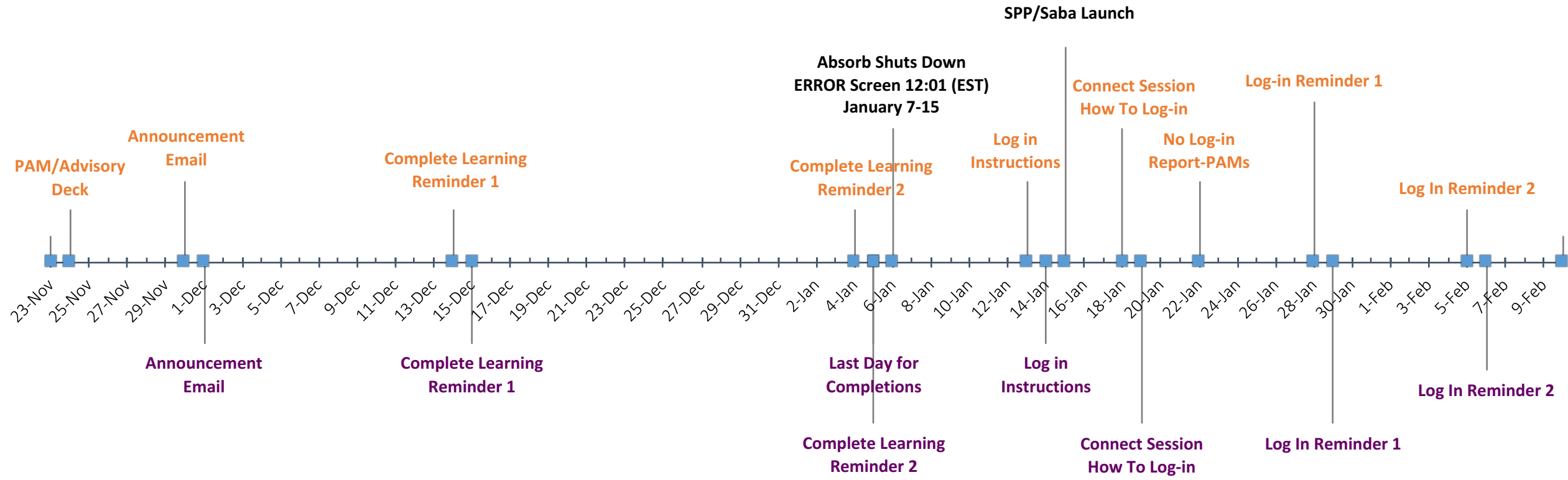


Launch Timeline At-A-Glance

Company



Customers



Timeline Details Company

COMPANY COMMUNICATIONS TIMELINE DETAIL			
WHEN	WHO	WHAT	HOW
24-Nov	PAMs	Enablement LMS Launch Marketing Communications Plan includes: FAQ & Timelines	PPT Deck
30-Nov	All	Launch Announcement	Email
14-Dec	All	Pre-launch Email 1: Reminder of completion, shutdown, & blackout dates	Email
4-Jan	All	Pre-launch Email 2: Repeat above	Email
4-Jan		No new "Inputs"	
5-Jan		Last Day for 'Completions'	Timeline & Pre-Launch Emails
Jan 7-15		SYSTEM BLACKOUT PERIOD Absorb shuts down. ERROR: if access attempted message instructions for more information	Previous Emails
13-Jan	All	Log-In Instructions	Email
15-Jan		LMS goes LIVE	Previous Emails
18-Jan	All	How To Log-in Connect Session	Email
16-Jan	PAMs	No Log-in Report : List of Learners	Email
28-Jan	All	Post Launch Email 1: We don't see you logged in to new LMS yet	Email
5-Feb	All	Post Launch Email 2: Repeat Above	Email

Timeline Details Customer

CUSTOMER COMMUNICATIONS TIMELINE DETAIL			
WHEN	WHO	WHAT	HOW
1-Dec	All	Launch Announcement	Email
15-Dec	All	Pre-launch Email 1: Reminder of completion, shutdown, & blackout dates	Email
5-Jan	All	Pre-launch Email 2: Repeat above	Email
5-Jan	All	Last Day for Completions	Timeline & Pre-launch Emails
7-Jan		SYSTEM BLACKOUT PERIOD 1/7 to 1/15 Absorb shuts down. ERROR: if access attempted message instructions for more information	Previous Emails
14-Jan	All	Log-In Instructions	Email
15-Jan		LMS goes LIVE	Previous Emails
19-Jan	All	How To Log-in Connect Session	Log-in - Join Session
29-Jan	Subset	Post Launch Email 1: We don't see you logged in to new LMS yet	Email
6-Feb	Subset	Post Launch Email 2: We don't see you logged in to new LMS yet	Email