

Project Management Review Summary – Grainger PLC

Project	Rent Smart Wales		
Period	2 nd – 8 th Nov 2023		
Status Overview	Build Started		
Progress in the last week	Item	Completed	Responsible
	Confirmation of building availability – coming online in Jan 2024	7 th Nov	Grainger
Upcoming deliverables / feedback required	Salesforce build started	8 th Nov	Open Box
	Item	Due	Responsible
	Confirmation of emails (& any other documents) that need to be updated for Opportunities	3 rd Nov	Grainger
	Provide Occupation Contract Template	3 rd Nov	Grainger
	UAT	29 th Nov	Grainger
Discussions/Risks /Issues	Prod Deployment	6 th Dec	Open Box
	<ul style="list-style-type: none"> PC for building has been delayed, but project timeline remains unchanged with PROD deployment planned for early December before Jacob goes on leave. 		
Personnel Notes	<ul style="list-style-type: none"> Open Box will be taking extended leave over December. 		

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
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

Historical Reports

Project	Rent Smart Wales			
Period	26 th Oct – 2 nd Nov 2023			
Status Overview	Project Approved			
Progress in the last week	Item	Completed	Responsible	
	Kick-off call	3 rd Nov	Grainger / Open Box	
	Sprint ceremonies to be scheduled	2 nd Nov	Open Box	
Upcoming deliverables / feedback required	Item	Due	Responsible	
	Confirmation of building availability	ASAP	Grainger	The 5-week project duration needs to be considered when planning for the lease commercials
	Confirmation of emails (& any other documents) that need to be updated	3 rd Nov	Grainger	On Track
	Provide Occupation Contract Template	3 rd Nov	Grainger	On Track
Discussions/Risks /Issues	<ul style="list-style-type: none"> • Risk: <ul style="list-style-type: none"> ◦ Timing of when the building will become available. If it is available at the earliest communicated date, then there is a risk this project will not be completed in time. <p>Open Box is assessing options to close out this project in the shortest timeframe possible.</p>			
Personnel Notes	<ul style="list-style-type: none"> • None 			

Project	Rent Smart Wales
Period	26 th Oct
Status Overview	Project Approved



Progress in the last week	Item		Completed	Responsible
	SOW Signed		26 th Oct	Grainger / Open Box
	Jira project setup		26 th Oct	Grainger
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Kick-off call	3 rd Nov	Grainger / Open Box	Open Box to schedule
Discussions/Risks /Issues	<ul style="list-style-type: none">None			
Personnel Notes	<ul style="list-style-type: none">None			