

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]