

System Rollout Preparedness Evaluation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Evaluation of System Rollout Preparedness

Dear [Recipient's Name],

As we approach the rollout of the new system on [rollout date], it is imperative that we evaluate our preparedness to ensure a smooth transition. This evaluation will cover key aspects such as training, resources, and support mechanisms in place.

Evaluation Checklist

- **Training:** Are all team members adequately trained on the new system?
- **Documentation:** Is there comprehensive documentation available?
- **Resources:** Do we have the necessary hardware and software resources ready?
- **Support:** Is there a support team in place to address issues post-rollout?
- **Feedback Mechanism:** Have we established a way to gather feedback from users following the rollout?

Please provide your responses to the checklist by [response deadline]. This will help us identify any gaps and address them proactively.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]