Step 1:

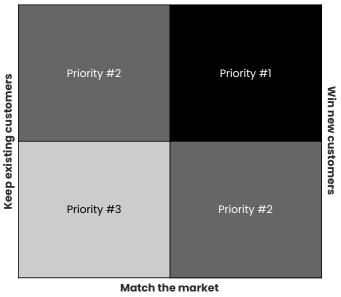
Plot your new product or feature on the matrix and determine which priority number it sits under.

Remember, there can be different priorities within a priority – for example, a release that matches the market and wins new customers might be considered more of a Priority #2+ if you're only the second person in the market to offer it. Or, a Priority #1 that's not only new + innovative but also an environmental breakthrough might be given even more attention.

Step 2:

Once you've agreed on your priority level, use the below checklists as a guideline for what's needed for launch. Although these lists aren't prescriptive, be careful not to over or under launch a product/feature by straying from them *too* much.

New + innovative



	Priority #1	Priority #2	Priority #3
Email	✓	>	✓
In-app message	✓	>	✓
Update existing webpages	✓	>	✓
Add new webpages	✓	>	
Positioning/messaging	✓	>	
Demo video	✓	>	
Social campaign	✓	>	
PPC campaign	✓	>	
Partner campaign	✓	>	
Internal training	✓	>	
Blog posts	✓	✓	
Case studies	✓	✓	
Customer campaign	✓	✓	
Press release	✓		
Launch event	✓		

Webinar	✓	
Whitepaper	✓	
Sales battlecard	✓	
Competitor comparison	✓	