Project Management Review Summary – Grainger PLC

Project	Rent Smart Wales			
Period	26th Oct			
Status Overview	Project Approved			
Progress in the last week	**Item**		**Completed**	**Responsible**
	SOW Signed		26th Oct	Grainger / Open Box
	Jira project setup		26th Oct	Grainger
Upcoming deliverables / feedback required	**Item**	**Due**	**Responsible**	**Status**
	Kick-off call	3rd Nov	Grainger / Open Box	Open Box to schedule
Discussions/Risks /Issues	• None			
Personnel Notes	• None			

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Initial Backlog

#	Priority	User Story
1	Must Have	As a TPT User, I want to generate an Occupation Contract from an Opportunity for a Welsh property, So that the document can be sent out to be signed
2	Must Have	As a TPT User, I want to send an occupation Contract to all Contract Holders, So that they can sign the document online.
3	Must Have	As a Lettings User, I want the Agreement Type to be occupation Contract for all opportunities in Wales, So that an incorrect document cannot be sent
4	Must Have	As a Grainger User, I want any communication sent to an opportunity for a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation
5	Must Have	As a Grainger User, I want any communication sent to an account that is currently living in a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation
6	Must Have	As a potential Contract Holder, I want to see a draft Occupation Contract before signing, So I can review the standard terms
7	Must Have	As a potential Contract Holder, I want to view the Terms and Conditions of renting a property with Grainger prior to starting the process, So I am aware of the terms and conditions.
8	Must Have	As a potential Contract Holder, I want to see all the correct Rent Smart Wales terminology throughout the customer journey, So that I know what I am being asked for
9	Must Have	As a Grainger User, I want any communications sent to a lead that is for a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation
10	Nice to Have	As a TPT User, I want to be prevented from sending the occupation Contract prior to the previous tenant vacating the home, So that the contract cannot be signed by either party in the event that the notice is rescinded
11	Must Have	As a Lettings User, I want the potential Contract Holder to be notified that their let is dependent on the previous tenant moving out and that the current resident can rescind notice, So they are aware that the documents may come later than expected
12	Nice to Have	As a Grainger User, I want to initiate the COS process upon request from a tenant, so that documents can be sent electronically and automatically

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Historical Reports