

<p>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.</p> <p>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.</p>

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] 10/03/24	End Date: [End on a Wednesday] 10/09/24

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 on finding new influencers
2	Downloaded tiktok post of the influencer and sharing update
3	Boost Ads - To reach by many and if we can ask our friends to like, follow, and share our socials (Budget request by Michelle)
4	Follow up on the segueway proposal of Gleapcard to TNC office to office presentation
5	Deck presentation guide for the affiliate program update
6	Reach out again to SMDC and Filinvest to ask the work around of thier flyer and propose to them that we can create thier flyer with QR code
7	Fil-Global agreement copy
8	Create email campaigns (creation of copy of the email blast focusing on features and videos, also copy for the promo - 20% off)
9	Create a deck for the clarity of the soft launch plan (email follow through)

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

1	We are still looking for new influencers. Nikki is calling potential talents along with Mommy Kate. The deal is the same as the previous ones which is 5% commission from every sales using their code. Contract will start when they say yes.
2	This is already scheduled for posting.
3	Nikki send again the budget request because Michelle request to send it to her last week.
4	We just finished talking about plan b of tnc which is office to office last week before L10 meeting. Nikki just started sending some proposals for tnc this week. There is no office to office yet so gleapcard cannot be segueued yet.
5	Already finished the affiliate program deck and sent the link last monday on our leaders group chat.
6	Nikki haven't talked to them yet, she is busy with open houses. Will follow up on this soon.
7	We do not have the copy of the agreement as of this moment.
8	The email copy will be sent today (Oct. 10) along with the copy of the promo (month long introductory email of 20% off on purchase) also.

9 The soft-launch plan deck is still in progress but if its done last night, it will be rolled-out today along with the affiliate program deck for clarity.

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?

There are items need to follow-up and do not meet the scheduled tasks.

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

Creation of the soft launch plan for clarity on how was the project going on.

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?
- FYI launch plan is done instead of soft launch and still waiting for the soft launch plan deck to roll-out.

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