**Communication Description:**

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| --- | --- |
| **Information** | **Details** |
| Title | Completion of Design Phase for New System |
| Purpose | To announce the completion of the Design phase, acknowledge contributions, and outline the Implementation phase |
| Audience | All Employees ([All-Employees@FashionCompany.com](mailto:All-Employees@FashionCompany.com), [All-Managers@FashionCompany.com](mailto:All-Managers@FashionCompany.com)) |
| Channels | Email, Intranet Announcement, Project Update Meeting |
| Attachments | System Design Document.pdf |
| Reviewers | Business Analyst, IT Lead, HR Manager |
| Approval | Project Manager |
| Timing | Right after the Design phase completion |
| Key Messages | Completion of Design phase, Recognition of team's work, Upcoming Implementation phase tasks |
| Call to Action | Prepare for Implementation phase, Reach out for questions or concerns |

**Email Information:**

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

Dear {Business} Colleague,

I am delighted to announce that we have successfully completed the Design phase of our new system implementation. A hearty thanks to the project team and everyone who has helped in this crucial step of our journey.

**During the Design phase, we have accomplished:**

* Translation of system requirements into a detailed system design
* Development of system models and prototypes
* Evaluation and selection of the best system design that fits our needs

**Our significant achievements in this phase included:**

* Thorough and innovative system design creation
* Efficient collaboration and communication across teams
* Timely completion of the phase

**We also faced challenges and learned from them:**

* The importance of aligning design with business goals
* The need for iterative feedback and refinement in system design
* Recognizing the value of every team member's contribution

**As we transition into the Implementation phase, we plan to:**

* Build the system based on the finalized design
* Test the system to ensure it meets our needs
* Train team members to use the new system

The upcoming phase will last approximately [X] weeks and demands significant dedication from our project team members. Your support is invaluable, and we look forward to your active involvement.

Should you have any questions or concerns, don't hesitate to reach out to myself, Jane Doe (Project Manager), or John Smith (Change Manager).

Once again, thank you for your efforts and dedication during the Design phase. We anticipate further successes in the Implementation phase!

Best,

Jane Doe

Project Manager, Company