at risk - Y/N? No

3) Beta Feedback

Newsgroup threads:

- bypass assistant menu item (8) // investigating writing a COM addin for this
- menu/toolbar speculation/dislike (6)
- Bookshelf - should be included, parts not working (7)
- help slow (esp. after refresh) (4)
- C&C Access limitations, gets in the way (4)
- customize places bar (3)
- don't like icons (3)

Tweaks / fixes based on customer input:

- Increased delay for menu auto-expand
- Checkbox to disable FakeSDI in apps (but not Word)
- RTF support for Office clipboard for Outlook interop

Customer bugs we fixed:

UIA fixed 18 Beta tester bugs since 10/1/98. UA fixed 32 Beta tester bugs since 10/1/98

Some bug examples

- OSB failing to create Office category
- crash when click on dropdown control after disabling toolbar set
- Bookshelf 98 doesn't work with Word 2000
- MSAA crash
- custom toolbars don't travel with templates in Word
- FakeSDI crash in Access

4) New Issues

a. Late issues that have come up:

1. DAD. Project. Misc toolbar/FileOpen issues -- resolved.
 2. MS. Nothing new. Win2K print dialog. FileOpen/Web folders and server offerings to come.
 3. Customer: None. Known from beta: menus, help, SDI, misc.
- b. Recent surprises or unplanned work

TCO (HeikkiK)

1) Vital Signs/Trend Lines

- a. Incoming bug rate and the fix percentage -
 - Since 12/15 -- 24 triaged bugs, 10 musts, 42%
- b. The most serious "won't fix" bugs and areas -
 - 190832 -- On a failed IE5 installation no warning message stating user may need to reinstall IE5
 - 198893 -- Repair: Requiring too much disk space
 - 212750 -- WordMail becomes unresponsive when trying to load proofing tools that are not available. (Proofing tools available from network share)
- c. Testing coverage focus
 - Win 9.x to Windows 2000 upgrades
 - Patching
 - Normal Office upgrades (75% coverage on total matrix)
 - Windows 2000 general fluctuation

2) Risks

- a. Dependency risks
 - Windows 2000 closing
 - Authoring -- changes and completion
 - Windows 9.x to Windows 2000 upgrades
- b. Is 2/15 at risk - Y/N?
 - No

3) Beta Feedback

- a. Number of newsgroup postings --
- b. Number of unresolved postings as of this morning -- 106 in Setup, 35 in Office General (totals 820 in Setup, 348 in Office General)
- c. Top 5 areas represented by postings (both positive and negative feedback)
 - 1. Speed of install -- takes longer than 97, much faster than in beta1.
 - 2. What installed locally and what on-demand -- justified the on-demand components by installing more Word templates locally.
 - 3. Selecting all components in the custom dialog -- increased the performance and provided a single click way to install locally.
 - 4. Feedback during installation -- made the feedback gizmo more granular during the install.
- d. % of actionable items - how many bugs out of these, how many actually fixed

- 24 posted, 24 fixed
- c. Changes based on the feedback (actual work done based on beta)
 - Some components now installed locally as part of typical
 - Single click "install all locally" option
 - More granular feedback on installation

4) New Issues

- a. Late issues that have come up:
 - Upgrading over Beta2 releases
- b. Recent surprises or unplanned work

DARWIN (HeikkiK)

1) Vital Signs/Trend Lines

- a. Incoming bug rate and the fix percentage – since 12.15, 34% fixed
- b. The most serious "won't fix" bugs and areas
 - 1. 3546 -- Ignoring failure to copy file results in deletion of existing file
- c. Testing coverage focus
 - 1. Patching – currently testing patches from beta2 to current builds.
 - 2. Security – constant look for potential security holes.

2) Risks

- a. Dependency risks
 - 1. Release and authoring issues that may come up
- b. Is 2/15 at risk - Y/N?
 - 1. No (last build of Darwin on 1/13)

3) Beta Feedback

- a. Number of newsgroup postings
- b. Number of unresolved postings as of this morning
- c. Top 5 areas represented by postings (both positive and negative feedback)
- d. % of actionable items - how many bugs out of these, how many actually fixed
- e. Changes based on the feedback (actual work done based on beta)
 - Covered above

4) New Issues

- a. Late issues that have come up:
 - 1. DAD
 - 2. MS
 - 3. Customer
- b. Recent surprises or unplanned work
 - InstallShield verifying shortcuts via system API that causes advertised applications to install. Fixed.
 - SP4 - security API bug (change since SP3) – working with SP4 folks on a fix.

