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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 Checklist

**Document Version Information**

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| Project Name | INTEL | Doc Version No |  |
| Document Title | psg\_APJA\_dcaipsgloc\_JA\_2023\_PSG FPGA JP\_3.1.24\_C-MKA-29852\_T-MKA-40408\_Reminder | Preparation Date | 28-2-2024 |
| Prepared/Updated By | Prakash Kumar M | Review Date | 28-2-2024 |
| Reviewed By | Shameem |  |  |

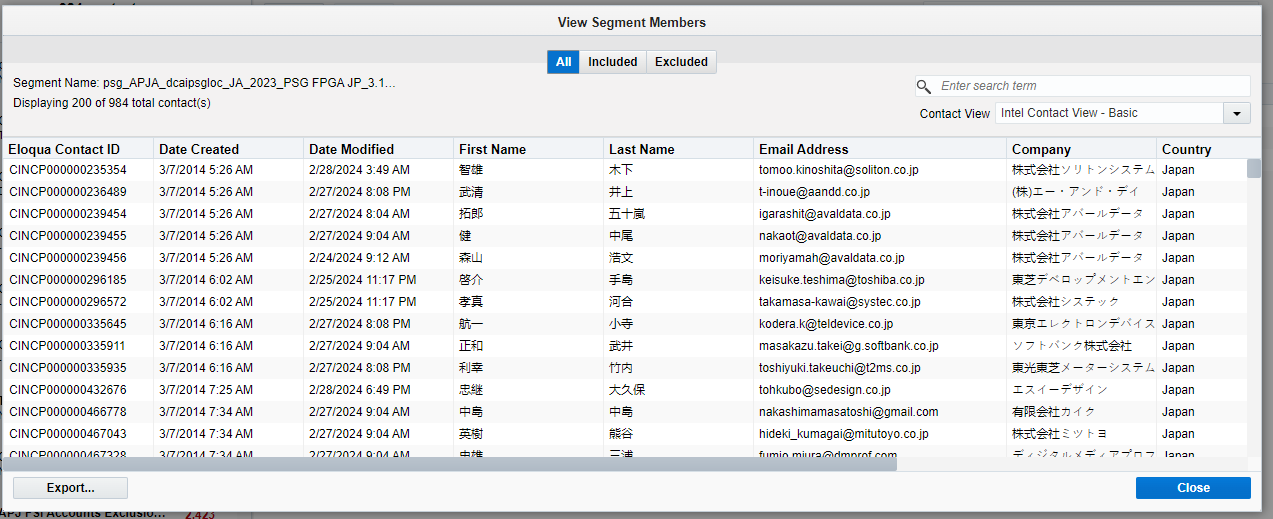
**Revision History**

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| S.no | Description | Update By & Date | Approval By | Comments |
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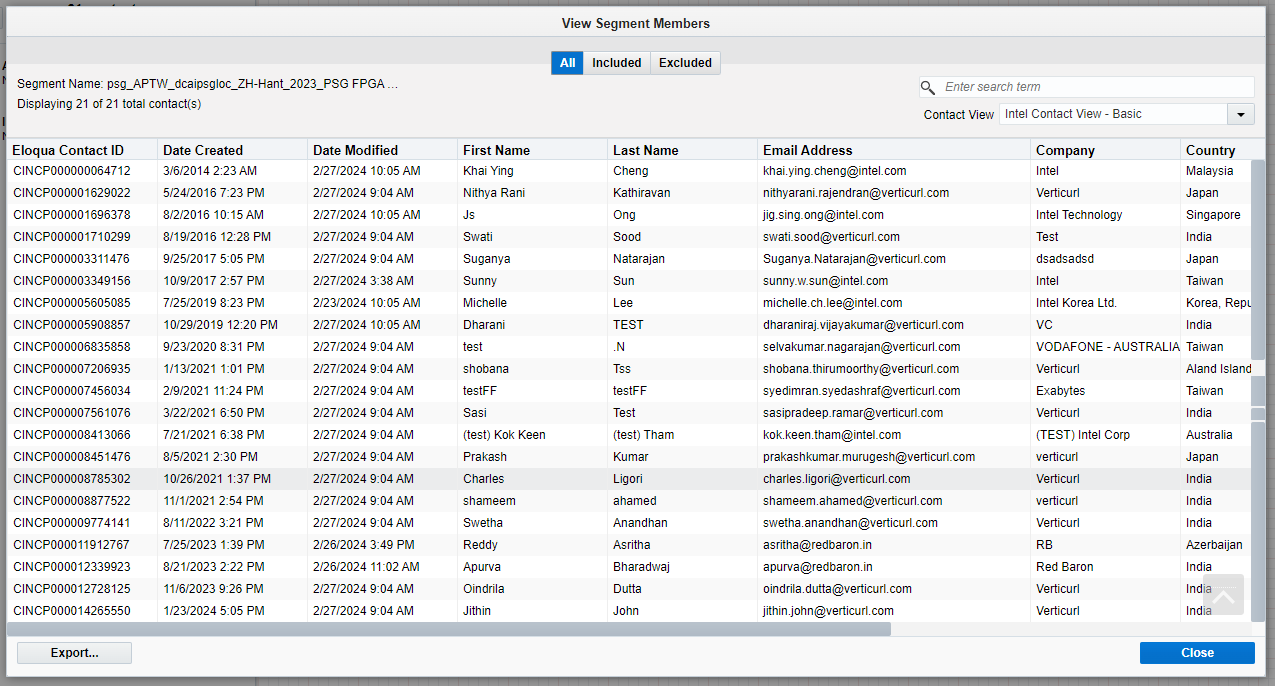
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| Client Name | INTEL |
| Campaign /Eloqua Brochure Name | psg\_APJA\_dcaipsgloc\_JA\_2023\_PSG FPGA JP\_3.1.24\_C-MKA-29852\_T-MKA-40408\_Reminder |
| Is it a Nurture Campaign? | N/A |
| If yes, please update the Nurture Campaign Ending Date (Always-on or End date to be specified) | N/A |
| Respective Notification mails are enabled and checked for Nurture Campaigns? | N/A |
| If APJ CMX nurture, ensure this nurture is excluded in AEN nurture i.e., update the shared filter - AEN Nurture\_MKA-24838 | N/A |
| If APJ CMX nurture, have we checked with CSM if the nurture comes under prioritization and necessary setup is done. | N/A |
| If PRC Campaign, Ensure the below shared lists are excluded,  Intel PRC\_xinjie partner list\_Exclusion List  PRC Exclusive Sales Focus Group  Intel PRC - QQ Customer list to exclude | N/A |
| Is Email throttle step added before each email send step? | NA (Transactional Email) |
| If Throttle step is added, check if there is NO infinite loop added | NA |
| If the campaign is time sensitive, please check if 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? | N/A |
| Have we added the campaign specific exit Shared list No Path? | Yes |
| If Email throttle step is not added, ensure that we have the proper approval from Marketer & Global team? | NA |
