

## 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:

**June 20, 2024**

End Date:

**June 26, 2024**

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

### Onboarding (Employees), Validations of Request and GWC Product Activation

Employee Table and Functions

\* Add Employee (Individual)

1 \* Add Employee (Batch Upload with File Upload Handling)

2 Employee Onboarding Request and Approval

3 Product Activation Reques and Approval

4

5

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

1 [blockers, challenges, or nearly missed/ missed deadlines go here]

2

3

4

Status: Project is ON TRACK.

If off-track:

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

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

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?

**Accountability Charter:** We affix our signatures below to acknowledge that this report is the true picture of what happened this week for

**Accountability Statement:** 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]