



Customer Name

Stakeholder Alignment Meeting  
DATE

# Agenda

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Project Updates

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High Level Timeline

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Items for Stakeholder Attention & Next Steps

4

WIP Visual Preview

## Summary: xx

### Modeling

- xx

### Materials

- xx

### Integration Update

- Xx

### Configuration Update

- xx

### Validation Update

- xx

## Project Updates

# High Level Timeline

5/31  
Delivery

6/2  
Delivery

6/8  
Delivery

6/15  
Go-Live

## Optaros UAT

- Config & Renders for 50 valid permutations, including 2 fabrics
- Integration review (6/4)
- PDF Output

## Material Revisions

- Remaining material revisions delivered
- Final count 191 suit fabrics available

## Visual Configurator

- Visual configurator with all options available

## UAT & Go Live

- End-to-End UAT Start 6/8
- Production Deployment 6/15

# Items for Stakeholder Attention

Item	Mitigation Plan	Status	Due Date
Volume of items for review	<ul style="list-style-type: none"><li>- 1 round of revision</li><li>- Live review</li><li>- Pick Stitch pushed to 6/10</li></ul>	Ongoing	xx
UAT Planning	Matt & BJ to layout test process	Upcoming	xx
Transition to Success & Support	Todd to schedule with BJ	Upcoming	xx

# Additional Items & Next Steps

Program & project testing plan

Future phase planning for enhancements

Kashiyama – Shoes SOW (delivered to Gogo)  
Kashiyama – China





# Appendix



# Next Steps

	DATE	Next Step OWNER	NOTES/STATUS
Continued collaboration & communication	ONGOING	Terry/Olesia	?
Closing out any remaining testing issues	?	Terry	?
Launch prep	?	Terry/Olesia	Load Testing/Migration Related Activities/Order Process Change
Customer Success transition	1 week before Launch	Olesia, then Yana	<ul style="list-style-type: none"><li>● Get Brasseler availability</li><li>● Then schedule with Yana Myaskovskaya, Threkit Head of Customer Success</li></ul>
Transition to Customer Support	Week before Launch	Olesia, then Yana	<ul style="list-style-type: none"><li>● Get Brasseler availability</li><li>● Then schedule with Travis Wasson, Threkit Director of Customer Support</li></ul>
Platform training	~1 week post Launch	Olesia, then Yana	<ul style="list-style-type: none"><li>● Get Brasseler availability</li><li>● Then schedule with Kevin Papp, Threkit Training &amp; Documentation manager</li></ul>
Product Overview / Walkthrough / Future state	~1 month post Launch	Olesia, then Yana	<ul style="list-style-type: none"><li>● Get Brasseler availability</li><li>● Then schedule with Ash Zade, Threkit Product Manager</li></ul>