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| **Information** | **Details** |
| Title | Comprehensive Checklist for Dynamics 365 Transition & Go-Live Day Actions |
| Purpose | To provide a comprehensive checklist and detailed actions to be taken on the day of the ERP system Go-Live. |
| Audience | All Staff (All-Employees@FastFashion1.com) |
| Channels | Email, Intranet Announcement, Staff Update Meeting |
| Attachments | Dynamics 365 System Guide.pdf |
| Reviewers | CEO, Project Manager, HR Manager, IT Lead, Change Manager |
| Approval | CEO, Project Manager |
| Timing | To be sent 1 day before the Go-Live date |
| Key Messages | Comprehensive checklist, actions for Go-Live day, continued learning, and support details. |
| Call to Action | Complete training, ensure access, restart computer, complete department-specific tasks, log into Dynamics 365, use the web app, monitor alerts, check data and reports, reach out for support if needed. |

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

Dear Fast Fashion 1 Team,

As we draw near to our Go-Live date on June 30th, we would like to equip you with some final instructions and reminders to ensure a seamless transition to our new ERP system - Dynamics 365.

**Your Pre-Go-Live Checklist**

1. **Finalize Training (Due June 25th):** Please ensure you have completed all mandatory trainings. If you haven’t done so already, contact our training team at [Training@FastFashion1.com] immediately.
2. **Back Up Your Work (Due June 26th, by 5 PM):** Secure all your current work in our existing system before the cut-off time of 5 PM on June 28th to prevent any loss of valuable data.
3. **Data Cleanup (Due June 26th by 1pm):** Conduct a final review of your current data. Remove any redundant files to promote a smooth migration process.
4. **Schedule Your Tasks:** With a brief service interruption expected during the switchover from June 26th 6 PM to June 27th 8 AM, we encourage you to plan your tasks accordingly.
5. **Help Contacts**: In case of any issues, here are the necessary contacts:
* For login problems: [LoginSupport@FastFashion1.com]
* For data-related queries: [DataSupport@FastFashion1.com]
* For technical issues: [TechSupport@FastFashion1.com]
* General questions: [General@FastFashion1.com]

**Your Go-Live Day Actions**

1. **System Restart (June 30th, 8 AM):** Start your day with a complete system restart to ensure that all necessary updates are implemented.
2. **First Login (June 30th, 9 AM):** Log into the new Dynamics 365 ERP system using your new credentials that were distributed during the training sessions.
3. **Data Verification (June 30th, Before 12 PM):** Check the successful migration of your data in the new ERP system before noon.
4. **System Usage (June 30th, Post 12 PM):** Start performing your routine tasks in Dynamics 365. Ensure you follow the procedures outlined in the training.
5. **Report Issues:** Keep an eye out for any system alerts or notifications. If you encounter any issues, report them promptly to the appropriate contacts mentioned above.

Let's embrace this change together. Your cooperation and patience during this transition are highly appreciated.

If you have any questions, please don't hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

Fast Fashion 1