

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	Project Coordinator Name
Budget Source	[Captivate Client, Internal Project]	HGR
Report Date	[must be dated on a Wednesday prior to L10]	
Start Date:	[Start on a Thursday] 8/1/24	End Date: [End on a Wednesday] 8/7/24

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

- 1 Follow up - Write a press article, Prepare Press Kit, Send Kit and Article to Press, Face to Face Meeting with Press people, Gleapcard Sales Deck
- 2 Follow up on Corporate Prospect List - 100 (8/100 - Shangrila makati, Shangrila fort, Edsa shangrila, Conrad, Sunlife main office, Axa main office, Ygc— RCBC and Mapua)
- 3 Create Stickers (Serial Number/Activation Code)
- 4 Create PO of Card, Stickers, and Holder(packaging)
- 5 Nikki to create a list on a spreadsheet - LIST of Industry leaders and KOLs complete with Name, emails, contact info, Social media handles, Address, Industry, Qty of Product sent, Schedule of Meeting
- 6 Website countdown posts and email blasts
- 7 Website launching on August 2
- 8 NPC to join and set the shoot with influencers
- 9 NPC to coordinate with Mother Kate re artists' fee + commission to post gleapcard for selling the arriving cards
- 10 Initial target launch date is August 9 (this is on the presumption that everyone is okay with using the available cards first)

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

- 1 No press articles and kits updates yet
- 2 Waiting for the update of the added prospect lists
- 3 Stickers of serial and activation code were all done and will be delivered on friday via lalamove together with the QR codes and Roll-up standee.
- 4 - Cards will be moved to Tigerbox warehouse, the courier who will deliver to the Philippines. Schedule of delivery via air next week.
- Cards packaging is in ongoing production. Michelle to follow-up the status of the production on August 8 because lead time is 7-10 days.
- 5 No update on the lists.

6	<ul style="list-style-type: none"> - Email blasts are not yet done because this was only approved last monday this week and just turned-over to the creatives today for artwork creation and will be up for blasts this weekend or early this Friday if email 1 is already done.. - Countdown posts will be revised to change date because of the new launching date.
7	- Website launch supposed to be launched on August 2 but moved on August 9.
8	Shoot has been canceled because influencers have prior commitment and 1 of them is in the US. Will follow up on their availability for the next schedule.
9	Nikki hasn't got in touch with Mother Kate yet regarding artist/influencers deals for commission of endorsing cards.
10	Launch date is moved from August 9 to August 17.

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?

Waiting for the printed cards and article/press kit to be sent out. Email blasts and posts have been created late. Website launching has been moved again.

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

Create press articles and kits and sent out. Website to launch. Sent out cards when arrived. Follow the schedule of planning.

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?

- Launching will be moved again on the 3rd week of August

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