

## PR TEMPLATE

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**{Ticket - Description}**

**{Job Code}**

**{Ticket - Comment}**

**{Business Segment – Business / Consumer / Acquisition}**

Blast Date - **{Date}**

Number of versions: **{Number of versions – Responsive / Static}**

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EM - TASK NAME	DATE	RESPONSIBLE
Approved Assets	<b>{Date}</b>	<b>{Name}</b>
Campaign name - <b>{Campaign Name}</b>	<b>{Date}</b>	<b>{Name}</b>
CM - Oracle setup	<b>{Date}</b>	<b>{Name}</b>
QA	<b>{Date}</b>	<b>{Name}</b>
CR1	<b>{Date}</b>	<b>{Name}</b>
Round 1 Feedback Due	<b>{Date}</b>	<b>{Name}</b>
Edits/feedback	<b>{Date}</b>	<b>{Name}</b>
CR2	<b>{Date}</b>	<b>{Name}</b>
Approval	<b>{Date}</b>	<b>{Name}</b>
Deployment	<b>{Date}</b>	<b>{Name}</b>
Campaign name - 14_B_S_10_HRHV	<b>{Date}</b>	<b>{Name}</b>

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### **Dev**

JPGs - **{Assets paths – Review source}**

PSDs - **{Assets paths – Creative source}**

Link Matrix - **{Assets paths – Account Management}**

SVN - **{SVN Path}**

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### **CM**

Campaign type - **{Transactional / Promotional}**

Responsys Folder - **{Responsys Folder Name}**

Campaign Names - **{Campaigns names}**

Subject Line – **{Subject lines}**

HBX -

**{HBX Codes}**

Dynamic sections:

**{Dynamic logic – describe all the dynamic logic and fields that the email will have}**

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**QA**

Subject Line – **{Subject lines}**

HBX

**{HBX Codes}**

JPGs - **{Assets paths – Review source}**

PSDs - **{Assets paths – Creative source}**

Link Matrix - **{Assets paths – Account Management}**

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**ETL:**

Please processing this list:

File name - **{File name}**

ETL – List Processing

DUE DATE – **{DUE date}**

Responsys Campaign Name: **{Campaigns Names}**

Responsys Campaign Folder: **{Folder Name}**

BLAST DATE: **{Assets paths}**

List name: **{Assets paths}**