

## 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**  
Budget Source

TNC Launch + First Drop  
[Captivate Client, Internal Project]

**Project Coordinator Name**  
Nikki

**Report Date**  
Start Date:

[must be dated on a Wednesday prior to L10]  
August 1

End Date: August 8

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

- 1 TNC dev link -> done, provide MArvin with product list
- 2 Finalized copies for TNC Club and FAQs -> FAQs done, KTS to finish TNC club
- 3 Finalized mock up of TNC Club
- 4 Export and send to Marvin
- 5 Ads for Paho shoot
- 6 Direct response ads edits

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

- 1 Shoot for Paho done, finding a schedule for before and after fasting shoot
- 2 There are ads on Tiktok posted
- 3 To finish Direct Response ads by next week
- 4 Discussed with KTS the possibility of additional shoots for UGCs and if footages sent don't suffice

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?**

Ad was supposed to be submitted before the 15th. It was submitted late and there were a lot of back and forths until outcome was unsatisfactory. Scripts were also revised accordingly

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

Miggy and team are now closely monitored and coordinated with. Check ups are also done daily to know if anything is needed

**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.

[Team member 1]

[Team member 4]

[Team member 2]

[Team member 5]

[Team member 3]

[Project coordinator]