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MEMORANDUM

TO: J. Bottome
 cc R.H. Pilbeam
 FROM: Graham Burgess
 DATE: 16 March, 1995
 SUBJECT: 1995 KEY AREA PAPERS

My notes of the BMB meeting on 15th March indicate that the Board would like you to amend your draft 1995 MSD Key Area Paper along the following lines:-

1. The covering note should be re-written in a form suitable for being sent to GMs. in order to put the detailed appendix into context. ✓
2. The note should not refer to Inchcape (page one, paragraph four). ✓
3. The note should cross-refer to the three volume 'Best Practices' manual. ✓
4. The note should not refer to rising real IT budgets (ref: page two, section six). ✓
5. Section 7 (Impact of Project Battalion) should include a list of the relevant applications. X
6. Project names should be avoided if possible or, failing that, there should be a brief indication of what the project is X

Could you please let me have an amended version of the paper by Friday, 24th March.

Thanks



(BTTMENEY DIX)

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