WEB COMPONENTS and CHARTING VITALS (GeorgeSn)

1) Vital Signs/Trend Lines

- a. Incoming bug rate: 20 / day. fix percentage: 30%
- b. The most serious "won't fix" bugs and areas: Recalc rounding differences with XL in function library when fed bad or extremely small inputs.
- c. Testing coverage focus: server side testing (.asp) is coming on much later than we'd like. Depending on bug, these have the potential to hang an is server when the components are run in proc (not under MTS). Known problem in IIS. Weak testing under MTS.

2) Risks

- a. Dependency risks IE: our HTML property browser and our Web Installer are both vulnerable to IE changes.
- b. Is 2/15 at risk - Y/N? No

3) Beta Feedback

- a. Number of newsgroup postings: 80
- b. Number of unresolved postings as of this morning: 0
- c. Top 5 areas represented by postings (both positive and negative feedback): some people are bummed that the web components aren't freely redistributable. Most other questions handled in the whitepaper. We aren't getting much drilling from developers on the beta -- much better feedback from MCS, the field, and PSS.
- d. % of actionable items - how many bugs out of these, how many actually fixed: $\geq 10\%$
- e. Changes based on the feedback (actual work done based on beta): 1 good bug.

4) New Issues

- a. Late issues that have come up: none.
 1. DAD
 2. MS:
 3. Customer:
- b. Recent surprises or unplanned work

Running the components from .aps pages on the server is more popular than we anticipated. Testing is thin.

OFFICE ART (TuanN)

1) Vital signs and trends

The OfficeArt bug trend has showed a drastic downward trend in the recent weeks and it is now holding steady at 40 new incoming bugs per week. About 6 weeks ago, the incoming rate was around 120. The fixed rate is low and is around 15%. The project is under control and the development turnaround for investigating and fixing new incoming bugs is about 48 hours.

Some serious bugs have been categorized as Postponed after going through the various triage committees. Most notably are:

213097: Inline pictures in Word documents can be badly corrupted after round-trip through Word 97

226351: VML EMail uses dual representations creating a WYSIWYG and security problem

From the testing perspective, Office Art specific areas are well covered. Areas with outside dependencies need more in-depth testing: HTML E-Mail clients, CF_HTML, Setup, CSS Bidi, and Office Art rendering in IE5+VGX. More focus can also be put on the coverage testing for Plug UI and LPK.

As of 1/12/98, OfficeArt has gone 8 working days without a MUST fix. We just have a MUST (221402) fix to deal with a metafile FE text rendering for OrgChart. We also currently has another potential MUST fix (223443) about data loss in pictures. Based on the overall status, OfficeArt will get into a freeze mode starting next week (1/18/98). In other words, we will no longer take LIKE bugs after that date.

2) Risks

As mentioned in the previous section, areas at risk involve dependencies to external groups: VGX, IE, BIDI, and Web Client. We have also seen a serie of regression (relative to Office97) in ME/FE support for localized fonts in metafiles. This is due to the underlying work of changing our metafile player to depend on MsoExtendedTextout(). This area will need more in-depth testing from our FE team. But overall, we don't think that the 2/15 data is at risk.

3) Beta Feedback

Office Art has received little Beta feedback. Most notable lacking is feedback on our new HTML graphics file format, VML. In summary, we had bug reports on WebView layout of graphics objects in Word and 1 noteworthy user complaint about the Recolor-Picture feature in pre-95 PowerPoint versions that we decided to cut in Office97. The user was disappointed that we did not put this feature back in Office2000.

4) New issues

The support for CSS BIDI is late coming. It affects mostly Excel BIDI users. OfficeArt has to change the VML output and VGX has also to put a fix in order to support this feature which is just recently implemented in IE5. We believe that we have addressed all the known related issues but we need to get final closure by conducting more testing in this important scenario for a Word-wide executable.

The EMail scenario mentioned in (1) is still an open issue and we are actively working with the Outlook team to explore a possible fix in IE5.

