



● WEEKLY UPDATE

Weekly Progress Report

Week of November 21, 2025

Prepared by: Lars Boeddener



At Risk

Stakeholder transition

Executive Summary

Key focus this week: preparing comprehensive documentation for executive briefing (Dec 2-3) and Zsafia's successor handover. Self-Reflection Tool mini pilot on track for Dec 9-13. Learning Agent deployment still awaiting LeanIX approval, but no impact to overall timeline. Face-to-face meeting in Herzogenaurach scheduled December 2-3 with Georgios attending.

Learning Agent

✖ Awaiting infrastructure approval

Completed This Week

- ✔ Confirmed LeanIX approval process timeline with Lucas
- ✔ Updated deployment documentation
- ✔ Prepared demonstration environment for Dec 2 - 3 meeting

In Progress

- LeanIX registration - Lucas (adidas) - Expected: Nov 29
- Production environment security group configuration - NIIT/Lucas - Expected: Dec 6
- User documentation draft - Lars - Expected: Nov 30

Blockers & Risks

✖ LeanIX Approval Delay

13 weeks elapsed vs 4 weeks estimated. Latest update: approval expected by Nov 29. Impact: Cannot deploy to production until complete.
Action: Lucas escalating with IT governance team.

Key Metrics

Development environment 100% functional

Core features completed 95%

Documentation 60% complete

Self-Reflection Tool

✔ On track for mini pilot

Completed This Week

- ✓ Executive context document prepared (21 - page comprehensive version)
- ✓ Executive briefing document created (landing page version)
- ✓ Mini pilot logistics planned with Zsofia
- ✓ Alternative UI design prepared by Nikos

In Progress

- Micro - actions content review - Zsofia/Divya - Expected: Nov 27
- Mini pilot participant confirmation (5 - 8 directors) - Zsofia - Expected: Nov 29
- User access permissions setup - Nikos - Expected: Nov 30

Blockers & Risks

⚠ Stakeholder Transition

Zsofia departing Dec 12, successor TBD (announcement expected end of week). **Action:** Comprehensive handover documentation prepared, face-to-face meeting scheduled Dec 2 - 3 for transition.

Key Metrics

Mini pilot participants	0/5 - 8 confirmed
Content review	80% complete
UI/UX refinements	2 alternatives prepared

Action Items Tracker

adidas Team Actions

ACTION ITEM	OWNER	DUE DATE	STATUS	NOTES
Confirm mini pilot participants	Zsofia	Nov 29	<div><div></div>In Progress</div>	In progress, communications sent
Review micro-actions content	Zsofia/Divya	Nov 27	<div><div></div>In Progress</div>	Meeting scheduled for Nov 26
LeanIX registration completion	Lucas	Nov 29	<div><div></div>In Progress</div>	Final approval pending
Announce Zsofia's successor	Pedro/HR	Nov 29	<div><div></div>In Progress</div>	Expected end of week

Baresquare Team Actions

ACTION ITEM	OWNER	DUE DATE	STATUS	NOTES
Executive briefing deck preparation	Georgios	Nov 30	<div><div></div>On Track</div>	Context documents complete, slides next
User access setup in adidas environment	Nikos	Nov 30	<div><div></div>In Progress</div>	Meeting with Lucas tomorrow
Participant briefing materials	Lars	Dec 5	<div><div></div>In Progress</div>	Draft started

Action Item	Owner	Due Date	Status	Notes
Alternative UI review preparation	Nikos	Nov 29	<div><div></div>Complete</div>	Two versions ready for stakeholder review

Upcoming Milestones

Milestone	Target Date	Confidence	Notes
Executive briefing materials complete	Nov 30	<div><div></div>High</div>	Context docs done, slides in progress
Zsafia's successor announced	Nov 29	<div><div></div>Medium</div>	Expected end of week
Face-to-face meeting (Herzogenaurach)	Dec 2-3	<div><div></div>High</div>	Agenda set, materials in prep
Mini pilot testing	Dec 9-13	<div><div></div>High</div>	Logistics planned, pending participant confirmation
Learning Agent LeanIX approval	Nov 29	<div><div></div>Medium</div>	Lucas escalating

Lessons Learned

<div><div></div>What Went Well</div>

- Proactive creation of comprehensive documentation helps with transition management
- Face-to-face meeting timing is excellent for alignment with new successor
- Alternative UI design prepared in advance gives stakeholders options

What Could Be Improved

- Earlier identification of stakeholder transition risks would have allowed more preparation time
- More frequent executive-level communication to maintain visibility and support
- Clearer definition of "done" for deliverables to avoid scope ambiguity

Next Report Due: November 29, 2025

Questions or Issues: Contact [Lars Boeddener](#) or [Georgios Grigoriadis](#)

adidas Team

Pedro Silva - VP Talent Organization

Karina - Senior Leadership

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Baresquare Team

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Last Updated: November 21, 2025