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| **Information** | **Details** |
| Title | ERP System Launch: 7-Day Countdown & Final Actions |
| Purpose | To provide a final reminder of the impending transition, outline essential tasks to be completed, and provide contact details for support. |
| Audience | All Staff (All-Employees@FastFashion1.com) |
| Channels | Email, Intranet Announcement, Staff Update Meeting |
| Attachments | ERP System Guide.pdf |
| Reviewers | CEO, Project Manager, HR Manager, IT Lead, Change Manager |
| Approval | CEO, Project Manager |
| Timing | To be sent 7 days before the Go-Live date |
| Key Messages | Final countdown, completion of training, task transfers, department-specific task completion, system access check |
| Call to Action | Complete training, confirm system access, finalize task transfers, complete department-specific tasks, reach out for support if needed. |

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

Dear Fast Fashion 1 Team,

We are officially one week away from the 'Go-Live' date of our new ERP system! Your commitment to this transformative journey is greatly appreciated, and we ask for your continued engagement as we approach the finish line.

**Action Steps to Complete:**

**Complete the ERP System Training:** To date, only X% of our team has completed the training. We recognize that everyone is busy, but this training is critical for a seamless transition and to equip you to leverage the system from day one. Completion Date: [Date]

**Confirm System Access:** Please log in and navigate the new system to ensure no access issues arise on the Go-Live date. Completion Date: [Date]

**Finalize Task Transfers:** All open tasks should be moved to the new ERP system. This is a crucial step to maintaining continuity and efficiency in our operations post Go-Live. Completion Date: [Date]

**Departmental Readiness:**

* **Design Team:** Confirm all design templates are correctly uploaded and accessible in the new system. Failure to do this could disrupt our design workflow and product launch timelines.

Completion Date: [Date]

* **Production Team**: Validate the accuracy of the updated inventory data in the new system. Inaccurate data could affect our production schedules and supply chain operations.

Completion Date: [Date]

* **Sales and Marketing Team:** Verify that promotional materials and sales forecast are correctly displayed in the new system. Any inconsistencies might affect our sales targets and marketing campaigns.

Completion Date: [Date]

* **Finance Team:** Confirm the accuracy of transferred financial data and ensure financial reporting capabilities are functioning as expected. Failure to complete this could cause discrepancies in financial reports and affect business decisions.

Completion Date: [Date]

We kindly ask that you put these dates in your calendars and ensure these tasks are completed promptly.

**Support and Resources:**

Our dedicated ERP Support Team is ready to assist you. If you have any issues or queries, reach out to them at [ERP Support Contact] or consult the [ERP System Guide].

As we move closer to this significant milestone, your dedication and resilience continue to be appreciated.

Best,

[Name]

[Position]

[Email]

[Phone number]