**Post Project Implementation Questions Calendar Invitation Template – Directors, Managers, End User**

Hello, [X]

Now that we have implemented [system], we are interested in hearing about your experience. Your thoughts and feedback will help us improve future projects and ensure we are meeting your current needs.

I would like to cover these key areas with you in a 30 minute meeting:

* Migration Experience: How was your transition to the new system?
* Communications: How did you find the communication regarding the new system?
* Initial Impressions of the New System: How has your initial interaction been with the new system?
* Prior System Usage: Are you still using the old system and why?
* New System Functionality: Which specific features and tools are you using in the new system?
* Training: Was the training for the new system helpful and accessible?

Please let me know if there is a time that works better for you

Best regards,