

NAME GENERATION – NAME PURCHASE

10/20/99

Action	Critical Vendors	Abs. Time (wks)	Cum. Time (wks)	Pre-Emptive Considerations	Crisis Management
1. Negotiate contracts for adult smoker name purchase from external sources	<ul style="list-style-type: none"> PM (Direct/Database, Legal) ICOM Polk 	4 Annually	4 Annually	<ul style="list-style-type: none"> By 8/15/99, review IS summary of Polk & ICOM Y2K readiness 	
2. Ship tapes of adult smoker names to PM/Richmond <ul style="list-style-type: none"> Polk and ICOM generate tapes 	<ul style="list-style-type: none"> ICOM Polk PM (I/S – Richmond) 	1 Quarterly	1 Quarterly	<ul style="list-style-type: none"> By 8/15/99, review IS summary of Polk & ICOM's Y2K readiness. 	<ul style="list-style-type: none"> Delay name buying, can be delayed for up to 3 months. Shift work between approved suppliers ICOM and Polk.
3. Provide instructions to PM/Richmond regarding name purchase for special processing	<ul style="list-style-type: none"> LBCo PM (Direct/Database, I/S – Richmond) 	1	1		
4. Execute special processing to identify smoker names new to the PM database or smoker names with more recent information	<ul style="list-style-type: none"> PM (I/S – Richmond) 	2	3		<ul style="list-style-type: none"> Delay name processing, can be delayed for up to 3 months.
5. Execute microfilm QC to ensure presence of signature on statistically significant sample of documents	<ul style="list-style-type: none"> MSCI LBCo 	2	3	<ul style="list-style-type: none"> By 7/1/99 review LBCO Y2K contingency Plans for MSCI 	
6. Notify vendors who provide names regarding the number of names to be purchase/updated; pay contracted amount via check	<ul style="list-style-type: none"> PM (Direct/Database, I/S – Richmond, Finance) LBCo NationsBank 	1	4		
7. Load name Purchase to PM Smoker Database	<ul style="list-style-type: none"> LBCo PM (I/S - Richmond) 	2	5	<ul style="list-style-type: none"> By 11/1, review Y2K Compliance plan for the database. 	<ul style="list-style-type: none"> Comply with IS crisis management plan for the PM database. Delay loading purchase smoker names to the database. Can be delayed for up to 3 months.
8. Process microfilm and store documents/images of name purchase	<ul style="list-style-type: none"> LBCo PM (I/S – Richmond, Records Management) MSCI Iron Mountain 	2	6	<ul style="list-style-type: none"> By 7/1/99 review LBCO Y2K contingency Plans for MSCI 	<ul style="list-style-type: none"> Delay loading purchase smoker names to the database until microfilm issue(s) resolved

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