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| **VMP** | VMP / QA / R / 05 |
| REV.NO :1.0 |
| Page 1 |
| Date: 31.01.2020 |

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# Campaign Batch Schedule – Final Check List

**Document Version Information**

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| Project Name | Intel | Doc Version No | 1 |
| Document Title | dpg\_APIN\_dpgntabm\_EN\_ 2021\_Rjio\_NT\_Webinar-Q3'21\_C-MKA-26632\_T-MKA-26633\_Reminder | Preparation Date | 04-10-2021 |
| Prepared/Updated By | Prakash Kumar M | Review Date | 04-10-2021 |
| Reviewed By | Nitya |  |  |

**Revision History**

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| --- | --- | --- | --- | --- |
| S.No | Description | Update By & Date | Approval By | Comments |
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| Client Name | Intel |
| Campaign /Eloqua Brochure Name | dpg\_APIN\_dpgntabm\_EN\_2021\_Rjio\_NT\_Webinar-Q3'21\_C-MKA-26632\_T-MKA-26633\_Reminder |
| Is it a Nurture Campaign? | NA |
| If yes, please update the Nurture Campaign Ending Date (Always On or End date to be specified) | NA |
| Respective Notification mails are enabled and checked for Nurture Campaigns? | NA |
| If APJ CMX nurture, ensure this nurture is excluded in AEN nurture ie., update the shared filter - AEN Nurture\_MKA-24838 | NA |
| Is Email throttle step added before each email send step? | NA (transactional) |
| If Throttle step is added, check if there is NO infinite loop added | NA |
| If the campaign is time sensitive, please check the evaluation period is set correctly? | NA |
| If the campaign is time insensitive, please check the evaluation period is set as per Marketer’s approval? | NA |
| Have we added the campaign specific exit Shared list No Path? | NA |
| If Email throttle step is not added, ensure that we have the proper approval from Marketer & Global team? | NA |
| For APJ marketing email campaigns - Have we included “Sent Welcome email check” before sending the email? | NA |
| Verify no blank campaign template is created and used (it should be automated campaign from JIRA) | Yes |
| Verify Campaign specific Entry and Exit shared list for reporting purposes | Yes |
| Have we updated the Campaign ID? | Yes |
| Verify the Parent (Main), Child (Sub – If requires) campaigns are created & Activated?  If activated specify the campaign name. | NA |
| Are we sending emails during weekends? | No |
| Are we sending emails between 8am to 6pm time duration? | Yes |
| Have we un-checked Allow emails to be re-sent to past recipients in the Email sending options? | Yes |
| Have we included Add to Program builder step in the campaign flow? | NA |
| Have we un-checked Allow contacts to enter the campaign more than once in the campaign settings? (If we used program builder then it should be enabled) | NO |
| Scheduled By (Name of Product Consultant), Scheduled Date and Time & is it relevant to current deployment date? | Prakash Kumar M  5-10-2021 – 10.00AM IST |
| Respective time zone and correct given date has been used for the deployment? | Yes |
| Verify Correct Segment is selected for deployment? Segment Name and DL Count to be verified? | Yes |
| If segment is always on ensure to give 24hrs Re-evaluation frequency | NA |
| Verify Seed list added in separate segment? Segment Name and it is relevant to specific region and language? | Yes |
| Verify the Eloqua Campaign URL | Yes |
| Verify Form Data is capturing? If form is used in campaign | NA |
| Verify assets are reviewed and approved by CSM? | Yes |
| Verify Correct Email is selected for deployment? Email Name | Yes  dpg\_APIN\_dpgntabm\_EMIW\_EN\_2021\_1D\_RM\_C-MKA-26632\_T-MKA-26633 |
| Verify Ensure no edits to email after approval on deployment? | Yes |
| Verify Segment (DL), (SL) Count and Subject Line Shared in wrike? | Yes |
| Approved By  (Name of Project Manager/Project Leader) | Nithya |
| For APJ CMX, deployment details added to end user sheet? | Yes |

**1.Screenshot of Main Segment Members and Seed list Members**

**Main Segment Member**

A screenshot of a computer

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**Seedlist Member**

A screenshot of a computer

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**2. Screenshot of schedule time in campaign**

**Main segment deployment**

Graphical user interface, text, application, email

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**Seedlist segment deployment**

Graphical user interface, text, application, email

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**3. Screenshot of the Email**

**Graphical user interface, website

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**4. Screenshot of the Campaign (Before schedule)­­**

A picture containing chart

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**5. Screenshot of the Campaign (After schedule)­­**