D1 Rollout Plan

DRAFT

<redacted>
Software Engineer

Overview

Resources Needed:

Software from PD
4200 Blank Diskettes (2 per system)
4200 Prevue Diskette Labels
Both Disk duplicators
Permanent Ink Fine-Tip Markers
2100 Envelopes (cushioned disk mailers)
2100 Mailing Labels
Fed-Ex Label Machine
2100 Fed-Ex Envelopes
2100 Fed-Ex Labels
2100 Cover Letters
< 263 "Must Upgrade" Notices (If any 1.3 units in field)
Work Area (2 tables)
2 Amiga Systems

Processes:

Acquire Materials
Receive software from PD
Finalize Masters
Test Software
Generate System lists, Envelope Labels, File for Fed-Ex Machine
Copy Diskettes
Customize Diskettes
Assemble Mailers
Send Packages
Send Version Commands

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Acquire Material				

Steps: 4200 Blank Diskettes
             4200 Prevue Diskette Labels
             Permanent Ink Fine-Tip Markers
             2100 Envelopes (cushioned disk mailers)
             2100 Mailing Labels
             Fed-Ex Label Machine
             2100 Fed-Ex Envelopes
             2100 Fed-Ex Labels
             2100 Cover Letters
             Up to 263 "Must Upgrade" Notices (If any 1.3 units in field)
             Work Area (2 tables)

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Receive software from PD			July 15	<redacted>

Builds needed:
        ESQ – Domestic Prevue
        ESQ w/STS – Domestic Prevue with modem
        PGL – Prevue Guide Laser
        LGE – Canadian Laser Guide, English
        LGF – Canadian Laser Guide, French
        LGS – Prevue Latino

Builds NOT needed:
        ESQ 1.3 – Domestic Prevue for 1.3 ROM
        LGS w/STS – Prevue Latino with modem support
        LGD – Holland Laser Guide (Dutch)

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Finalize Masters	July 15	1 day	July 16	<redacted>

Steps: Verify Graphics
           Verify Control Files

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Test Software	July 16	2 Weeks	July 29	<redacted>

Steps: See Prevue D Release Test Plan

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Generate System Lists, Labels & Files	July 28	1 Day	July 29	<redacted>

Steps: Query HP for the following groups:

        ESQ – Domestic Prevue
        ESQ w/STS – Domestic Prevue with modem
        PGL – Prevue Guide Laser
        LGE – Canadian Laser Guide, English
        LGF – Canadian Laser Guide, French
        LGS – Prevue Latino

Sort the groups by OPS.
Change any GK's into GA's, while adding field for identifying these systems later
Separate into groups of 100 for tracking.
Get system location list from manufacturing's shipping address database.
For each group:

        Generate List – Printouts for reference and tracking.
        Generate Labels – Mailing Labels for the disk mailers.
                Labels should include: OPS, Select Code, System Location, City, State,
                                MSO branding code, Warning if converted GK code.
        Generate File – For Amiga Select Code assigning program. 2 entries per Select Code.
        Generate File – For Fed-Ex Label machine. Combine our lists with Manufacturing's addresses.
                Include System Name, Address, City, State, Zip

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Copy Diskettes	July 29	3 days		1-2 persons
Steps: Copy disks for ESQ, ESQ w/STS, PGL, LGE, LGF, LGS, LGS w/STS; 2 for each system. Write type (ESQ or PGL), version (7.9.??) and release date (?/?/97) on back of diskette.				

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Customize Diskettes		3 weeks		2-4 persons
Steps: Run through Amiga program to set Select Codes, 2 disks per system. Write the Select code on the back of each disk. Get the matching Envelope Label, place it on a disk mailer, and place disks in mailer. Assumes: 125 disks per day				

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Assemble and Send Packages		2 weeks		Manufacturing
Steps: Generate matching Fed-Ex Label for each Disk Mailer. Put Fed-Ex Label on Fed-Ex Envelope. Put Disk Mailer in Fed-Ex Envelope with any enclosures and seal. Assumes: 200 per day				

Task	Starting Date	Duration	Ending Date	Person(s) Responsible
Send Version Commands		2 weeks		<redacted>
Steps: One week after each group's envelopes have been mailed, send version commands.				