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Subject:

Attachments: product development planning process.doc
activity based budget.xls

Dear Business Opportunities Committee members:

Attache are two documents for your review--

1. A proposed process for evaluating business opportunities. Staff plans to move several opportunities, ones we feel have the most potential, through this process and report each to the Committee for consideration. Any thoughts you have on this attachment will help us (and once the Committee has reviewed it, we will distribute to the Board and also to PRM, to assist in their effort).

2. An activity-based budget template. Our next step is to explain each major category in a sentence or two, with a list of the major activities within each category (and a separate revenue and expense breakdown for each of these major activities). I am sending you this for your preliminary thoughts - I realize it lacks sufficient detail on what is in each category for the Committee to conduct a complete review, but I wanted to make sure we are on the right track and that we have the appropriate level (and number) of major activities that will enable the Committee and the Board to use this as a strategic and financial tool.

Best regards,

Neil

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AAMVA's members in the United States and Canada work collaboratively to support and improve motor vehicle administration, safety, identification security and law enforcement.