PUBLISHER AND CD2 RELEASE (MattGau)

1) Vital Signs/Trend Lines

a. Active bug count

56 total active

44 Setup

11 non-linked
33 linked
11 Publisher
6 non-linked
5 linked
1 Small Business Bookshelf (non-linked)

b. Why linked # isn't 0? Why aren't we at 0?

- Setup not at 0 because we're still finding a lot of must fix bugs. Setup linked bugs aren't at 0 because Office Release isn't at 0.
- Publisher isn't at 0 bugs because we're still finding a bugs that are being investigated. We're resolving new bugs within 24 hours of when they come in with under 5 exceptions on a daily basis. We are taking must-fix bugs only, and will continue to investigate show stoppers, but otherwise are done.

c. Incoming bug rate and the fix percentage

- The average daily open rate over the last month has been 8 bugs per day

55% of the new bugs are in setup

- Fix percentage over the last month:

setup: 65% (total of 47 fixes)

non-setup: 20% (total of 12 fixes)

d. The most serious "won't fix" bugs and areas

- Some issues surrounding CAG setup discovered while fixing beta issue listed below.
- No serious "won't fixes" in non-setup areas

e. Testing coverage focus

- None except keeping up with changes to external components, primarily setup.
- Primary risks to setup: changes to CD1 setup that break us, Clipart setup fix mentioned in dependencies section below
- Other external components we continue to watch for changes or breakages: help, web folders, mail merge, shared components (graphics filters, converters, etc)

f. Standalone and OEM builds

We've completed 95% of the work for our OEM, Publisher Standalone, and Publisher Deluxe builds. We haven't built all the releases yet because we don't have the testing resources to test them all at this time. We've moved to a slash and burn model for all these builds so dev and build time is not longer an issue; testing all the builds will be challenging. We're still on schedules for our release deltas but we'll have our work cut out for us.

2) Risks

a. Dependency risks

EPS filter - Pub shipping as private graphics filter. We just took the final drop last week and have been testing it rigorously. The setup work to make this a

private filter has also been regressed and closed. Legal in process of signing contract but it isn't signed yet.

CAG Setup - Pub recently fixed bug regarding install location. We're testing now. While investigating we've found several problems with how clipart is installed - we've punted all of these but we are concerned we'll find something that is a showstopper.

b. Is 2/15 at risk - Y/N?

- No.

c. Any concern re: worldwide exe or FE bugs

- No.

3) Beta Feedback

a. Number of newsgroup postings

- 65

b. Number of unresolved postings as of this morning

- 7 (6 dealing with Clip Art and 1 with Setup)

c. Top 5 areas represented by postings (both positive and negative feedback)

Publisher won't launch on Cyrix MMX processors. Dozens of beta users experienced this problem where they receive an OOM message as soon as they launch Publisher.

Clip art always installed to C: drive. Many people were running out of disk space on there C: drive (because Publisher installs so much clip art) even when they were installing CD2 to another drive.

Installer not responding. Hitting retry 5-10 times will eventually install successfully. We never fully tracked down the cause but new Darwin versions appear to have fixed this. Beta refresh reports indicate the problem has gone away.

d. % of actionable items - how many bugs out of these, how many actually fixed
50% actionable; only 1 bug and it was fixed. All other actionable posts were wishes or by design

e. Changes based on the feedback (actual work done based on beta)

Publisher won't launch on Cyrix MMX processors. The Publisher team responded quickly to identify and fix the problem. A patch was posted to the Beta web site and the newsgroups. The problem code was in Publisher's boot code where processor information was being obtained.

Clip art always installed to C: drive. Publisher is fixing this by installing clip art to the target drive instead of always to the C: drive. If there's an existing MMC on the C: drive we won't install a duplicate.

Set all wizards to install locally as opposed to half of them set to demand install

4) New Issues

HTML Help issue where external links launch IE instead of default browser.

- Legal issues here. Likely have to rev Publisher's main help file.

CD2 worldwide has turned off all user registration to avoid users having to register twice.

CD2 needs to create a special English release for CHP

- We were original going to piggy back the ROC date and time format suppression onto the LVP CD2 but because we've dropped it we have to create a special release of CD2 minus this date format.
-
- This CD2 will ship in the International English LVP SKU.

