

# GO-LIVE STAKEHOLDER EMAIL ORGANIZATIONAL CHANGE MANAGEMENT

## TEMPLATE

Channel	Email
Recipients	All relevant stakeholders
From	Project Manager
Subject	Go-Live of <u>Project or solution</u>

Dear all,

After we launch Project or solution, it is very important that we start providing it as a service.

For this reason, the Project or solution has an entire team devoted to Organizational Change Management (OCM), included under the team name:

- ✓ communication
- ✓ education material
- ✓ training of trainers
- ✓ training of end users
- ✓ support during and following the launch of the service

As responsible for Business units or business departments, you are the address in the launch and your involvement and feedback is essential.

You also have access to the user Guidelines for go-live email. This gives Department/Team the needed support before Launch is initiated.



# Sample Email Templates For Communication Go Live

**M Mark**



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