

## 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** FGISC - CRM Rollout  
**Budget Source** [Captivate Client, Internal Project]

**Project Coordinator Name**  
Anne Patricia Calsado

**Report Date** [must be dated on a Wednesday prior to L10]  
Start Date: 7/31/2024 End Date: 8/7/2024

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

- 1 Conduct CRM training demo to FGISC users
- 2 Provide access to FG project manager
- 3 Sort out old leads
- 4 Integration of Google Meeting to their CRM
- 5 Integration of WhatsApp to their CRM
- 6 Integrate Chat to CRM

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

- 1
- 2
- 3
- 4

Status: Project is ON TRACK.

**If off-track:**

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

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

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

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

[Team member 1]

[Team member 4]

[Team member 2]

[Team member 5]

[Team member 3]

[Project coordinator]