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Before introducing Cisco Unified MeetingPlace to the employees in your organization, you need to define how Cisco Unified MeetingPlace supports your business initiatives. You will brand the Cisco Unified MeetingPlace system with your organization name, customize system tools, prepare the support staff, and complete other preannouncement tasks. The RAP provides sample e-mails that generate initial awareness while providing the employees in your organization the basic skills they need to use Cisco Unified MeetingPlace.

**Worksheet 1: Preparing Your Organization for Cisco Unified MeetingPlace**

Perform the tasks in this worksheet before you roll out the Cisco Unified MeetingPlace system.

**Table: Worksheet 1: Preparing Your Organization for Cisco Unified MeetingPlace**

Task	Owner	Status	Notes
<b>Strategy Planning</b>			
1. Decide if you will be using an enterprise-wide or departmental strategy.			
2. If you will be using a departmental strategy, define the key departments that will use this solution:			
3. List the main goals that you need to accomplish by moving to Cisco Unified MeetingPlace. (For example, eliminate a long-distance carrier, integrate Microsoft Outlook into desktop infrastructure, etc.)			
<b>Campaign Planning</b>			
4. Customize electronic marketing campaigns, such as e-mails.			
5. Ensure that the Cisco Unified MeetingPlace phone number is listed in the company directory.			
6. Customize the Cisco Unified MeetingPlace templates as required (for web conferencing, Microsoft Outlook, etc).			
<b>System Administrator Training</b>			
7. Determine dates and times for remote training classes for system administrators.			
<b>Delegate, Attendant, and Help Desk Training</b>			

8. Determine dates and times for remote training classes for delegates, attendants, and help desk personnel.			
<b>End User Training</b>			
9. Determine dates and times for remote training classes for end users.			
<b>Final Step</b>			
10. Incorporate feedback from the pilot group into all strategies.			