

ERP Stakeholder Engagement Summary

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: ERP Stakeholder Engagement Summary

Introduction

This summary provides an overview of stakeholder engagement activities related to the ERP project.

Stakeholder Engagement Activities

- **Meeting on [Date]:** Discussed project scope and objectives.
- **Workshop on [Date]:** Gathered feedback on proposed ERP functionalities.
- **Survey conducted on [Date]:** Collected input from stakeholders regarding their needs.

Key Findings

We identified the following key themes from our engagements:

1. Importance of user training and support.
2. Concerns about data migration processes.
3. Desire for more frequent updates on project progress.

Next Steps

We recommend the following actions moving forward:

- Schedule regular update meetings with stakeholders.
- Develop a training plan based on feedback.
- Address data migration concerns in the upcoming project phase.

Conclusion

Thank you for your engagement and valuable insights. We look forward to continuing our collaboration to ensure the success of the ERP project.

Best Regards,

[Your Name]
[Your Title]
[Your Company]