|  |  |
| --- | --- |
| **Information** | **Details** |
| **Title** | ERP System Launch: Your Action Plan – 14 Days to Go |
| **Purpose** | To provide detailed action steps for each department and individuals, reiterate the benefits of the system transition, and give staff the necessary tools and support for a successful transition. |
| **Audience** | All Staff ([All-Employees@FastFashion1.com](mailto:All-Employees@FastFashion1.com)) |
| **Channels** | Email, Intranet Announcement, Staff Update Meeting |
| **Attachments** | ERP System Guide.pdf, Training Resource Page.pdf |
| **Reviewers** | CEO, Project Manager, HR Manager, IT Lead, Change Manager |
| **Approval** | CEO, Project Manager |
| **Timing** | To be sent 14 days before the Go-Live date |
| **Key Messages** | Detailing the change, the impact on staff, the benefits of the change, and clear action steps for staff |
| **Call to Action** | Finalize ERP training, Complete tasks in the current system, Backup important data, Complete department-specific tasks, Use available support resources. |

|  |  |
| --- | --- |
| **Email Information** | **Details** |
| To |  |
| From |  |
| Subject |  |
| Date |  |

Dear Fast Fashion 1 Team,

In just two weeks, our company is making a strategic leap that will significantly enhance our operations – the implementation of our new ERP system. As we approach this exciting milestone, your role in this change is vital and we appreciate your commitment and dedication.

We have outlined your role, key tasks, and how to support this transition below:

**Understanding the Change:**

We're implementing a new ERP system to streamline our operations and improve efficiency across our organization. This will involve changes in how we manage inventory, process orders, handle customer relations, and more.

**The Impact on You:**

The new system will impact everyone in Fast Fashion 1, including your daily tasks and processes. However, it's designed to make your role more efficient and less manual in the long run. Please expect a learning curve initially, but know that we have support structures in place to assist you.

**Here's What's in it for You:**

The new ERP system will automate many manual tasks, allowing more time for strategic initiatives. This change will enhance cross-functional visibility, improving collaboration across teams.

**Your Action Plan:**

* **Finalize ERP Training:** Please complete all remaining training modules by [Date].
* **Close Out Pending Tasks:** Ensure all tasks in the current system are completed by [Date].
* **Secure Your Data: While** we are transferring data to the new ERP system, it's always good practice to back up critical information.

**Department-Specific Tasks:**

* **Design Team:** Please finalize and upload all design templates in the new ERP system.
* **Production Team:** Confirm all open orders and complete inventory checks before system transition.
* **Sales and Marketing Team:** Upload all promotional materials and update the sales forecast in the new system.
* **Finance Team:** Ensure all open invoices are settled and financial reports are generated before we switch systems.

**Support is at Your Disposal:**

For any assistance, reach out to our ERP Support Team at [ERP Support Contact] or consult the [ERP System Guide] attached.

As we move forward in this journey, we're excited about the improvements and efficiencies that lie ahead. Your flexibility and commitment make these advancements possible, and we're grateful for your continued dedication.

Best,

[Name]

[Position]

[Email]

[Phone number]