

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	TNC Launch + First Drop	Project Coordinator Name
Budget Source	[Captivate Client, Internal Project]	Nikki
Report Date	[must be dated on a Wednesday prior to L10]	
Start Date:	[Start on a Thursday] 09/26/24	End Date: [End on a Wednesday] 10/02/24

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

- 1 Develop a presentation to cater to a specific audience
- 2 Draft a proposal letter to be sent to offices to be able to present
- 3 Look for/compile a list of offices to send out proposals to
- 4 Reshare influencer post
- 5 Look for new influencers; still trying to get a schedule with the previous ones
- 6 Shoot KTS and EL's UGCs
- 7 Look for events where we can do pop up/talk/sponsor
- 8
- 9
- 10

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

- 1 Still finishing
- 2 done, sent link for approval
- 3 APC has compiled an initial BPO list
- 4 Reposted from Vince, waiting for the videos from Chris
- 5 Still trying to look for nano and micro influencers who can
- 6 Target date is Oct 10-12

7	On-going research
8	
9	
10	

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?

On-track with the presentation, letter and list. It's with the influencers that I am having a bit of a problem with

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

A plan B has already been put in place

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.

KTS

Jan/MLT

Nikki

Michelle

Anne

HGR