SMALL BUSINESS TOOLS (BarbaraW)

1) Vital Signs/Trend Lines

- Incoming bug rate and the fix percentage
- The most serious "won't fix" bugs and areas
- Testing coverage focus

2 of 4 Small Business Tools frozen:

- Direct Mail Manager -- frozen since mid December.
- Business Planner -- frozen since end of November
- Small Business Financial Manager -- frozen in December, cracked code 1/13 for fix due to regression in SBCM
- Small Business Customer Manager -- built RC4 1/13, RTO is imminent.
- Expect to continue finding Setup bugs beyond RTO of 4 SBTs.

2) Risks

a. Dependency risks

- Access, Outlook, Setup issues continue to crop up. Most issues we are having to work around because postponed by other teams. Potential to cause us to crack code after we freeze.
- Filters. We are getting accounting filters from accounting isv's. Most should freeze with SBCM by Monday. Two most important, Intuit and Sage, however will not. Every filter vendor knows that if they don't freeze by within the next week, they're out of the box.
- FE. We've only recently been getting regular FE builds. Still seeing FE specific bugs coming in.

b. Is 2/15 at risk - Y/N?

- No

3) New Issues

a. Late issues that have come up either internally or through beta sites etc

- Setup issue causing prompt to uninstall Access97 or runtime when install CD2. (A problem in other scenarios independent of cd2).
- Having to undo work to split out code into separate library mdb due to locale setting stamping with VB project.

- Issues with registering Outlook form: affects first run of Outlook. Outlook postponed proposed solutions.
- b. Recent surprises or unplanned work
- 4) **Beta Feedback**
 - a. Areas that were covered well (lots of constructive feedback)
 - b. Areas that were not covered well (little or no feedback)
 - c. Changes based on the feedback
 - We are in a separate beta due to marketing/pr reasons requiring Small Business Tools to be under NDA. Not a lot of feedback. No actionable items/changes as a result.

USER ASSISTANCE (GwenL)

1) Vital signs

- 90% of files are frozen (154 files)
- Of 17 files not frozen:
 - 6 readme files; freeze at rtm
 - 5 sample data page files; need display bugs fixed. Should freeze 1/18.
 - 5 scheduled to freeze today (1/14) or tomorrow (1/15).
 - 1 is euro.chm, which still has open issues. Schedule to freeze by end of January.
- 16 aw files are scheduled to be unfrozen for one build and redropped for index fixes (see beta feedback). Scheduled to freeze 1/15.
- Don't have incoming bug stats, but after this week, we will be postponing everything except ship stoppers. There is one of those now that could force us to redrop any help file with a link to the web.

2) Risks

- None
- OK for 2/15

3) Beta feedback

- Missing Help Contents and Index command: My team can do nothing now about the Contents and Index command in the product, but I forwarded a thread to Office Update about having an article there to tell customers how to add that command.
- Performance: Nothing my team can do.
- Contents not usable: Contents in the beta was a placeholder; the real Contents is now in the products and should be much better.
- Index not complete: We have completed a review of all the words that are turned on in the index, and will rebuild and redrop the aw files to get the changes in. This is a low risk fix, but worth the time to make the changes, since it is a perception thing of the value of the index and completeness of help content. Expect to rebuild the aw files today (1/14) and get them into the next build.

4) New issues

- As mentioned above, index work and web links issue
- 140 Excel vba help topics are broken because of id changes, fixes to be made tomorrow.

- Talking to Noahe about whether we have to review how we talk about IE in help topics.

FRONTPAGE (HarelyR)

FrontPage is on track to RTM on 2/15. This is six weeks after we cut our RC1 which tracks with length of time between FrontPage's RC1 and RTM in prior releases. We don't believe corrective action is required to ship FrontPage.

Still, there are a number of areas of potential weakness based on what we know today:

- Stand-alone FrontPage and stand-alone FPSE installers.
- Alpha FPSE installers.
- Office wide configuration testing, Actual deployment tests

1) Vital Signs/Trend Lines

a. Incoming bug rate and the fix percentage

Incoming bug rate is above 200/week. Although this is high, severity is dropping and most are being postponed. This is a good sign because it shows the test team is still working productively and has not given up. The fix rate is around 40%, discounting the Help/doc/Loc bugs.

