**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're thrilled to announce the successful completion of the Analysis phase of our new system implementation. Sincere thanks are extended to our project team and everyone else who contributed during this pivotal stage.

During the Analysis phase, we were able to:

* Identify key system requirements
* Understand and document current system limitations
* Develop a comprehensive requirements document for the new system

Our major accomplishments included:

* Effective collaboration across departments
* Timely completion of the phase
* A well-crafted, comprehensive requirements document

We also faced and overcame challenges, gaining valuable insights such as:

* The need to actively involve all stakeholders in the requirements gathering process
* The importance of documenting even seemingly minor system requirements
* The necessity of building a robust communication plan

As we step into the Design phase, we're set to:

* Translate our gathered requirements into system design
* Develop system models and prototypes
* Evaluate and select the best design that aligns with our requirements and constraints

This next phase will last approximately 8 weeks and requires a significant commitment from our project team members. We appreciate your continued support and eagerly look forward to your active participation.

Feel free to reach out to me, Jane Doe (Project Manager), or John Smith (Change Manager) if you have any questions or concerns.

Thank you for your unwavering dedication and hard work during the Analysis phase. We are excited about the accomplishments to come in the Design phase!

Best,

Jane Doe

Project Manager, Company