

IS&T Communications					
Vista Operating System					
Message	Type	Audience	Delivery Date	Communicator	Status
PHASE I - April–November 2006					
Windows Vista Release Project Underway	Email	itpartners; winpartners; ed-tech; sw-release-announce; aac-aoquery; is&t; itag; it-lead	10/10/06	Alex Kozlov	Complete
Request for feedback on Vista 'Early Adopter' distribution phase	Email	IT-Lead	10/23/06	Jon Hunt	Complete
Information about the expected impact of Vista and essential communications about these product updates	Meeting	IS&T Leadership Team	10/16/06	Jon Hunt	Complete
PHASE II - November 2006–January 2007					
Advance notice of email and newsletter communications	Email	SW Liaisons	12/11/06	Jon Hunt	Complete
Vista phased release process/strategy, IS&T recommendation	Presentation	winpartners	12/11/06	Alex Kozlov	Complete
Preview of vista phased release process/strategy message	Email	IS&T Leadership Team	12/11/06	Jon Hunt	Complete
Vista phased release process/strategy, IS&T recommendation	Email	itpartners; winpartners; ed-tech; sw-release-announce; aac-aoquery; is&t; itag; it-lead, wg@mit.edu	12/12/06	Jon Hunt	Complete
IS&T and IT Colleagues Prepare for Release of Microsoft Vista	IS&T Newsletter	MIT Community	12/18/06	N/A	Complete
Preparing for Vista	Digitalk (Tech Talk)	MIT Community	12/20/06	N/A	Complete
Testing is for standalone machines/not ready for testing in the domain	Email	Current vista testers	12/27/06	Alex Kozlov	Complete
Vista phased release	Communications Monthly Email	IS&T	12/30/06	Christine Fitzgerald	Reschedule
Microsoft's changes in licensing and activations	IAP Event or Quickstart		tentative		Cancelled
Vista phased release process/strategy, IS&T recommendation	Meeting	IT Leaders Lunch	01/08/07	Don Montabana, Jon Hunt	Complete
Invitation to IAP event	Email	itpartners; winpartners; ed-tech; sw-release-announce; aac-aoquery; is&t; itag; it-lead, wg@mit.edu	01/11/07	Don Montabana	Complete
Vista phased release process/strategy, IS&T recommendation	Meeting	Academic Council	01/16/07	Jerry Grochow	Complete
Vista Support Professionals Training Announcement	Email	IT Partners Lunch	01/16/07	Don Montabana	Complete

Message	Type	Audience	Delivery Date	Communicator	Status
Vista phased release process/strategy, IS&T recommendation, IAP event date	Press Release	The Tech, Tech Talk, FNL	01/17/07	Diana Hughes	Rescheduled
Vista phased release process/strategy, IS&T recommendation	Meeting	ASPPC	01/17/07	Jerry Grochow	
Vista phased release process/strategy, IS&T recommendation	Meeting	AACII	01/18/07	Don Montabana	
Email reminder to attend IAP event	Email	itpartners; winpartners; ed-tech; sw-release-announce; aac-aoquery; is&t; itag; it-lead, wg@mit.edu	01/23/07	Don Montabana	
Vista phased release process/strategy, Demo, Q&A, etc.	IAP Event	itpartners; winpartners; ed-tech; sw-release-announce; aac-aoquery; is&t; itag; it-lead, wg@mit.edu	01/23/07	Jon Hunt, Don Montabana, Alex Kozlov	
Plans for supporting Vista machines in WIN.MIT.EDU	Email	Container Admins	01/31/07	Richard Edelson	
Training event for support providers	Presentation	IT Partners Lunch	tentative		
Basic support announcement	Email	itpartners; winpartners; ed-tech; sw-release-announce; aac-aoquery; is&t; itag; it-lead, wg@mit.edu		Jon Hunt	
PHASE III - February–June 2007					
Vista phased release process/strategy, IS&T recommendation, IAP event date	Press Release	The Tech, Tech Talk, FNL		Diana Hughes	
Vista phased release process/strategy, IS&T recommendation	Meeting	AIM	02/07/07	Jon Hunt	Contact meeting owner JH can't attend
How distribution will work, etc.	Meetings	Students		RCCs	
		Students		Grad Student Council	
		Students		iSTAB	
Entitlement to license upon graduation		Students	05/-/07		
PHASE IV - Summer/Fall 2007 →					