



RE: [E] DMS Draft CHGM Doc Updated Status: CHGM Drafts Ready for SME Review
 Reviewjame.addy-lamptey to: Penny Poe 06/21/2018 10:07 AM
 Cc: "addyjam@us.ibm.com", "Document_Management@wwpdl.vnet.ibm.com",
 "hawkirob@us.ibm.com", "lanemic@us.ibm.com", Yuko Dumas
 From: jame.addy-lamptey@verizon.com
 To: Penny Poe <poepen@us.ibm.com>
 Cc: "addyjam@us.ibm.com" <addyjam@us.ibm.com>,
 "Document_Management@wwpdl.vnet.ibm.com"
 <Document_Management@wwpdl.vnet.ibm.com>, "hawkirob@us.ibm.com"
 <hawkirob@us.ibm.com>, "lanemic@us.ibm.com" <lanemic@us.ibm.com>, Yuko Dumas
 <Yuko.Dumas@ibm.com>

Hi Penny

Working on [CHGM-00033 IPAH Hardware Replacement Process](#), will get back with you soon.

Regards

James Addy-Lamptey

Change Management

IBM - GTS Cloud Transformation Services

Mobile: 1-919-801-2327

E-mail: addyjam@us.ibm.com



Address: 3039 E Cornwallis Rd | Research Triangle Park, NC 27709 | USA | Building 060

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From: Penny Poe [<mailto:poepen@us.ibm.com>]

Sent: Wednesday, May 16, 2018 9:52 AM

To: Addy-Lamptey, James <jame.addy-lamptey@one.verizon.com>

Cc: addyjam@us.ibm.com; Document_Management@wwpdl.vnet.ibm.com; hawkirob@us.ibm.com;
 lanemic@us.ibm.com; Yuko Dumas <Yuko.Dumas@ibm.com>

Subject: RE: [E] DMS Draft CHGM Doc Updated Status: CHGM Drafts Ready for SME Review

Thanks James/ Will add to queue and move these along.

Penny Leigh Poe

Knowledge / Policy Management Lead

Security Services Specialist, Governance and Compliance

Cloud Managed Application Services (CMAS)

469.263.4926

poepen@us.ibm.com

IBM Services

----- Original message -----

From: jame.addy-lamptey@verizon.com

To: Penny Poe <poepen@us.ibm.com>

Cc: "addyljam@us.ibm.com" <addyljam@us.ibm.com>, "Document_Management@wwpdl.vnet.ibm.com" <Document_Management@wwpdl.vnet.ibm.com>, "hawkirob@us.ibm.com" <hawkirob@us.ibm.com>, "lanemic@us.ibm.com" <lanemic@us.ibm.com>, Yuko Dumas <Yuko.Dumas@ibm.com>

Subject: RE: [E] DMS Draft CHGM Doc Updated Status: CHGM Drafts Ready for SME Review

Date: Wed, May 16, 2018 9:47 AM

Hi Penny,

• CHGM-00033 IPAH Hardware Replacement Process	• Currently checked out to Elizabeth Wallace/ Policy Management has emailed Elizabeth to have her check the document back in.-> <i>We plan retiring this doc</i>
• CHGM-00035 Best Practice For Handling Changes	• Ready for SME Review/Please respond to comments within Draft → Reviewing 2.2.3 Data Center Remote hands. Waiting for updates, lots of changes.
• CHGM-00056 Change Advisory Board Procedure	• I believe this is ready for Re-Publishing/Please confirm → Update. Peer review no longer a required document. It now built in Remedy. Its good to go now
• CHGM-00134 TotalView Change Management User Guide	• Published 5/8/2018 - Policy Management Will send Distribution/Attestation Approval Notification today.
• CHGM-00185 Suspend Level 1 SOP	• Ready for SME Review/Please respond to comments within Draft → New updates not available, still researching
• CHGM-00291 Planned Maintenance Notification Procedure	• Ready for SME Review/Please respond to comments within Draft → New updates not available, still researching

Regards

James Addy-Lamptey

Change Management
IBM - GTS Cloud Transformation Services

Mobile: 1-919-801-2327

E-mail: addyljam@us.ibm.com



Address: 3039 E Cornwallis Rd | Research Triangle Park, NC 27709 | USA | Building 060

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From: Penny Poe [<mailto:poepen@us.ibm.com>]
Sent: Wednesday, May 16, 2018 8:38 AM
To: Addy-Lamprey, James <jame.addy-lamprey@one.verizon.com>
Cc: addyljam@us.ibm.com; Document_Management@wwpd1.vnet.ibm.com; hawkirob@us.ibm.com; lanemic@us.ibm.com; Yuko Dumas <Yuko.Dumas@ibm.com>
Subject: [E] DMS Draft CHGM Doc Updated Status: CHGM Drafts Ready for SME Review

Good day Robin and James,

Current Status of DMS Draft Change Management Docs:

• CHGM-00033 IPAH Hardware Replacement Process	•	Currently checked out to Elizabeth Wallace/ Policy Management has emailed Elizabeth to have her check the document back in..
• CHGM-00035 Best Practice For Handling Changes	•	Ready for SME Review/Please respond to comments within Draft
• CHGM-00056 Change Advisory Board Procedure	•	I believe this is ready for Re-Publishing/Please confirm
• CHGM-00134 TotalView Change Management User Guide	•	Published 5/8/2018 - Policy Management Will send Distribution/Attestation Approval Notification today.
• CHGM-00185 Suspend Level 1 SOP	•	Ready for SME Review/Please respond to comments within Draft
• CHGM-00291 Planned Maintenance Notification Procedure	•	Ready for SME Review/Please respond to comments within Draft

