

## 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**

GwC - CRM Rollout

**Budget Source**

GwC

**Project Coordinator Name**

**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 persons

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?**

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|  |
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**How to close delay and action plan to get back on teack**

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**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 add 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]

Marvin Luis Tan

[Team member 5]

[Team member 3]

[Project coordinator]