

From: "[REDACTED]" <[REDACTED]>

To: <[REDACTED]>

Subject: FW: online task list

Date: Sat, 02 Jun 2001 03:15:02 +0000

Importance: Normal

Ms. Maxwell:

Marc expressed that he thought we should have been using the document and working through the bugs with you and Mr. E. I couldn't disagree more. We've been working on far more than the organization and access of information; we've been working on the management and prioritizing of projects. The organization and access of this information are equally as important to you and Mr. E as the improved management and heightened ability to prioritize projects.

Whether it's realized or not, we've greatly effected both areas and began with our most challenging property from a project/task prospective.

I asked [REDACTED] for a written update on the on line task list which follows. As you can see, this has been a major project and has evolved over the past month. Even though it has been "on line" for a month, it simply wasn't practical to attempt to use.

Everyone has put a GREAT deal of time and effort into this project and are committed to do whatever it takes to complete it. It is our intent to use the internet version next week. There are still issues however I consider them to be manageable since they are more administrative and will have little effect on your version.

If you find this version acceptable, we will then have another major project which will be to provide the training and equipment at each location necessary to support this program.

I'd like you to seriously consider using a NY group/person to assist with training and ongoing assistance with technology. It is extremely important that we properly train everyone to maintain consistency in your reports. I spoke to Marc regarding interviewing the group I've worked with from NY while he is in town next week.

[REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: Friday, June 01, 2001 3:02 PM

To: [REDACTED]

Subject: online task list

[REDACTED]

I have been updating the task list weekly online and each week I discuss the problems found with Marc. Although the program has been written and the task list has been up and running for weeks, Marc has had to add or change things as these problems arise. Today I have been on the phone with Marc talking about the task list. Last Friday (May 25) I had e-mailed Marc with some final bugs that needed to be fixed before Mr. Epstein viewed the task list online. During this week Marc has addressed each of these problems and found a solution that we believe will make the task list presentable for Mr. Epstein. Monday and Tuesday I will work diligently to update the task list with the new additions that Marc have made. Below I listed some of the updates to the task list that were made just this week.

*** Adding red writing to show the action tasks for JE

*** Being able to delete an attachment so that each task does not pile up with several attachments.

*** Adding more than one completion date so that JE will be able to see the original date as well as the new date

*** Adding a number to each task so that we will be able to refer to a specific task

These four things were just added this week. Similar things have been added each week and now we believe that next week JE and GM will be able to use the online task list.

There is one thing that will be different on the online version. Currently we have bold capped writing in the completion date column for JE's action tasks. Online there is no possible way to write in this column. It only allows for dates. I have been putting these sentences in the task list. Today Marc showed me how to turn them red. The red will stand out in the status column. If you think there should be another way to show these action tasks, please advise me and I will get with Marc on it.

Although this will be ready for JE and GM next week, there are still a few things that Marc is going to work out for [REDACTED] and me. One is to be able to copy a category (An example: JE and GM sometimes have the same task under each of their names.) Another thing Marc is going to work on is the "look" of the tasks when printed. Currently there are still some buttons that we use in editing that get printed out with the task list.

Sorting tasks will be done differently also. Marc and I have talked about a couple of options. One way of sorting will be the key word you type to search. For example, if JE wanted to look at the action tasks first then we would search "action" and print those. Then we would search lights and print those. This varies from what we have been doing in Word. But since the manager at each household will be printing out the tasks, then we will be able to show or tell each person how to arrange and organize it.

If you have any questions regarding the task list please call me.

