

From: Jawad Khaki
Sent: Thursday, July 17, 2003 12:47 PM
To: Bill Verthein; Mike Shappell
Cc: Shai Guday; Jawad Khaki's Direct Reports; Dalen Abraham
Subject: FW: Office/LH information needed for LHSLT/Billg (Real Time/NetMeeting)

Please update me on the progress made by your team on items assigned to them.

Mike, please follow-up on LH Collaboration issues.

Tony, please ensure people in your team are plugged to understand usability issues as reported by HP>

-- Jawad

From: Don Flaherty
Sent: Wednesday, July 02, 2003 10:53 AM
To: Jawad Khaki; Gurdeep Singh Pall
Cc: Scott Stiles; Julie Larson-Green; Joe Peterson; Alexander Gounares; Jon DeVaan; Chris Jones (WINDOWS); Steven Simonis; Antoine Leblond; Debra L. Weissman
Subject: Office/LH information needed for LHSLT/Billg (Real Time/NetMeeting)

From: Don Flaherty and Scott Stiles

We need your feedback by 7/16. After briefly reading this email, please let us know if there are insurmountable conflicts to delivering answers by Wed 7/16.

DebWeiss provides some context:

Many of you participated in the Office/LH synergy groups a while back (for better or worse J) Once Office 12 work is officially kicked off, we will restart the Office/LH planning process. In the meantime, there are a number of areas where we need to compile the latest detailed status for the LHSLT and for Billg specifically. We are purposefully keeping this process lightweight since we think this information is already out there, and because the request is time-sensitive. We are hoping to get most of this cleared up via email, although if a meeting is needed to follow up, we can do that as well. Please take some time to answer the following questions about your area of ownership:

Schedule

All inputs received by 7/16.
Review with AlexGo and "overall owners" 7/17

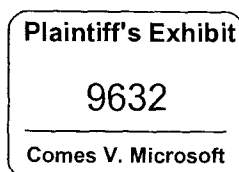
Everyone on the To Line:

1. Do you consider yourself the correct owner of the issues/topics identified? If not, please provide the appropriate name. *(Due to the number of people involved, we need your help to resolve responsibility issues).*
2. Do you understand the "ask" (for the most part)? If not, what are the key questions you have?
3. Are you engaged with the others owners listed?

Overall Owner(s), please answer the remaining questions (work with the other owners of course):

4. Is the current POR to deliver the "ask" (below) in either the Longhorn Client or Office 12?

If "Yes", provide a one paragraph summary of the features/capabilities.
If "No", please provide a one paragraph explanation and justification of the status.



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5. Please characterize each item as follows:

Green: on track. Ask understood, teams engaged, and delivery expected.

Yellow: Ask not well understood, plans not on track, delivery at risk, teams not engaged etc.

Red: no plans to deliver

6. If you can't answer #4 without a meeting to resolve issues, please identify the key issues and the party(s) required to resolve them. We will help drive these to closure.

7. Feel free to provide (at most) one page of reference information to further elaborate on the answers to #4. Only provide this if the answers above are likely to generate important questions.

8. If you need help (e.g. getting a response from someone), let Scott or Don know.

Issues needing response:

Bill Major Area	Bill Minor Area	Description	Overall Owner	Win Owner	Office Owner	Other Owner
Real Time	NetMeeting	Solve the double firewall problem. Servers in DMZ or cloud a possible acceptable solution.	Jawadk			
Real Time	NetMeeting	Solve the incompatible protocols problem between Windows and Office clients	Jawadk			Gurdeeps(RTC)

Who we are

Don Flaherty is part of a new Longhorn client project management team where a key responsibility is managing cross-team activities and deliverables.

Scott Stiles is the GPM of the "Longhorn and Platform Services" team in the Office Shared Services group.

Thanks!

Don Flaherty and Scott Stiles

Don Flaherty

Lead Program Manager, Windows Client Core (Longhorn)

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