No	SME	Full contact details: Full name, full address, email, phone number	Name of Launchpad Account Manager	Evaluation Form date	Evaluation Form Link	Enrolment form sent and date	Enrolment form completed	Data Questionnaire completed with date		Google Analytics shared with E-Channel	Google Analytics Shared with E Channel DMCP user	E Commerce tracking Enabled	Enhanced E Commerce tracking Enabled	Client Set up in DMP	Google Conversion Tracking working	System used by SME	Completion of Initial Assessment		V+ sends Client Initial Assessment	Meet with Client	Launchpad Account Manager and Client agree a Digital Business Plan around inventory, marketing, profit and growth		1st monthy meeting. List any additional communication with the SME between meetings		2nd monthly meeting. List any additional communication with the SME between meetings		3rd monthly meeting. List any additional communication with the SME between meetings		4th monthly meeting. List any additional communication with the SME between meetings	
1	SME 1			Date		Date	Date		Date	Date	Date	Date	Date	Date	Date	e.g.Shopify	Date	Link	Date	Date	Date	Link to meeting notes	Date	Link to meeting notes	Date	Link to meeting notes	Date	Link to meeting notes	Date	Link to meeting notes
2	SME 2			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
3	SME 3			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
4	SME 4			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
5	SME 5			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
6	SME 6			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
7	SME 7			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
8	SME 8			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
9	SME 9			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
10	SME 10			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
11	SME 11			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	
12	SME 12			Date		Date	Date		Date		Date	Date	Date	Date	Date		Date		Date	Date	Date		Date		Date		Date		Date	