

Workstream	Task	Owner	Date to Start
Retail Training			
	Meet with Stakeholders:		
	Kevin Fallon Interview for video	Phil Holliday	8/29/2017
	Ben McAllister- app	Phil Holliday	10/23/2017
	Will Philips Interview for video	Phil Holliday	11/14/2017
	Cust. Happiness Team	Amber/Phil	10/16/2017
	Brian N.A. roll out	Amber	11/1/2017
	Kerri Smith- SCR roll out	Amber	12/4/2017
	Paul Nann- wholesale roll out	Amber	12/4/2017
	Emily- LATAM roll out	Amber	12/4/2017
	Chris- AU roll out	Amber	12/4/2017
	Frankie- China roll out	Amber	12/4/2017
	Faith- China roll out	Amber	12/4/2017
	Aniela- Amsterdam roll out	Amber	12/4/2017
	Charlotte- Europe Wholesale Roll out	Amber	12/4/2017
	Amy Spence- DSG Director, L&D	Amber	11/20/2017
	Darin Gordon- Finish Line AM	Amber	11/6/2017
	Collect Resources		
	Book filming for App	Phil Holliday	10/24/2017
	Plan for Buzz	Phil Holliday	10/24/2017
	Collect Copy: FW and App	Team	10/16/2017
	Collect product images	Team	10/16/2017
	Collect athlete images	Team	10/16/2017
	Collect app images	Team	10/16/2017
	Development/Reviews		
	Complete storyboards	Team	10/16/2017
	Filming interview for App	Phil Holliday	10/29/2017
	Develop Buzz Video	Phil/Sarah	11/14/2017
	Buzz video to editing	Phil	12/15/2017
	Develop HOVR OLT	Phil	11/13/2017
	Develop Map My Run OLT	Phil	11/13/2017
	Alpha Version review by Amber	Amber	12/5/2017
	Edits	Phil	12/7/2017
	Beta versions to Stakeholders & Legal	Phil	12/11/2017
	Send to SDL for Translations	Amber	12/21/2017
	Copy and Imagry sent for Playcards	Ally	12/22/2017
	Playcards sent to printer	Phil Holliday	1/5/2018
	Ship to stores	C2 - Tiffany	1/12/2018
	Develop In-store training materials	Amber	12/22/2017
	SH approval of in-store training	TBD	1/10/2017
	Edits of in-store training	Amber	1/17/2018

	Buzz launched	SMs/Comms	1/15/2018
	In-store Training	SMs	1/22/2018
	GLOBAL LAUNCH		2/2/2018

Date to Complete	Status	Notes	
8/29/2017	Complete		
10/27/2017	Complete	10/24/17 sending resources & booking video	
11/14/2017	Complete		
12/8/2017	Complete		
12/8/2017	in progress	Waiting for final approval of plan from Shea	mtg 2: 11/14
12/8/2017	Complete		
12/8/2017	in progress	Need specific store distro list	
12/8/2017	in progress	Waiting for final decision	
12/8/2017	in progress	Mtg #1: 10/20; final meeting 12/21/17	
12/8/2017	Complete	Sent mtg invite	
12/8/2017	Complete	Mtg #1: 10/23; final meeting 12/27/17	
12/8/2017	Complete	final meeting with plan 12/8/17	
12/8/2017	Complete	will work with Alex and Amsterdam BH team to train wholesale g	
12/15/2017	in progress	First meeting went well, she is determining dates for Footwear e	
12/8/2017	in progress	Finish Line is in agreement to meet, waiting on Darin to give a da	
10/29/2017	Complete	Will Philips	
10/29/2017	Complete		
11/1/2017	Complete		
11/13/2017	Complete		
11/13/2017	in progress	athlete images still in works	
11/13/2017	Complete		
11/13/2017	Complete		
11/5/2017	Complete		
12/20/2017	in progress	Final shoot scheduled for 12/12	
12/20/2017	not started		
12/5/2017	Complete		
12/8/2017	Complete		
12/7/2017	Complete		
12/11/2017	Complete		
12/15/2017	in progress		
1/31/2018	in progress		
1/5/2018	Complete		
1/12/2018	not started		
1/17/2018	not started		
1/10/2018	in progress		
1/17/2018	not started		
1/22/2018	not started		

1/20/2018	not started		
2/2/2018	not started		
2/2/2018	not started		

