



## eComm Specialists

**April 22**

Send migration and training announcement to Denver & Anschutz eComm users and stakeholders

**April 22**

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

**April 23**

Send migration impact alert to Salesforce and Marketing Cloud users

**April 23**

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

**April 29**

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

**May 1**

System eComm team hosts eComm upgrade user training

**May 2**

System eComm team hosts eComm upgrade user training

**May 2, 5PM**

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

**May 3**

System eComm team hosts eComm upgrade user training

**May 3**

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

**May 6**

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

**May 6, 3PM**

Migration begins; data transfer initiated

**May 7, 9AM**

Migration complete

**May 7**

Send migration completion announcement to all Denver & Anschutz eComm users and stakeholders



## eComm Users

**April 22**

Users and stakeholders receive migration announcement and invitation to training

**April 22**

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

**April 23**

Salesforce and Marketing Cloud users receive migration impact alert

**April 23**

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

**April 23**

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

**April 23**

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

**April 29**

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

**May 1**

eComm upgrade user training at CU Denver

**May 2**

eComm upgrade user training at CU Anschutz

**May 2, 5PM**

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

**May 3**

eComm upgrade virtual user training

**May 6**

Salesforce and Marketing Cloud users receive day-of migration alert

**May 6, Before 3PM**

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

**May 6, 3PM**

Migration begins; no access to Salesforce and Marketing Cloud

**May 7, 9AM**

Migration complete

**May 7**

Receive migration completion announcement