**Communication Description:**

|  |  |
| --- | --- |
| **Information** | **Details** |
| Title | Commencement of Maintenance Phase for New System |
| Purpose | To announce the start of the Maintenance phase, acknowledge contributions, and outline expectations |
| 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 User Guide.pdf |
| Reviewers | IT Lead, HR Manager |
| Approval | Project Manager |
| Timing | Right after the beginning of the Maintenance phase |
| Key Messages | Start of Maintenance phase, Recognition of team's work, Future plans |
| Call to Action | Report system issues, provide feedback, adapt to the new system |

**Email Information:**

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

Dear {Business} Colleague,

I am thrilled to announce that we have now entered the Maintenance phase of our new system's lifecycle. This is a continuous process of enhancing and optimizing our system based on user feedback and emerging needs.

**In this phase, we will:**

* Monitor and resolve any system issues
* Gather and implement user feedback
* Continually optimize system performance

**Please note, this phase is reliant on your active involvement:**

* Reporting system issues promptly
* Providing constructive feedback on system usage
* Adapting and growing with the changes in the system

It is everyone's shared responsibility to ensure that our system remains effective, user-friendly, and capable of supporting our ongoing operations.

For any questions, concerns, or suggestions, feel free to reach out to myself, Jane Doe (Project Manager), or John Smith (Change Manager).

Your unwavering commitment and contributions have been crucial in bringing us to this phase. Now, as we transition into the system's Maintenance phase, we look forward to your continuous support and engagement!

Best,

Jane Doe

Project Manager, Company