| For JP campaigns, have we excluded the Shared Filter “JP Blacklisted Contacts” in Segment/Campaign flow.  Note: Applicable for both marketing & transaction emails including confirmation email | N/A |
| Verify no blank campaign template is created and used (it should be automated campaign from JIRA) | used Jira created campaign |
| 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 required) campaigns are created & activated?  If activated specify the campaign name. | N/A |
| 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 the Add to Program builder step in the campaign flow for A/B Testing?  If yes, Verify Allow contacts to enter the campaign more than once in the campaign settings is checked | NA |
| Scheduled By (Name of Product Consultant), Scheduled Date and Time & is it relevant to current deployment date? | Production – Prakash Kumar M  RM 2 -> 29-02-2024 10:00 AM JST  RM 3 -> 01-03-2024 09:00 AM JST QA – Shameem |
| 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 segments? Segment Name and it is relevant to specific region and language? | psg\_APJA\_dcaipsgloc\_JA\_2023\_PSG FPGA JP\_3.1.24\_Seedlist\_C-MKA-29852\_T-MKA-40408 |
| Verify the Eloqua Campaign URL | https://secure.p03.eloqua.com/Main.aspx#campaigns&id=60451 |
| Verify Form Data is capturing? If form is used in campaign | Yes |
| Verify assets are reviewed and approved by CSM? | Yes |
| Verify Correct Email is selected for deployment? Email Name | Yes  psg\_APJA\_dcaipsgloc\_EMRW\_JA\_2024\_1 Day Reminder\_C-MKA-29852\_T-MKA-40408  psg\_APJA\_dcaipsgloc\_EMRW\_JA\_2024\_1 Hour Reminder\_C-MKA-29852\_T-MKA-40408 |
| Verify Ensure no edits to email after approval on deployment? | NA |
| Verify Segment (DL), (SL) Count and Subject Line Shared in Zoho? | Yes |
| Approved By  (Name of Project Manager/Project Leader) | Shameem |
| For APJ CMX, deployment details added to the end user sheet? (Only for DSI deployments) | NA |
| If the campaign is updated after activation, have checked the whole campaign again to ensure the  correct flow? | NA |
| If the campaign is updated after activation, has the seed list flow been updated? | NA |
| If the campaign is updated after activation, have all connections made and newly created assets are added correctly? | NA |
|  |  |

