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	GleapCard Launch + First Drop
Budget Source	[Captivate Client, Internal Project]

Project Coordinator Name
HGR

Report Date [must be dated on a Wednesday prior to L10]

Start Date: [Start on a Thursday] 7/11/24   End Date: [End on a Wednesday] 7/17/24

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

1	Write a press article, Prepare Press Kit, Send Kit and Article to Press, Send Kit and Article to Press, Face to Face Meeting with Press people, Gleapcard Sales Deck
2	Create a Creative Tool Kit
3	List of KOLs to tap, Send proposal to KOLs, Send proposal to affiliates (industry leaders)
4	List of industry leaders from each industry
5	Corporate Prospect List - 100
6	List of TV Press to Tap
7	Reach out to press and schedule F2F meeting
8	Web design - Pagination
9	Web design - Wireframes and Mockups
10	Web design -Development and Go Live

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

1	Still waiting for KTS to forward the kit and articles to Nikki, Press Kits and Articles we're done move to F2F meeting with the press as per Nikki
2	Creative tool kits are already done as per Nikki
3	We already have lists of KOL (with the one who will be given the card) as per Nikki
4	This is a shared responsibility. Nikki have 2 person, Chris and Lito only. Still looking for additional leaders.
5	Not yet completed - 8/100 (Shangrila makati, Shangrila fort, Edsa shangrila, Conrad, Sunlife main office, Axa main office, Ygc— RCBC and Mapua
6	Will be done during Fil Global's Expo Interview for TV - No updates as per Nikki

7	If we already have the card and kits to be distributed. Cards are in progress of editing, qoutation, and production
8	Pagination are completed
9	Wireframes and Mockups are completed
10	On going development as of now

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?

Still waiting on the finalized scheduled for presentation at Shangri-La group. Waiting also for the printed cards and article/press kit to be sent out

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

The soonest the cards arrive, NPC will go out and meet the KOLs and press to do PR and discuss again what has to be done and clarify, if needed, the talking points for UGCs

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 this project.

KTS   Jan/MLT

Nikki   Michelle

Anne   HGR