



• 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 Zsofia'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	In Progress	In progress, communications sent
Review micro-actions content	Zsofia/Divya	Nov 27	In Progress	Meeting scheduled for Nov 26
LeanIX registration completion	Lucas	Nov 29	In Progress	Final approval pending
Announce Zsofia's successor	Pedro/HR	Nov 29	In Progress	Expected end of week

Baresquare Team Actions

Action Item	Owner	Due Date	Status	Notes
Executive briefing deck preparation	Georgios	Nov 30	On Track	Context documents complete, slides next
User access setup in adidas environment	Nikos	Nov 30	In Progress	Meeting with Lucas tomorrow
Participant briefing materials	Lars	Dec 5	In Progress	Draft started

ACTION ITEM	OWNER	DU ^E DATE	STATUS	NOTES
Alternative UI review preparation	Nikos	Nov 29	✓ Complete	Two versions ready for stakeholder review

Upcoming Milestones

MILESTONE	TARGET DATE	CONFIDENCE	NOTES
Executive briefing materials complete	Nov 30	✓ High	Context docs done, slides in progress
Zsofia's successor announced	Nov 29	⚠ Medium	Expected end of week
Face-to-face meeting (Herzogenaurach)	Dec 2-3	✓ High	Agenda set, materials in prep
Mini pilot testing	Dec 9-13	✓ High	Logistics planned, pending participant confirmation
Learning Agent LeanIX approval	Nov 29	⚠ Medium	Lucas escalating

Lessons Learned

What Went Well

- 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

Lucas - L&D Technical Liaison

Divya Jhamb - Learning Initiatives India

Baresquare Team

Georgios Grigoriadis - CEO

Lars Boeddener - COO

Nikos Vogiatzis - Technical Lead

Contact

georgios@baresquare.com

lars@baresquare.com

adidas AI Learning & Leadership Development Initiative - Project Hub

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