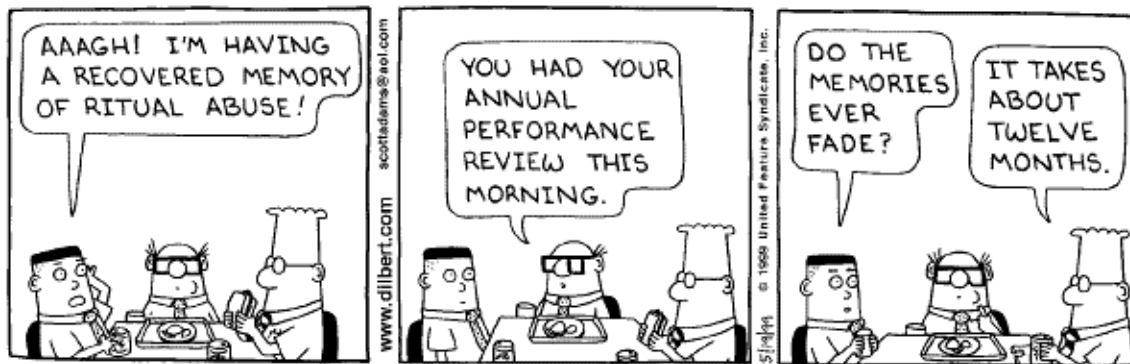


DATE: **June 6, 1999**
TO (M/S): **George Purnell (359)**
CC (M/S):
FROM (M/S): **John Schofield (524)**
EXT NO: **630-464-7373**
SUBJECT: **Accomplishments Statement, March 1998 through May 1999**
REFERENCE:

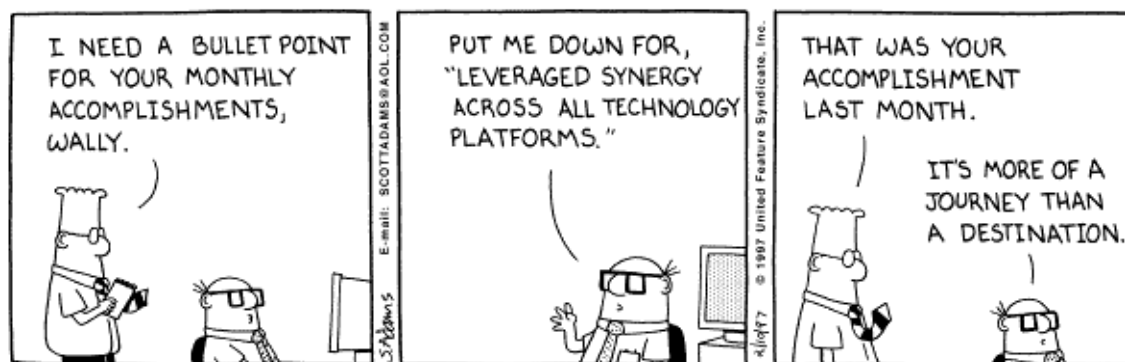
Scope



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This Accomplishments Statement covers the period from March 1998 through May 1999 (the previous statement was dated February 22, 1998). This was a very exciting year, full of both celebrations and frustrations.

Strategic Planning



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Designed the original client-oriented strategy for Education Solutions, putting content owners/funders rather than learners at the focus of the business model.

Developed strategic alternatives in response to changing environments, both internal and external.

Articulated the strategy in written documents and presentations, including the original executive presentation preceding the launch of Education Solutions and two subsequent Advisory Council meetings.

Ensured consistency with strategy in staff meeting discussions, written documents, *etc.*

Marketing

Assisted Julia Mast and Lane Rubrecht in KnowledgePool/NETg marketing, participated in NETglobal conference, and took the lead in defining NETg sales support requirements.

Arranged subscription to IDC's IT Education & Training Services.

Encouraged/assisted in several (unsuccessful) efforts to create a unified Education Solutions Marketing Communications Plan to drive Education Solutions newsletters, web pages, brochures, *etc.*

Contractor/Project Management

CALVIN AND HOBBS



THAT'S WHAT LAZY, SLIPSHOD, CARELESS, CUT-CORNER WORKERS CALL ANYONE WHO CARES ENOUGH TO DO SOMETHING RIGHT.



Closed out the Think Training efforts on Industry Self-Study modules.

Managed the establishment of the Root Learning project from inception/negotiation through turnover to Carol Madden.

Managed the Rohner & Associates channel study from inception/negotiation.

Note: All three of these experiences were frustrating for me (and probably for the vendors too). Next time around, I need more active mentoring in this area.

Internal Consulting



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Helped out wherever I could whenever asked, hopefully adding value.

Mentoring

Julia Mast – Education Solutions foundation documents, organizational dynamics, individual histories and capabilities, and working within the Amdahl and KnowledgePool systems,

Lisa Goldring – Business role of the webmaster and business objectives of web pages.

Lane Rubrecht – Definition of message for NETg sales force and the model for NETg sales support.

Jon Burton – Competitive analysis research.

Intranet Webs



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Designed and implemented the initial Amdahl Education Solutions web pages.

Implemented a simple but powerful process for managing documents using intranet web pages, and maintained the Education Solutions `advisory_council` and `internal_org` webs through January 1999.

Permanently archived intranet webs for Sales Management Certification Program and Selling Amdahl Offerings.

Computer and Network Management



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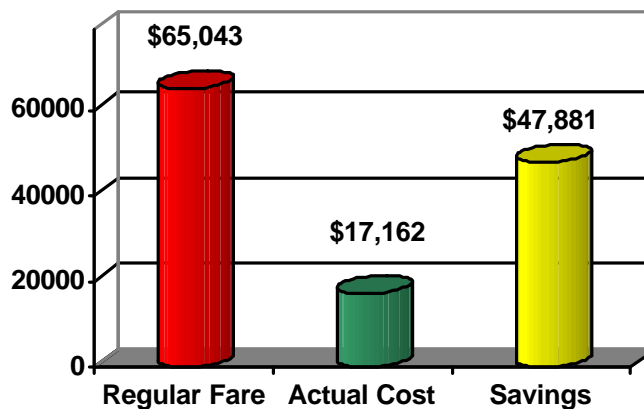
Managed all computer and network infrastructure to support my job; maintained three Windows 95 and one Windows NT Server 4.0 platforms, including security, software updates, Y2k analysis, and regular backups. Installed various hardware components that had to be replaced after an electrical surge.

Converted from an old Panasonic portable to a new Fujitsu portable (thanks!).

Provided technical consulting to staff members as requested.

Travel Expense Management

Aggressively managed cost of airline tickets: In 76 flights covering 122,735 miles, purchased only five full-fare flights and saved \$47,881 (\$17,162 actual cost vs. \$65,043 regular coach fares).



Negotiated my own discount rate at the Doubletree Hotel San Jose for 1998.

Professional Development

Attended three-day Daryl Sink Instructional Designer Workshop.

Attended one-day pilot Leadership Engine Workshop.

Taught myself how to use Visio to create better business graphics.

Utilized Interim/de Recat Associates counseling resources to manage my own personal job dissatisfaction.

Community Service

Served on Board of Governors of Chicago's Information Technology Resource Center.

Recognition

Seniors and Keys.

And finally...



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Thanks for trusting me with so many crucial assignments!