

June 10, 1999

Paul LaGattuta, Northeast LLC Chair
Anne F LaLena, Mid Atlantic LLC Chair
Pamela Connell, Southeast LLC President
Denise Hardaway, Midwest LLC President
Don Edwards, Southwest LLC President
Joanne Balen, West Coast LLC Chair
Tommy Thompson, Western LLC Chair
Marion Hear, Canadian LLC Representative

Dear Presidents and Chairpersons,

The purpose of this communiqué is to provide you with the Release Management process developed and proposed for acceptance by the LNPAWG at the June 1999 meeting. The NPAC/SMS Change Management process is still under review and should be finalized at the July 1999 LNPAWG meeting. Upon its completion, that process will be forwarded to the Presidents and Chairpersons for acceptance review.

The attached project plan allows for two SOW periods resulting in two releases per fixed 12-month period. This will require an initial six and two thirds quarter initialization period prior to the stabilization of the fixed two/twelve cycle. This fixed cycle allows for consistent planning of resource allocation while adhering to the wireless request for a quiet period from October to January. The project plan is attached in both Microsoft Project and Microsoft Word. Please review the proposed process and direct any questions to the LNPA Co-chairs.

Thank you,

Charles Ryburn, Shelly Shaw
LNPA Working Group Co-Chairs

Attachments