

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

GwC - Development

Budget Source

[Captivate Client, Internal Project]

Project Coordinator Name

Report Date

[must be dated on a Wednesday prior to L10]

Start Date:

End Date:

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

GWC Development		
1	Sprint #1 :Database Structure Setup, GIT Configurations, File Structure and Template Setup	On Track
2	Sprint #2 :User Account Creation & Login	On Track
3	Sprint #3 :Onboarding (Authorized Representative Sign Up) and Company Settings	Off Track
4	Sprint #4 :Onboarding (Employees), Validations of Request and GWC Product Activation	Off Track
5	Sprint #5 : Borrower's Portal	Off Track
6	Sprint #6 : Loan Evaluation and Approval	Off Track
7	Sprint #7 : Disbursement and Online Payment/Disbursement Portal	Off Track
8	Sprint #8 : Billing Generation	Off Track

9	Sprint #9 : Payments Evaluation & Confirmation	Off Track
10	Sprint #10 : Payment Confirmation and Posting	Off Track

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

1	Zoho Docusign integration and process
2	Xendit Integration
3	Sprint #6 : Loan Cap per Company
4	Sprint #8 : Test Purposes (Billing Generation Override Function)
5	Sprint # 1: UI
6	Revisions: Field types(drop down data)
7	Email design application to system

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?

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

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.

Jan Airreon Batutay

[Team member 4]

Marvin Luis Tan

[Team member 5]

Anton Jay Hermo

[Project coordinator]