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

**Main Segment**

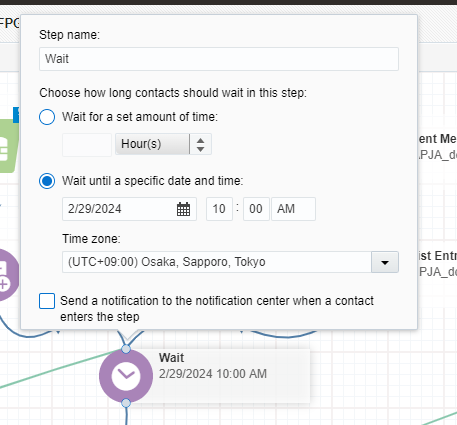


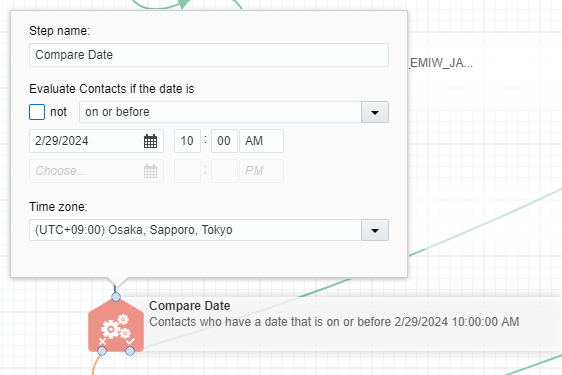
**Seedlist Segment**



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

