Virtual Verde release plan emails

From: content_manager@officegreen.com
Date: March 25
Subject: Tutorial videos and help pages completed

Dear Scrum Master,

Good news! The content team had a major project get reassigned, which freed up our team to work on tasks for Virtual Verde. We were able to finish the June seasonal care emails ahead of schedule. We're now working on the content for July-November emails and expect them to be done before Release 2.

Best,
Content Manager

Consider your options and make a plan:

Q. Does the update require your team to take action? If so, what are some possible options to address the update?

- Content writers should be free to work on emails
- No action needed

Q. Do you need to consult anyone to make a decision? If so, who?

- No

Q. Do you need additional information to help reach a decision? If so, what do you need to know?

- No

Email 2:

From: vendor_manager@officegreen.com
Date: April 10
Subject: New vendor management system issues

Dear Scrum Master,

Just wanted to flag for you: The new vendor management system/database the team created

in an earlier Sprint is having some major technical issues. We're getting our orders in, but for some reason the stock in the database isn't matching what's actually in the warehouse. And I'm losing invoices. Since things are up-and-running with customers, I'm concerned this is going to cause supply chain issues, as well as relationship issues with our vendors. Can you give me an estimate of when we can get it fixed?

Best,
Vendor Manager

We have some technical issues with our recently installed management system. Apparently, it is failing at keeping track of the warehouse stock inventory as the order delivery progresses, and the vendor management is losing invoices. [Supply Chain Manager], how can we avoid possible supply chain issues? I am looping in the Warehouse Operations manager to address the actual situation of our physical stock. And we are counting on our IT department to prioritize solving the issue and let us know the approximate fixing time to adjust our second release date, but I presume no big changes are introduced.

Thank you all for the understanding!
Best
SM

From: vendor_manager@officegreen.com
Date: June 9
Subject: We lost our Bonsai supplier

Dear Scrum Master,

I just got a call that our Bonsai tree supplier will stop carrying Bonsai trees at the end of this month. They're willing to replace our Bonsai orders with different plants, but I'm not sure what kind. I know that we're only a few weeks away from the July release and that the Bonsai trees are an important part of that release. What are your thoughts?

Best,
Vendor Manager

Consider your options and make a plan:

Q. Does the update require your team to take action? If so, what are some possible options to address the update?

- Delay Bonsai tree release date
- Find out alternative plants that have similar acceptance as Bonsai

Q. Do you need to consult anyone to make a decision? If so, who?

- User experience designer
- Marketing Manager
- Garden specialist

Q. Do you need additional information to help reach a decision? If so, what do you need to know?

- Alternative vendor available
- Customer wishes and expectations

If you think a change to the release plan is needed, write an email to the Scrum team:

To: [Scrum Team]
From: [Scrum Master]
Subject: [Specialty Plants updates]

Dear Team,

Sadly, our Bonsai tree supplier will stop providing us by the end of June. We might get enough stock for a first release, but if we cannot secure the continuous delivery it would probably impact our marketing strategy. While the vendor manager is working on finding a replacement, we might consider another plant alternative that could please our customers in a similar fashion. [User experience designer], [Marketing Manager], [Garden specialist] can you please work on that last part? Our last resource is suspending the release 3 date if no Bonsai vendor or plant alternative is available.

Let's meet in person in our next Daily scrum to define these tasks. Thank you very much

SM