eComm Specialists

April 29
Send migration and training announcement to Boulder & Advancement eComm users and stakeholders

April 29
System eComm team begins distributing login credentials to users registered for training

April 30
Send migration impact alert to Salesforce and Marketing Cloud users

April 30
Begin verifying user permissions, business unit assignments, folder assignments, and content transfer; begin sharing campaigns with public groups

May 3
System eComm team hosts virtual eComm upgrade training.

May 6
Send reminder to Salesforce and Marketing Cloud users about content and campaign creation / modification

May 6
System eComm team hosts virtual eComm upgrade training

May 7
System eComm team hosts eComm upgrade training at CU Boulder

May 9, 5PM
Non-Commencement Users ONLY
System eComm team instructs COE team to begin migrating Marketing Cloud content and Salesforce campaigns

May 10
System eComm team hosts virtual eComm upgrade training

May 10
Complete verifying user permissions, business unit assignments, folder assignments, and content transfer; complete sharing campaigns with public groups

May 13, 8AM
Commencement-related Communications ONLY
System eComm team instructs COE team to begin migrating Marketing Cloud content and Salesforce campaigns

May 13
Send day-of migration alert to Salesforce and Marketing Cloud users

May 13, 3PM
Migration begins; data transfer initiated

May 14, 9AM
Migration complete

May 14
Send migration completion announcement to all CU Boulder eComm users and stakeholders

eComm Users

April 29
Users and stakeholders receive migration announcement and invitation to training

April 29
Users begin receiving their new login credentials as they register for training

April 30
Salesforce and Marketing Cloud users receive migration impact alert

April 30
Begin noting sends scheduled during and after the migration window and reschedule accordingly (for before or after migration)

April 30
Begin noting Marketing Cloud tracking folders that will need to be recreated after migration

April 30
Begin determining email send data that you want to keep for compliance reasons; work with your eComm Specialist to obtain the data

May 3
eComm upgrade user training (virtual)

May 6
Salesforce and Marketing Cloud users receive reminder about content, campaign creation / modification and the z_migration folder

May 6
eComm upgrade user training (virtual)

May 7
eComm upgrade user training at CU Boulder

May 9, 5PM
Non-Commencement Users ONLY
Users STOP creating or modifying content in Marketing Cloud and Campaigns in Salesforce; ensure all content is in the z_migration folder

May 10
eComm upgrade user training (virtual)

May 13, 8AM
Commencement-related Communications ONLY
Users STOP creating or modifying content in Marketing Cloud and Campaigns in Salesforce; ensure all content is in the z_migration folder

May 13
Salesforce and Marketing Cloud users receive day-of migration alert

May 13, 3PM
Migration begins; no access to Salesforce and Marketing Cloud

May 14, 9AM
Migration complete

May 14
Receive migration completion announcement