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| --- | --- |
| **Information** | **Details** |
| Title | Pre Go Live Communication for New ERP System |
| Purpose | To inform all team members about the upcoming Go Live of the new ERP system, to appreciate their efforts, and to provide key dates and support information |
| Audience | All Employees (Internal Distribution Lists: [All-Employees@ShippingCompany.com](mailto:All-Employees@ShippingCompany.com), [All-Managers@ShippingCompany.com](mailto:All-Managers@ShippingCompany.com)) |
| Channels | Email, Intranet Announcement, Project Update Meeting |
| Attachments | Go Live Support Guide.pdf |
| Reviewers | Project Manager, IT Lead, HR Manager |
| Approval | CEO, Project Manager |
| Timing | To be sent two weeks before the Go Live date |
| Key Messages | Upcoming Go Live, Key Dates, Recognition of hard work, Post Go Live support plan |
| Call to Action | Mark key dates in your calendar, continue hard work, prepare for Go Live, use available support after Go Live |

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| **Email Information** | **Details** |
| To | [All-Employees@ShippingCompany.com](mailto:All-Employees@ShippingCompany.com); [All-Managers@ShippingCompany.com](mailto:All-Managers@ShippingCompany.com) |
| From | Project Manager |
| Subject | Pre Go Live Communication for our New ERP System |
| Date |  |

[INCLUDE SHIPPING COMPANY LOGO HERE]

Dear Team,

We are on the brink of a significant milestone in our journey towards enhancing operational efficiency and streamlining our processes. I am thrilled to announce that we are in the final stretch of implementing our new ERP system. Your dedication, commitment, and hard work on this key business transformation have been invaluable. Keep up the excellent work. The extra effort and time spent now up to Go Live will pay dividends as we ensure the project is a resounding success.

**Leading To Go Live**

In the days leading up to Go Live, we need everyone fully engaged. We ask you to maintain the focus and commitment that has brought us to this point. Here are some key dates for your reference:

|  |  |
| --- | --- |
| **Event** | **Date** |
| Training Session | Date |
| Data Migration | Date |
| User Acceptance Test | Date |
| **Go Live!** | Date |

It's inspiring to look back and see how far we've come. Together, we've evaluated our business needs, chosen an ERP system that can significantly improve our order tracking, supply chain management, and customer service, and have worked tirelessly to set it up. The positive impact this new system will have on our business is immense.

**Support After Go-Live**

After Go-Live, you won't be on your own. Our consulting partner will be available to help troubleshoot any issues, and our internal PMO team will provide ongoing support as we all adjust to the new system. Specific details on how to request support will be shared closer to the Go Live date.

Your work is greatly appreciated, and I look forward to celebrating the successful implementation of our new ERP system with you all. The horizon looks brighter than ever. Thank you for your dedication and hard work.

Best,

[Your Name]