

POST SPRINT REVIEW REPORT

We work in sprints. This means in the long list of todos to deliver a project, this report will collate the five to six items due in one week. The project team must focus to close each deliverable to remain on track.

How to use this file: Download this in Excel or make a copy. Project coordinators must fill in the targets on a Thursday (start of the sprint), schedule a project coordinator meeting mid week and export this file as a PDF at the end of every sprint and uploaded to the Captivate Intranet on Basecamp.

Project Name	GleapApp - CRM Rollout	Project Coordinator Name
Budget Source	[Captivate Client, Internal Project]	Marvin Tan
Report Date	[must be dated on a Wednesday prior to L10]	
Start Date:	[Start on a Thursday]	End Date: [End on a Wednesday]

Sprint target: By the end of this sprint these are the target deliverables. These are taken from the schedule portion of Basecamp.

- 1 Business Analyst to replicate the CRM Implementation Guide with the client's letter head
- 2 Captivate internal kick off meeting to discuss brief (client, background and profile of people)
- 3 Identify all social media and instant messaging accounts where the brand connects to their clients (fb, ig, line, viber)
- 4 Identify group e-mail boxes where clients send messages (marketing@corporate.com, sales@corporate.com)
- 5
- 6

Mid Week Discussion By the middle of the week, the team has a discussion and these were clarifications made or items discussed.

1 Contact person to brief the project

2

3

4

Status: **Project is OFF TRACK.**

If off-track:

What is the reason of not meeting this week's sprint targets? Is this clear among all team members?

1. Contact person to brief the project

How to close delay and action plan to get back on track

1. Set a meeting and brief the client for the project

What will this delay cost? Does everyone understand this cost?

Are we pushing a launch? Will it mean the end of this project will be pushed by 1 week?

Accountability Charter: We affix our signatures below to acknowledge that this report is the true picture of what happened this week for

Accountability Statement: We sign our signatures below to acknowledge that this report is the true picture of what happened this week for this project.

Jan Airreon Batutay

[Team member 4]

Anne Calsado

[Team member 5]

Kim Selorio

Marvin Tan