Our regression rate has been very low.

b. The most serious "won't fix" bugs and areas

We're comfortable with the bugs we're "won't fixing". We will continue to find HTML preservation, OM and layout issues. At some point we will stop taking ALL fixes and these might cause great pain. However the find rate and severity of these issues continues to drop.

c. Testing coverage focus

Feature-feature integration issues continue to pop up serious functional flaws. Deep configuration and scenarios are the biggest risk. These are the bugs people hit after 3-10 days of usage. To address these two classes are are doing our final regression test pass and as areas are being completed we will do an analysis on how they should be fitted into the second test pass, system tests. We will spend then last 2 weeks (plus additional time) doing system level deployment tests.

2) Risks

a. Dependency risks

- Office generated HTML
- Office setup dependency
- General IE dependency - comctl32.dll
- Browser compatability (HTML handling, NS, Mac, UNIX)

b. Is 2/15 at risk - Y/N?

No, except for that fact that the last person done (IE?) will require us to do a final compatability check.

3) Beta Feedback (covers B1, B2, refresh, RDP)

- a. Number of postings about stuff related to your area
beta1 - 646 postings and beta2 - 884 postings
- b. Number of unresolved postings as of this morning
- c. Top 5 areas represented by postings (both positive and negative feedback)
 - HTML preservation - new feature; most reported issues fixed.
 - Pushback against dropping PWS - we're sticking to the strategy.
 - OM/Programmability issues - new feature; mostly reporting issues we had already fixed after the beta was released.
 - Excel cut/paste loses styles - unfortunately, fixing this requires support which would have had to be designed in from the start.
 - MSE is too heavy weight a scripting solution - didn't implement a simpler alternative.
- d. % of actionable items - how many bugs out of these, how many actually fixed
99 product RAID bugs submitted - 29 fixed, 26 postponed.
- e. Changes based on the feedback (actual work done based on beta)
See above.

4) New Issues

- a. Late issues that have come up:
 1. DAD
 2. MS
 3. Customer
- b. Recent surprises or unplanned work

The FPSE Darwin installer is coming in late and is generating a lot of bugs which must be fixed.

RELEASE (JohnJend)

Vital Signs

| | |
|----------------------------------|-----------------|
| Incoming Daily Average (English) | 13 |
| Resolved Daily Average (English) | 22 |
| Total Release (less LPK) | 121 |
| Total REL-DEV (less LPK) | 33 |
| Fix Percentage | 89% (see below) |

Misc. Facts

Resolving all English/Japanese/German setup bugs is a requirement for English RTM signoff (less localization specific bugs)

German/Japanese localization specific work accounts for approx. 1/3 of international bugs (not counted in charts)

Of the English Release bugs many are dependant on external groups (IE5/NT/Darwin)
Historic fix percentage is skewed high due to aggressive pre-triaging.

Testing Issues

US, FE and German

- Slash-n-Burn testing - We are relying on cSVTs to do this testing but we need more testing coverage than cSVTs to feel good about SnB builds. We don't have a complete set of cSVTs from all of the apps yet; Access and FP are way behind on delivering these.
- IE Clean Installs and Upgrades, esp. when we get the RC on 1/15. Full pass needed on final drop.
- Upgrades - handled by TCO, INTL Upgrades and 3rd Party Stomp testing. Not all test cases have been completed.
- CCP testing – late feature availability. Not testable yet.
- NT5 testing – Win98 + O2K upgrade to NT5. New testing needed to look for basic upgrade problems.
- Ongoing build availability.

Risks

Broad spectrum of Release bug assignments (Base Team, IE5, NT, Darwin, etc.) and managing those counts down.

CCP testing not complete but not major risk

We still have a fairly high incoming bug rate.

RTM Confidence

Our RC date is 1/25 and we are confident about 2/15.

Beta Feedback

This is being managed by TCO and covered in their status.

New Issues

CustomAction dialog for IME setups – need to implement so that IME won't fail if no media is available after reboot.

Companion files not allowed as keyfiles (Darwin decision) – some authoring changes required as fallout.

DaVinci complete install added to typical due to VSE/SQL legacy install bugs.

PHOTODRAW (LindaAv)

Office 2000 will include the already shipped version of PhotoDraw.