

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] 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	
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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?

Presentation Deck will be used to present to the companies we will send letters to. I'm still polishig 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 teack

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