

**SCENARIO** **Sprint 13 Review — AI Diagnostics Platform (Global Pharmaceutical Client • NDA).** The call surfaced three issues requiring structured follow-up: a £18k budget variance in cloud compute costs; a 2-day delay in the ML workstream; and an in-call request to add a PDF export feature to the MVP scope. This email documents decisions, assigns owners, and manages the scope change diplomatically — without derailing the 28 June milestone.

**FROM** Hanna Klimushka <hanna.klimushka@gmail.com>  
**TO** Sarah Mitchell (Programme Sponsor), Dr A. Okonkwo (Clinical Lead), Y. Bondar, O. Kovalenko, G. Petrenko  
**CC** James Ward (Finance), Meridian Pharma PMO

Sprint Review Follow-Up — AI Diagnostics Platform • 14 Jun 2025

Sent: 14 Jun 2025, 16:42 BST

Hi Sarah and all — thank you for your time today. A productive session. I'm capturing the outcomes below while they're fresh so we have a clean shared record before the weekend.

SUMMARY

Sprint 13 velocity came in at 87 SP (target: 85) — Data Engineering and Compliance are both Green and ahead of plan. The ML stream is Amber following a 2-day delay in training data validation; mitigation is active and I remain confident the 28 June MVP milestone is achievable.

DECISIONS AGREED ON THE CALL

- ✓

**Budget variance (£18k cloud compute):** Approved and absorbed within contingency reserve. Formal written ratification to follow from Sarah by 16 June.
- ✓

**Dashboard v2 UX:** Signed off as presented. Yarik to proceed with UAT build. No further review cycles required.
- ✓

**PDF Export feature:** Agreed to defer to Phase 3. I'll document this as a formal scope decision and circulate for sign-off by end of day Friday.

ACTION ITEMS

| #  | ACTION                                                           | OWNER        | DUE    |
|----|------------------------------------------------------------------|--------------|--------|
| A1 | Complete ML training data validation and rerun baseline model    | O. Kovalenko | 20 Jun |
| A2 | Circulate scope change log (PDF Export → Phase 3) for sign-off   | H. Klimushka | 16 Jun |
| A3 | Finalise UAT test cases and send to Dr Okonkwo's team for review | Y. Bondar    | 18 Jun |
| A4 | Provide written budget ratification for the £18k variance        | S. Mitchell  | 16 Jun |
| A5 | Deliver fortnightly executive summary ahead of next call         | H. Klimushka | 20 Jun |

NOTE ON PDF EXPORT

I understand this is a high-value feature for the clinical team and I want to make sure it gets the attention it deserves. To protect the 28 June milestone and deliver the core platform at the agreed quality bar, I'd recommend we lock it as first priority in Phase 3 scope — which I'll be defining in detail through July. If there's a business case for including it in MVP, I'd need 3-4 days to run a proper impact assessment on timeline and budget. Happy to discuss on our next call.

**Next steps:** our next check-in is **21 June at 10:00 BST**. I'll circulate a revised status report and Phase 3 scoping outline by 20 June.

Please review the above and flag anything that needs correction — if I've misrepresented any decision, let me know and I'll update immediately.

Hanna Klimushka

Senior Project Manager • AI Diagnostics Platform • Meridian Pharma Engagement  
hanna.klimushka@gmail.com • +44 7744 376186 • London, UK

WHAT THIS EMAIL DEMONSTRATES

Decision capture

Every decision documented with owner and ratification path — no ambiguity about what was agreed or who confirmed it.

Scope protection

Scope change acknowledged warmly, deferred diplomatically, and parked with a clear resolution path — not rejected.

Action ownership

Every action has a named owner and a hard date. No vague "we'll look into it" items that disappear by next week.

Stakeholder trust

Invitation to correct the record preserves psychological safety and positions the PM as a neutral, reliable source of truth.

SAMPLE

This is an anonymised work sample. Client names, personnel, and commercial details are fictional. Created by Hanna Klimushka.