



**eComm Specialists**

**April 15**

Send migration and training announcement to UCCS and System eComm users and stakeholders

**April 15**

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

**April 16**

Send migration impact alert to Salesforce and Marketing Cloud users

**April 16**

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

**April 22**

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

**April 23**

System eComm team hosts eComm upgrade user training at CU System (1800 Grant)

**April 24**

System eComm team hosts virtual eComm upgrade training

**April 25, 5PM**

System eComm team instructs COE team to begin migrating Marketing Cloud content and Salesforce campaigns

**April 26**

System eComm team hosts eComm upgrade user training at UCCS

**April 26**

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

**April 29**

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

**April 29, 3PM**

Migration begins; data transfer initiated

**April 30, 9AM**

Migration complete

**April 30**

Send migration completion announcement to all UCCS and System eComm users and stakeholders



**eComm Users**

**April 15**

Users and stakeholders receive migration announcement and invitation to training

**April 15**

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

**April 16**

Salesforce and Marketing Cloud users receive migration impact alert

**April 16**

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

**April 16**

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

**April 16**

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

**April 22**

Salesforce and Marketing Cloud users receive reminder about content and campaign creation/modification

**April 23**

eComm upgrade user training at CU System (1800 Grant)

**April 24**

eComm upgrade user training (Virtual)

**April 25, 5PM**

Users STOP creating or modifying content in Marketing Cloud and Campaigns in Salesforce

**April 26**

eComm upgrade user training at UCCS

**April 29**

Salesforce and Marketing Cloud users receive day-of migration alert

**April 29, Before 3PM**

Ensure that all Marketing Cloud content is in the z\_migration folder

**April 29, 3PM**

Migration begins; no access to Salesforce and Marketing Cloud

**April 30, 9AM**

Migration complete

**April 30**

Receive migration completion announcement