WORKSHEET

Template for the announcement

What it is for: The message for the launch
From chapter 5: Pilot and first go-live

Subject: From today: our knowledge in one place

Hello everyone,

from today you will find our new knowledge platform at [address]. At launch it has everything on [starting topics]. You sign in with [sign-in method].

What is missing will be added. Tell us what you looked for and did not find: [contact person, channel].
[If Bryan is activated: You can also put questions directly to Bryan, at the bottom right of every page.]

Best regards
[Client]