

## Know, Share, Do – Toolkit Kickoff

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The materials below are designed to support and equip you with the information you need to engage with your team members regarding upcoming changes for WMCG.



### KEY INFORMATION LEADERS NEED TO KNOW.

- We remain focused on patient care and safety, continuous improvement and enhancing the overall patient and employee experience.
- We are dedicated to communicating frequently and effectively to bring you the most relevant information when you need it.



### INFORMATION LEADERS NEED TO SHARE WITH THEIR TEAMS.

- **Microsoft 365 Platform** changes to occur in waves throughout Q2+ 2024 and will include a new email address with minor differences in collaboration applications.
  - Applications include Outlook, Excel, Teams and SharePoint. Emails and files will be moved for all WMCG staff.
- **Computers and other devices** will be updated/refreshed starting in June 2024 for non-clinical staff. Clinical staff devices will be updated /refreshed starting in October 2024.
- **Workday/UKG** go-live in August 2024
- **Epic EMR** go-live in October 2024



### TAKE ACTION ON THESE IMPORTANT ITEMS.

- Be available for your people to answer their questions and listen to their concerns
- Distribute the monthly toolkit from this [link](#) with additional information as you see fit
- Escalate any issues, concerns or possible risk factors to your leaders
- Be timely and respond to any integration-related inquiries