**Virtual Verde release plan emails**

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| **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 |
| **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?**   * [Answer] * [Answer] * [Add more if necessary]   **Q. Do you need to consult anyone to make a decision? If so, who?**   * [Answer] * [Answer] * [Add more if necessary]   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * [Answer] * [Answer] * [Add more if necessary]   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** [Answer]  **From:** [Answer]  **Subject:** [Answer]  [Body]  [Email closing] |

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| **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 |
| **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?**   * [Answer] * [Answer] * [Add more if necessary]   **Q. Do you need to consult anyone to make a decision? If so, who?**   * [Answer] * [Answer] * [Add more if necessary]   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * [Answer] * [Answer] * [Add more if necessary]   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** [Answer]  **From:** [Answer]  **Subject:** [Answer]  [Body]  [Email closing] |

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| **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 |
| **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?**   * [Answer] * [Answer] * [Add more if necessary]   **Q. Do you need to consult anyone to make a decision? If so, who?**   * [Answer] * [Answer] * [Add more if necessary]   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * [Answer] * [Answer] * [Add more if necessary]   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** [Answer]  **From:** [Answer]  **Subject:** [Answer]  [Body]  [Email closing] |