

Email Message Contrasts

Original Form vs. Edited Version

Email #1: A Case of Too Much Information

Original Form

Subject line: Microsoft license base lining - An advisory

Background: In 2002, we saw the creation of a family of companies that were derived from Conexant. In course in doing so, hundreds of PCs, along with software already loaded on them, were transferred from Conexant to these companies. In cases such as Skyworks and Pictos, the asset-base of PCs and software transferred from Conexant were pooled with PCs and software from other entities to create the newly created company's asset-base.

Problem being solved: The IT function of each of the 5 companies (Conexant, Mindspeed, Skyworks, Jazz and Pictos) is now in the process of base-lining the license assignments and ownership for Microsoft packages. In aggregate, the 5 companies appear to have adequate licenses. However, the specific usage assignment of each package by specific company must now be aligned. For example, our collective ownership records indicate that we have ~1000 Office Professional licenses and ~ 3800 Office licenses. The aggregate number closely matches the number of PCs supported across the companies. We now need to insure that the license assignment to each company and it's employees is appropriately apportioned. When we get to that stage, each company will have a firm base line.

Process and request for help: As a first step, we will determine the exact version of packages that you currently use. This is being done 'silently', using Microsoft's SMS package that is already installed on your PC. As a second and final step, starting in late May we will be 'pushing' to each of you the appropriate version of Microsoft packages. We need your help to complete this step. When you receive the 'pushed' package, you will need to click an appropriately labeled button (accept the package) for the install to initiate. Desktop and Helpdesk staff will be on-hand to help you in this process.

We look forward to your understanding and support in this initiative.

+++++

Edited Version:

Subject line: Your Assistance Is Appreciated in Removal of Unneeded Software

Late this month, you may be receiving one or more pop-up messages on your PC monitor screen asking you to allow an application to automatically un-install software that is no longer being used. Please click the designated button on the message to accept this application, which will operate in the background without interrupting your activities.

Your cooperation is greatly appreciated. Licenses for software that is not being used in one place can be leveraged elsewhere in the organization. In addition, we can ensure that we pay only for the software we use. The result will be more efficient management of IT assets, greater cost savings and further simplification.

Please contact your local IT support representative if you have questions or concerns. Thank you.

Email #2: A Case of Convolutated Points

Original Form:

This email is to notify you of changes to most of our internal Bills of Material for Products currently being sold. The main reason for this change is that a majority of our subcons provide assembly services only and the test operation is done internally. So what they provide is a subassembly, not the actual product. Therefore the only documents that the supplier needs will be the assembly drawing and the BOM to provide their service to us. We are adding this sub-assembly Bill of Materials so we can separate the assembly and test operations prior to moving our data into SAP. This will allow us to order these sub-assemblies via a purchase order and allow planning to operate more efficiently. Also, there are many instances where a single assembly can be used against several end-products. Having this part level allows the system to combine all the demands and simplify the process for us and the subcons. These new BOM levels will end in B1 and report directly into the Finished Good Part. All of the parts that previously reported into the Finished Good item will now report to the B1 Bill of Material. These new B1 Bills of Material will not become effective until July or when we transition to the SAP system.

+++++

Edited Version:

Subject line: Extra Level Added to East Coast Bills Of Material

To avoid possible confusion, we would like to inform you about an extra level of assembly that the Engineering team in Woburn is adding to the Bill of Materials (BOM) -- and why we're adding it.

This new BOM level will end in B1 and report directly into the Finished Good Part. All of the parts that previously reported into the Finished Good Part will now report to the B1 BOM. The new BOM structures will be added to over 500 Finished Goods, starting this week, but not become effective until July or when we transition to the SAP system.

We are adding this sub-assembly BOM so we can separate the assembly and test operations prior to moving our data into SAP.

The main reason for this change is that a majority of our subcontractors provide assembly services only and not the actual product. Therefore, the only documents they need for providing their services is the assembly drawing and the BOM. This change will allow us to order these sub-assemblies via a purchase order and make the planning process more efficient. Also, there are many instances where a single assembly can be used against several end-products. Having this part level allows the system to combine all the demands and simplify the process for us and the subcontractors.