**Sample Go Live Emails**

Customer Notification of Project Completion / Go Live

Good Morning,

This message is to inform you that as of February 7th, (Team name) has completed the network implementation for the (business area) within (Building name)

(#) new WSU desktech desktop computers, (#) WSU desktech laptops, one network printer and one scanner has been deployed, connected, and configured on the WSU network.  Your staff is now able to access all WSU resources.

As part of the closure process, I ask that you please respond to this email confirming that the project was completed successfully, or with any remaining issues.

Upon closure of the project, please contact the **WSU helpdesk** at **helpdesk@wayne.edu**  or **(313) 577-4778**, for any desktop or network related issues.

It has been a pleasure working with you. Please feel free to contact me with any questions or concerns.

Notification of Project Completion / Go Live

Good Afternoon,

This message is to inform you that the (business area) is officially live on the WSU network as of (Date).

Below is a snapshot of the information related to the project.

|  |  |
| --- | --- |
| **Office Location:** | Building NameAddress |
| **Customer Contact:** | Contact NameOffice: (313) 577-????(email) |
| **Supported Equipment:** |      # Desktop computers# Laptops     # Multi-function printer# Scanner |
| **Network:** | # Data drops through Comcast ISP |
| **Phones:** | # desk phones(313) ???-????  Main Number                      (313) ???-???? Rollover (Second line)(313) ???-???? Office(313) ???-???? Fax |
| **Print Queues:** | Area #14  |

Please feel free to contact me with any questions or concerns.