**RM 2(1 Day before)**

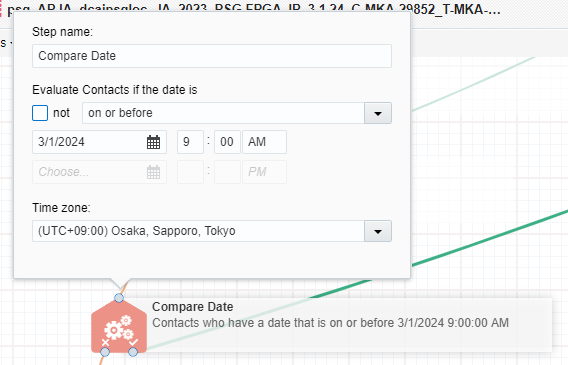




**RM 3(1 Hour before)**

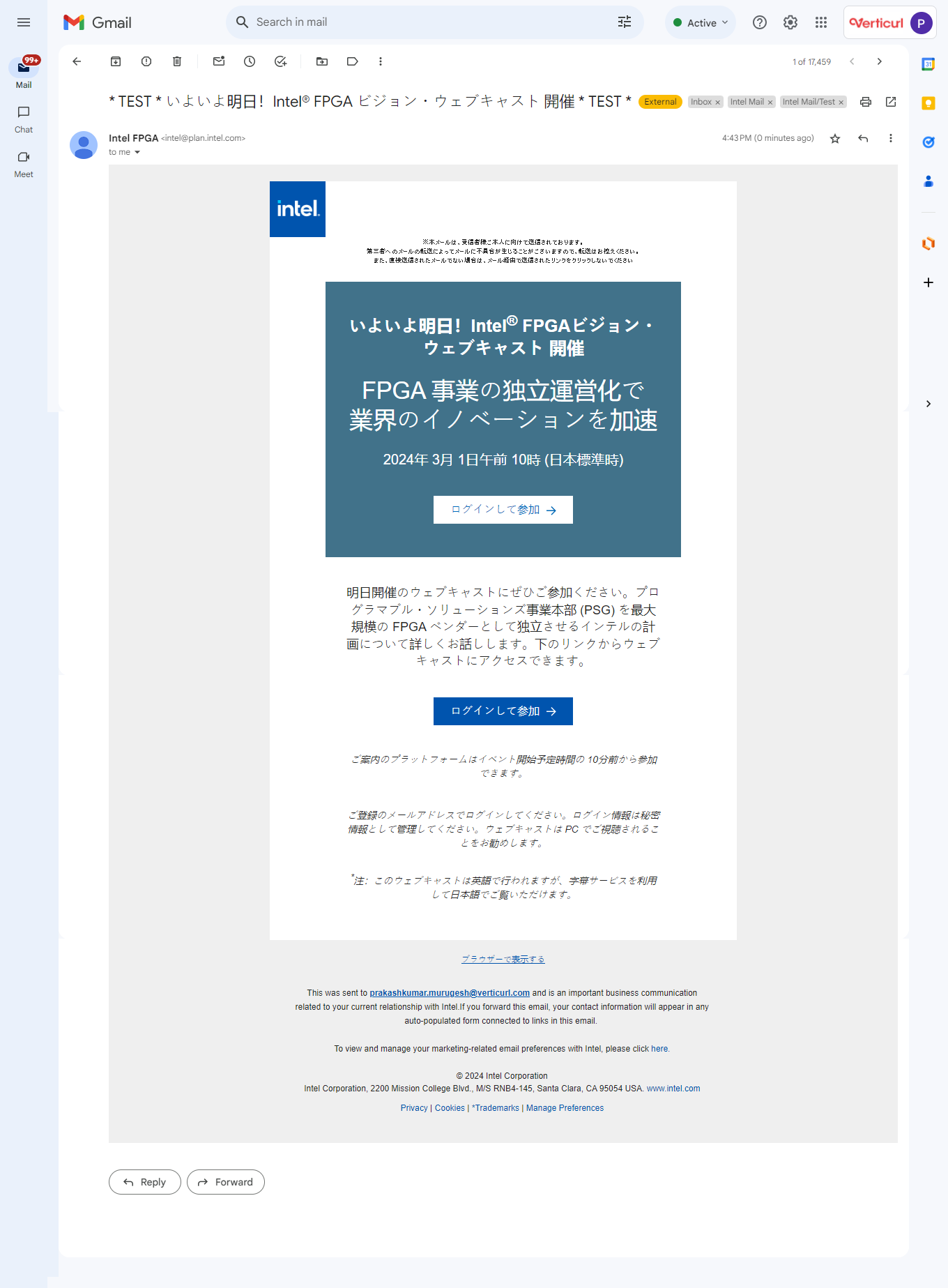
A screenshot of a computer screen

Description automatically generated

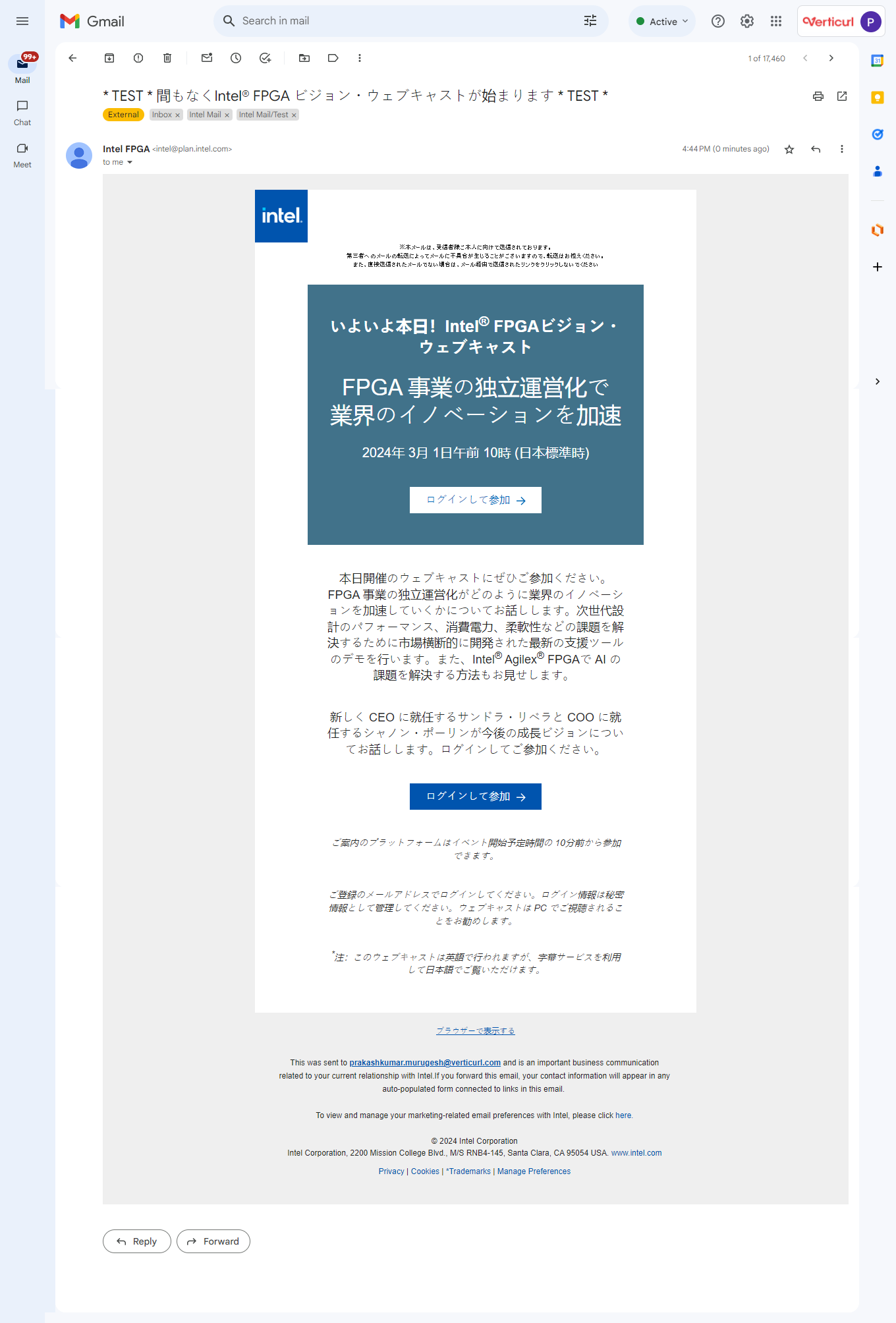


**3. Screenshot of the Email**

**RM 2(1 Day