**Virtual Verde release plan emails**

| **Email 1:**  **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 |
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| **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?**   * The update does not require immediate action, but it provides an opportunity to adjust the timeline for future content work. * The content team has finished the June seasonal emails ahead of schedule, allowing us to potentially shift focus to other tasks or expedite certain aspects of the content process for upcoming months.   **Q. Do you need to consult anyone to make a decision? If so, who?**   * Yes, consult the Product Owner to ensure that the early completion of content aligns with the overall project goals and if there is a possibility of advancing other tasks.   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * Confirm with the content team if they foresee any risks with completing the July–November content earlier than scheduled, such as quality or review process concerns.   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** Scrum Team  **From:** José E.  **Subject:** Early Completion of June Content and Opportunity to Advance Tasks  Dear Scrum Team,  Good news from the content team! They’ve completed the June seasonal care emails ahead of schedule and are now working on the July–November content, which is expected to be finished before Release 2. This gives us an opportunity to potentially adjust the timeline for other related tasks and content preparation.  I’d suggest we discuss this in our next sprint meeting to determine if any other tasks can be moved forward or if additional resources can be reallocated. Let’s also confirm with the Product Owner to ensure this aligns with the broader project timeline.  Let me know if you have any concerns or suggestions ahead of the meeting.  Best regards,  José E.  Scrum Master |

| **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 |
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| **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?**   * Yes, the vendor management system is experiencing technical issues, leading to mismatches between stock and the warehouse inventory, as well as lost invoices. This could cause serious supply chain and vendor relationship problems if not addressed promptly. * Possible actions include assigning a team to investigate and fix the database issues or scheduling a bug-fix sprint to address these problems.   **Q. Do you need to consult anyone to make a decision? If so, who?**   * Yes, the technical team and database specialists need to be consulted to diagnose and resolve the issue. * Consult the Product Owner to determine the priority of fixing this issue relative to other sprint tasks.   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * Further details are needed on the scope of the database issues, such as how widespread the stock mismatches and invoice losses are. * Need an estimated timeline for when the issue can be resolved.   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** Scrum Team  **From:** José E,  **Subject:** Urgent: Vendor Management System Technical Issues  Dear Scrum Team,  We’ve received a report from the Vendor Manager about major technical issues with the vendor management system. Specifically, stock levels in the database are not matching the actual inventory in the warehouse, and invoices are being lost. This could lead to supply chain problems and vendor relationship issues.  We need to prioritize a fix for this issue, so I propose dedicating resources from the next sprint to investigate and resolve the technical glitches. I’ll coordinate with the technical team to get a more precise timeline for the fix.  Let’s discuss this in our next meeting to ensure it doesn’t affect the upcoming release.  Best regards,  [Your Name]  Scrum Master |

| **Email 3:**  **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 |
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| **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?**   * Yes, the loss of the Bonsai supplier requires immediate action, as Bonsai trees are an essential part of the July release. * Possible actions include identifying a new supplier for Bonsai trees or exploring the vendor’s offer to replace the Bonsai trees with alternative plants.   **Q. Do you need to consult anyone to make a decision? If so, who?**   * Yes, consult the Product Owner and the marketing team to assess the importance of Bonsai trees in the July release. Also, check with the vendor team about the available replacement options.   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * More details are needed on the replacement plants being offered by the vendor. * Confirm the impact on the release if Bonsai trees are removed or replaced.   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** [Answer]  **From:** [Answer]  **Subject:** [Answer]  To: Scrum Team  From: [Your Name]  Subject: Urgent: Bonsai Supplier Loss for July Release  Dear Scrum Team,  We’ve been informed that our Bonsai supplier will no longer be providing Bonsai trees starting at the end of this month. This poses a risk to our July release, as Bonsai trees are an important part of that version.  We have two options:  Find a new Bonsai supplier to meet the original release plan.  Accept the vendor’s offer to replace Bonsai trees with other plants, though we’ll need more information on the alternatives they’re offering.  I suggest consulting with the Product Owner and marketing team to evaluate the impact and decide how to proceed. We’ll also need to move quickly if we decide to pursue a new supplier.  Let’s discuss this in our upcoming meeting and set a plan in motion.  Best regards,  [Your Name]  Scrum Master |