**Communication Description:**

|  |  |
| --- | --- |
| **Information** | **Details** |
| Title | Completion of [Phase Name] for New System |
| Purpose | To announce the completion of the [Phase Name], acknowledge contributions, and outline next phase |
| Audience | All Employees (All-Employees@[CompanyName].com, All-Managers@[CompanyName].com) |
| Channels | Email, Intranet Announcement, Project Update Meeting |
| Attachments | [List if any] |
| Reviewers | [Phase-specific reviewers such as Project Manager, IT Lead, HR Manager] |
| Approval | [Phase-specific approvers such as CEO, Project Manager] |
| Timing | Right after the [Phase Name] completion |
| Key Messages | Completion of [Phase Name], Recognition of team's work, Upcoming [Next Phase Name] tasks |
| Call to Action | [Phase-specific instructions] |

**Email Information:**

|  |  |
| --- | --- |
| **Information** | **Details** |
| To | All-Employees@[CompanyName].com; All-Managers@[CompanyName].com |
| From | Project Manager |
| Subject | Completion of [Phase Name] for Our New System |
| Date | [Date] |

Dear {Business} Colleague,

We are delighted to announce the successful completion of the [Phase Name] of our new system implementation. Immense thanks to the Project Team and all those who contributed during this phase!

**During the [Phase Name], we accomplished:**

* [Task 1]
* [Task 2]
* [Task 3]
* [Task 4]
* [Task 5]

**Our achievements in this phase included:**

* [Achievement 1]
* [Achievement 2]
* [Achievement 3]

**We faced some challenges and gained insights on:**

* [Challenge 1 and its insight]
* [Challenge 2 and its insight]
* [Challenge 3 and its insight]

**As we transition into the [Next Phase Name], our focus will be:**

* [Next Task 1]
* [Next Task 2]
* [Next Task 3]
* [Next Task 4]

This upcoming phase will last approximately [X] weeks and demands substantial commitment from our project team members. We highly appreciate your continuous support.

Training sessions, if applicable, for all system users will be conducted by our Subject Matter Experts (SMEs) and Business Process Owners (BPOs) during this phase. The schedules for these sessions will be communicated soon.

Should you have any queries or concerns, feel free to contact myself, [Project Manager Name], or [Change Manager Name].