

Daily IS Recommended


Have you clicked on the Information Services page today? A daily visit to InnerCom could save you time. You might learn something new or confirm what you have thought to be true for a long time.



The Fundamentals of IS

Are you ready to create a status report? Do you need an example project charter? Are you up to speed on all the Office 2000 products? The Communication Services Group of the Program Management Office works endlessly to stock the Information Services InnerCom site with current practical information. Learn the ropes of the department from the CIS Insider Guide. Refer to the Production Support Call List for help with applications and production problems. View the following items from InnerCom:

- ◆ Development
- ◆ Applications
- ◆ PMO Resource Library
- ◆ Support
- ◆ Standards
- ◆ Software Quality Assurance
- ◆ Testing
- ◆ Project Tracking System
- ◆ CIS Insider Guide
- ◆ PMO Project Manager Handbook
- ◆ CIS News Link
- ◆ CIS Training
- ◆ Production Support

 Do you have an idea for the site? We persistently seek ways to improve this site so that users (meaning *you*) can locate timely information quickly. And not just the information we think you *might* need—we need to know what you **actually** need.

For more information about the Project Tracking System, see the article entitled Tracking Progress.

To Market To Market



Ben Apple

On September 15, Comdisco launched Phase I of the Comdisco Marketplace. A premiere party, hosted on Friday, October 13, demonstrated the exciting online features. The Marketplace is the world's most comprehensive online source for business-to-business, high-tech equipment planning, financing, upgrades and equipment disposition. Users browse by equipment category, post equipment for sale, post equipment wanted and talk to industry specialists.

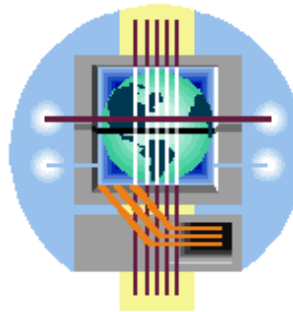
Comdisco's Marketplace offers a simple and cost-effective means for buyers and sellers to get together online. It allows us to be involved early in the decision-making process, leverage our value-added services and openly share over three decades of market intelligence and technical expertise.

What's Good for Today...

The initial US release focuses on electronics, telecommunications, laboratory and scientific, manufacturing and IT equipment. The planned publication cycle will improve functionality on a monthly basis and introduce new products quarterly.

...Is Good for Tomorrow...

Future plans include equipment comparisons and appraisals, equipment tracking, equipment portfolio planning and management tools, customized intranets for internal equipment redeployment, real-time access to new market trends and technological advancements, auction capabilities and much more. The global release premieres in 2001.

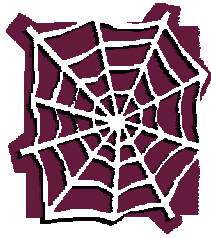


...Good for Buyers...

Buyers have access to a range of equipment, receive e-mail notifications, and may bid online or by telephone. Comdisco provides sales support through equipment site visits, manages transaction completion including payment assurance and sets quality assurance standards.

...and Good for Sellers

The web environment reveals a widespread audience of motivated buyers interested in purchasing the seller's underutilized assets. The Marketplace offers key solutions needed to maximize return on equipment investments in each of the following industries:



- ◆ *Electronics* – semiconductor fabrication, printed circuit board assembly and automated test equipment
- ◆ *Telecommunications* – CO switches, backbone routers, ATM switches, remote access devices and optical technology
- ◆ *Laboratory and Scientific* – analytical, bioprocessing, life sciences, pilot plant and pharmaceutical manufacturing equipment
- ◆ *Manufacturing* – machine tools, plastics, packaging and robotics
- ◆ *IT Equipment* – PBX, servers, DASD and tape storage, PCs and point-of-sale terminals

Preview of Marketplace Release 2.0

Driven by customer feedback, market environment input, the business units' business models and business process-function requirements, Release 2.0 will provide additional functionality. These enhancement goals are to attract, satisfy and retain customers, earn additional revenues, and enhance Comdisco's overall business performance and market leadership position.

Tracking Progress

Bruce Billingsly
Terry Croson



The Project Tracking System (PTS) monitors general project information from inception through closure. It also tracks quality defects through the Quality Assurance/Testing Phase of a project.

For individual users and CIS personnel who do not use a sophisticated project management tool such as Project WorkBench or Microsoft Project, this PTS offers basic tracking capabilities, making it a better

tracking alternative than either Word or Excel. The PTS stores typical project information such as completion dates, status, priority, cost and assigned resources. Through the use of the Special Types feature, other custom information also may be tracked.

The Project Tracking System is currently integrated with the Project Initiation Process. For large projects, the Project Initiation Process tracks project flow from inception through evaluation and deployment. Biweekly PMO Integrated Status meetings monitor the project status and budget for these larger CIS projects. A future enhancement to the PTS includes adding other tracking data to support the Project Initiation Process.

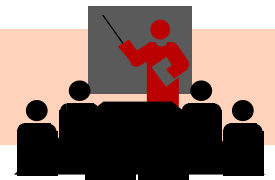
The PTS is used heavily in the CIS Support areas. The system monitors the status of small and medium size enhancement projects as well as any Warranty Claims (program/system malfunction) that are not tracked by the PMO Integrated Status meetings.

To learn more information about the Project Tracking System, arrange system access or schedule a training session (individual or group), contact Bruce Billingsley (x5216) or Terry Croson (x5135).

The PTS User's Manual is available for download from Innercom at the following location:

http://innercom/page/cis/projectoffice/project_tracking_system1.doc.

Training Opportunities



Joe Kirts

The CIS Training Department publishes a calendar of upcoming classes monthly on InnerCom. Current courses include training on all levels of Word 2000, Excel 2000, PowerPoint 2000, Access 2000, Project 98 and Visio 2000. Other classes include Office 2000 New and Enhanced Features, GroupWise Mail, GroupWise Calendar, GroupWise Notes and Tasks, XMS and New Employee Phone Training.

A little known fact about CIS Training classes is that they can be "tailored" to fit the needs of a department or workgroup. To arrange for a custom training class, contact Jeannine Vollbracht (x7970).