

## 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.

<b>Project Name</b>	TNC Launch + First Drop	<b>Project Coordinator Name</b>
<b>Budget Source</b>	[Captivate Client, Internal Project]	Nikki
<b>Report Date</b>	[must be dated on a Wednesday prior to L10]	
Start Date:	[Start on a Thursday] 10/10/24	End Date: [End on a Wednesday] 10/16/24

**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 Send out proposal letters to companies
- 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 Creation of Wellness Program Deck to be used on the event itself
- 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 Intro to TNC and TNC Club done, working on the benefits of drinking black coffee and having a wellness program for employees on the way; Almost done. Can be sent out to creative later today or tomorrow morning
- 2 done, sent email to Mapua and Malayan Colleges
- 3 Mercedes is calling the companies from Anne's list so to get the email address of the right person to send the proposals to
- 4 Videos from Chris are still on his drafts, they are currently busy with road shows
- 5 Still trying to look for nano and micro influencers who can, Kate is also looking for influencers who are okay with the ex-deal we are offering
- 6 Shoot guide and budget request resent to Michelle. New target schedule is 17-18 / 18-19 (morning only)-- schedule moved, date to be determined. GwC will be included to maximize the budget requested for the shoot

7	On-going research-- the only thing I'm seeing right now are bazaars
8	
9	
10	

Status: **Project is OFF TRACK.**

**If off-track:**

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**What is the reason of not meeting this week's sprint targets? Is this clear among all team members?**

Presentation Deck will be used to present to the companies we will send letters to. I'm still polishing the content before sending to creatives for design; letters have been sent out to some already. It's with the influencers that I am still 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 and has already started rolling with the initial sending of proposals

**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