Penny Leigh Poe

Knowledge / Policy Management Lead

Security Services Specialist, Governance and Compliance

Cloud Managed Application Services (CMAS)

469.263.4926
poepen@us.ibm.com

IBM Services

----- Original message -----

From: Penny Poe/Arlington/IBM

To: jame.addy-lampthey@verizon.com

Cc: "addyljam@us.ibm.com" <addyljam@us.ibm.com>, "Document_Management@wwpdl.vnet.ibm.com" <Document_Management@wwpdl.vnet.ibm.com>, "hawkirob@us.ibm.com" <hawkirob@us.ibm.com>, "lanemic@us.ibm.com" <lanemic@us.ibm.com>, Yuko Dumas <Yuko.Dumas@ibm.com>

Subject: RE: [E] RE: CHGM Drafts Ready for SME Review

Date: Fri, Apr 27, 2018 4:24 PM

Thanks James,

Will review and move forward on Monday:)

Penny Leigh Poe

Knowledge / Policy Management Lead

Security Services Specialist, Governance & Compliance

Cloud Managed Application Services (CMAS)

469.263.4926 Mobile

poepen@us.ibm.com

IBM Services

[] jame.addy-lampthey@verizon.com---04/27/2018 04:22:47 PM---Hi Penny/Michelle CHGM-00134 TotalView Change Management User Guide<<https://urldefense.proofpoint.co>

From: jame.addy-lampthey@verizon.com

To: Penny Poe <poepen@us.ibm.com>, "lanemic@us.ibm.com" <lanemic@us.ibm.com>

Cc: "hawkirob@us.ibm.com" <hawkirob@us.ibm.com>, Yuko Dumas <Yuko.Dumas@ibm.com>, jame.addy-lampthey@verizon.com, "Document_Management@wwpdl.vnet.ibm.com" <Document_Management@wwpdl.vnet.ibm.com>, "addyljam@us.ibm.com" <addyljam@us.ibm.com>

Date: 04/27/2018 04:22 PM

Subject: RE: [E] RE: CHGM Drafts Ready for SME Review

Hi Penny/Michelle

[CHGM-00134 TotalView Change Management User Guide](#)

Review completed

• CHGM-00033 IPAH Hardware Replacement Process •	Currently checked out to Elizabeth Wallace
• CHGM-00035 Best Practice For Handling Changes	

	•	Ready for SME Review/Please respond to comments within Draft
• CHGM-00056 Change Advisory Board Procedure	•	I believe this is ready for Re-Publishing/Please confirm
• CHGM-00134 TotalView Change Management User Guide	•	Ready for SME Review/Please respond to comments within Draft
• CHGM-00185 Suspend Level 1 SOP	•	Ready for SME Review/Please respond to comments within Draft
• CHGM-00291 Planned Maintenance Notification Procedure	•	Ready for SME Review/Please respond to comments within Draft

Regards

James Addy-Lampthey
Change Management
IBM - GTS Cloud Transformation Services

Mobile: 1-919-801-2327
E-mail: addyjam@us.ibm.com



Address: 3039 E Cornwallis Rd | Research Triangle Park, NC 27709 | USA | Building 060

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From: James Addylampthey [<mailto:addyjam@us.ibm.com>]
Sent: Tuesday, April 24, 2018 12:36 PM
To: Penny Poe <poepen@us.ibm.com>; Addy-Lampthey, James <jame.addy-lampthey@one.verizon.com>
Cc: hawkirob@us.ibm.com; Yuko Dumas <Yuko.Dumas@ibm.com>
Subject: [E] RE: CHGM Drafts Ready for SME Review

I will review later and get back with you

From: Penny Poe [<mailto:poepen@us.ibm.com>]
Sent: Tuesday, April 24, 2018 11:28 AM
To: James Addylampthey <addyjam@us.ibm.com>
Cc: Robin Hawkins <hawkirob@us.ibm.com>; Yuko Dumas <Yuko.Dumas@ibm.com>

Subject: CHGM Drafts Ready for SME Review

Hi James,

I have taken a look at the following CHGM Drafts, please see updated status.

• CHGM-00033 IPAH Hardware Replacement Process •	Currently checked out to Elizabeth Wallace
• CHGM-00035 Best Practice For Handling Changes •	Ready for SME Review/Please respond to comments within Draft
• CHGM-00056 Change Advisory Board Procedure •	I believe this is ready for Re-Publishing/Please confirm
• CHGM-00134 TotalView Change Management User Guide •	Ready for SME Review/Please respond to comments within Draft
• CHGM-00185 Suspend Level 1 SOP •	Ready for SME Review/Please respond to comments within Draft
• CHGM-00291 Planned Maintenance Notification Procedure •	Ready for SME Review/Please respond to comments within Draft

Penny Leigh Poe

Knowledge / Policy Management Lead
 Security Services Specialist, Governance and Compliance
 Cloud Managed Application Services (CMAS)
 469.263.4926
poepen@us.ibm.com

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