before)**

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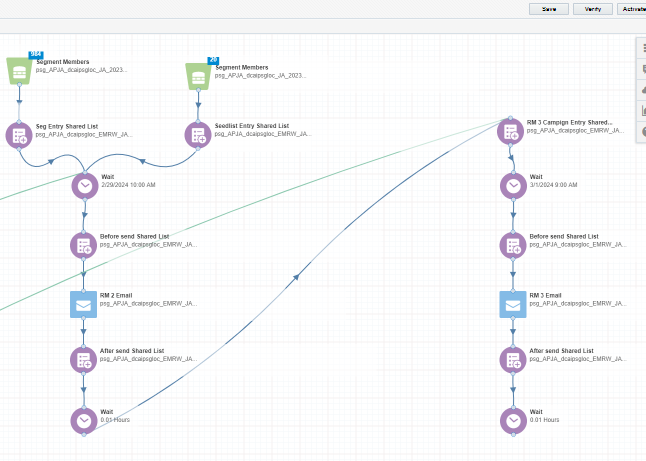
**RM 3(1 Hour before)**

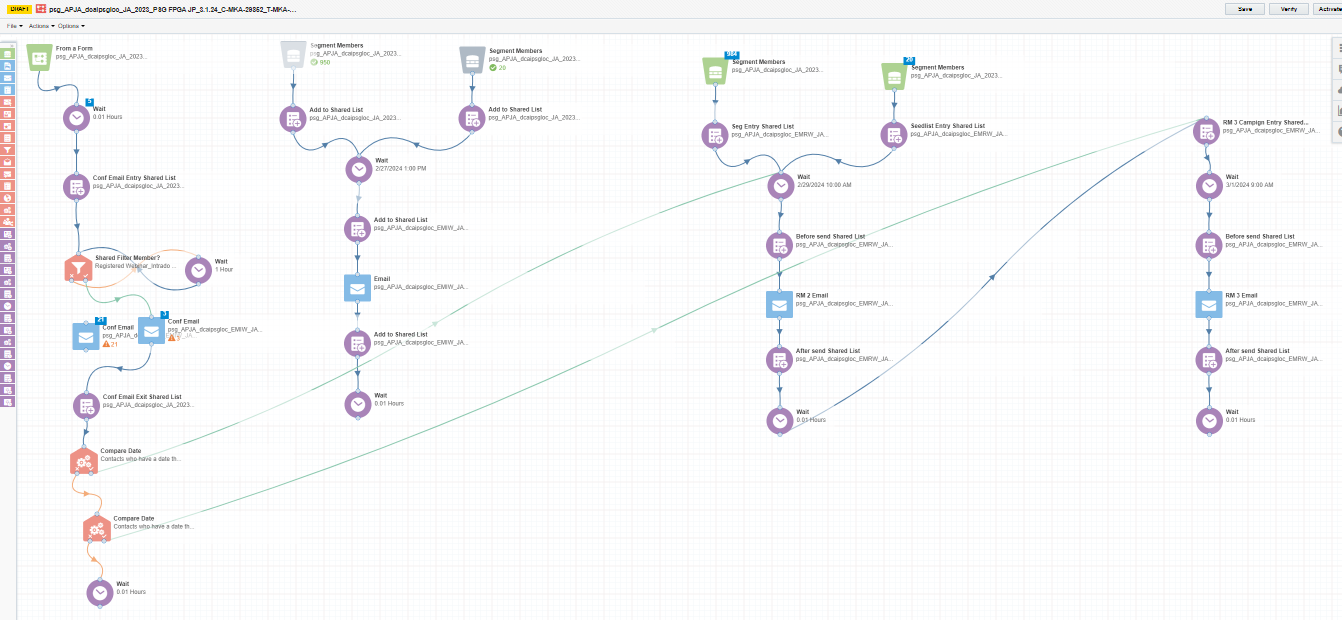
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**4. Screenshot of Email Preview (for 5 random contacts) – if applicable**

**NA**

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





**6. Screenshot of the Net New Shared List for Nurture (After Deleting Contacts) – if applicable**

**NA**

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

