

Dear Colleagues,

As you know, the Transactional Processing Pilot is scheduled to begin in July 2019. Please plan to attend a two-hour Pilot kickoff meeting on Wednesday, May 15<sup>th</sup> from 9-11am in Bear Cave B107 / C101 - Pentland Hills to learn more about the planning and ramp up to the pilot go live date. During this meeting we will provide you with:

- Background Information
- The Pilot Structure
- The participating Pilot Transactional Units
- Information on mandatory training
- Where you reach out for support when you need it
- The Pilot timeline
- How the success of the pilot will be measured

After the presentation there will be time dedicated for Q&A. Please come prepared with any questions that you may have.

You should already have an appointment invite on your calendar. ***Please reply to the invitation so we have a RSVP of attendees.***

Continental breakfast will be provided.

Thank you for your participation. We look forward to seeing you next Wednesday.

FOM|UCPath Team