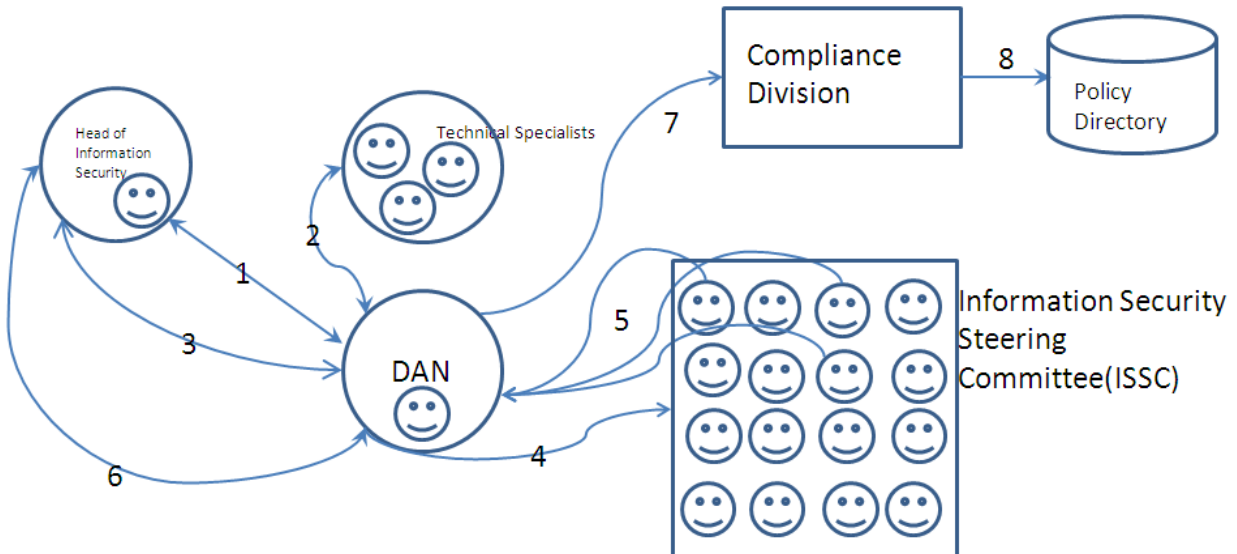


Dan's Document Cycle



1. Dan's supervisor, the Head of Information Security, assigns Dan a writing or editing task.
2. Dan works with technical specialists to produce a draft of the document. It may take weeks or months to get an acceptable draft.
3. Dan sends the draft to his supervisor for approval. The supervisor may return the draft to Dan many times before it's approved.
4. Dan emails the approved document to a 16-person Information Security Steering Committee (ISSC).
5. Individual members of the ISSC can email Dan comments and revisions for the document. Usually, only a few members provide feedback.
6. Dan summarizes the comments from the ISSC and works with his supervisor to produce a final document.
7. Dan emails the final document to the Compliance Division and a copy of the final document to his supervisor.
8. The new text is published in the company's Policy Directory, a Lotus Notes database.

