



Grainger - End of Tenancy

SteerCo Update

5th December 2023



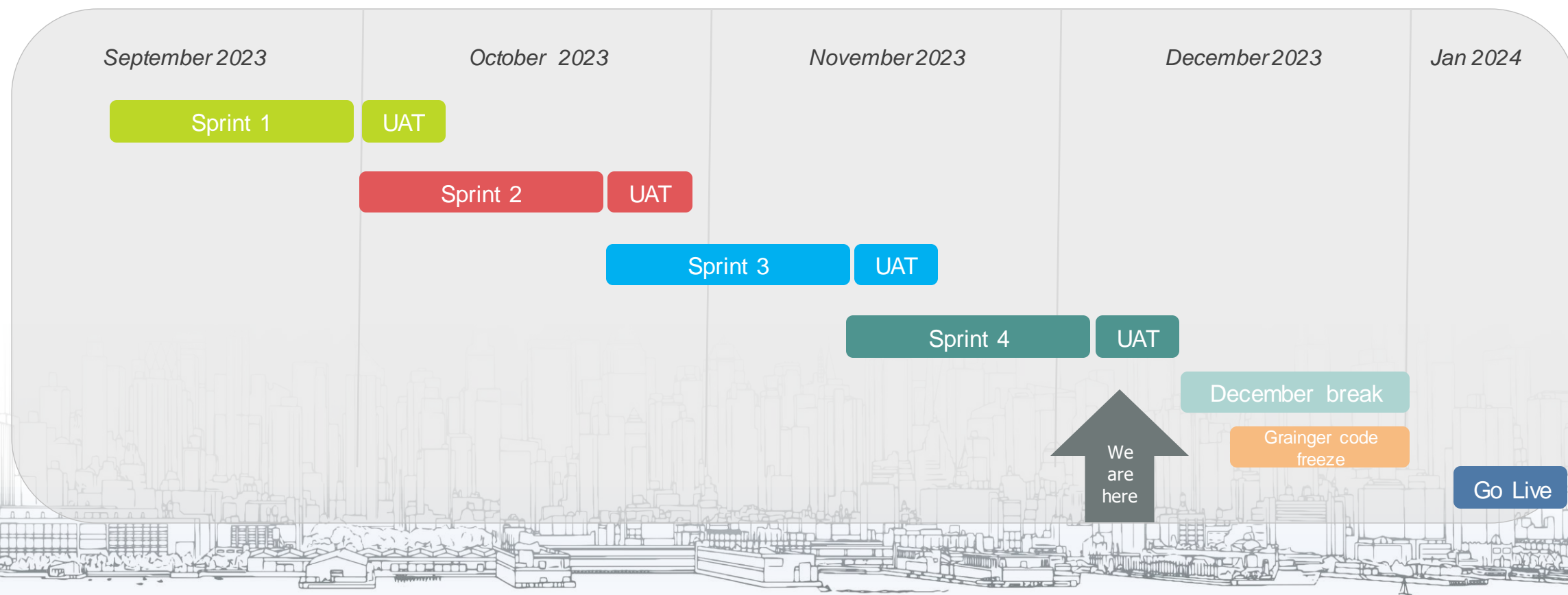
Agenda

- Project Summary
- Milestones
- Risks and Issues
- Forecast and Budget
- Next Steps



Project Summary

- Sprint 4 was completed on 1st December.
- Go-live is planned for 15th January 2024.



Project Summary... continued

We followed an agile methodology. Touch points each week included:

- 2 Standups
- 1 Refinement Session.

Grainger stakeholders were highly responsive, and the project team as a whole worked very well together.

OPEN BOX DELIVERY TEAM



Salesforce Architect

- Sam

Business Analyst

- Nikki

Developers

- Matthew, Dillan, Anjali, Avi, Sachin

Quality Assurance

- Khonani

Project Manager

- Shaun

GRAINGER DELIVERY TEAM



Product Owner

- Jacob

Project Sponsor

- Jon

Project Manager

- Yvonne

Subject Matter Experts

- Anita, Mike



4
Sprints



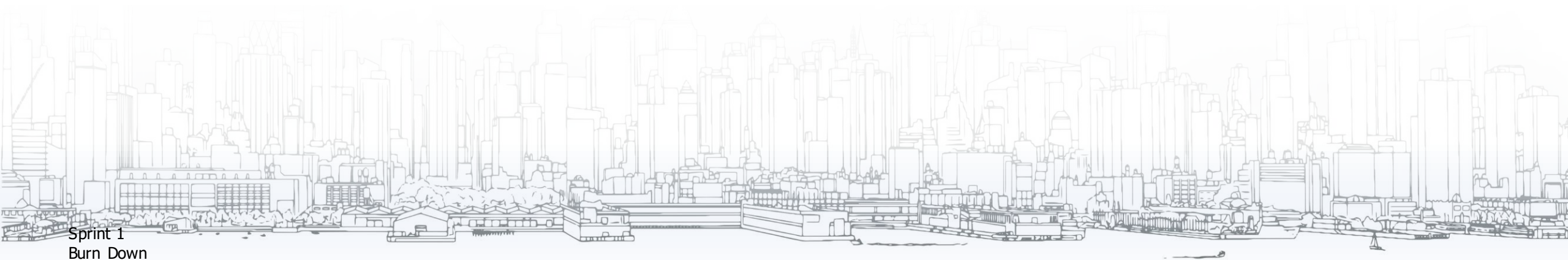
10
Additional User
Stories



1
UAT Bugs
Logged

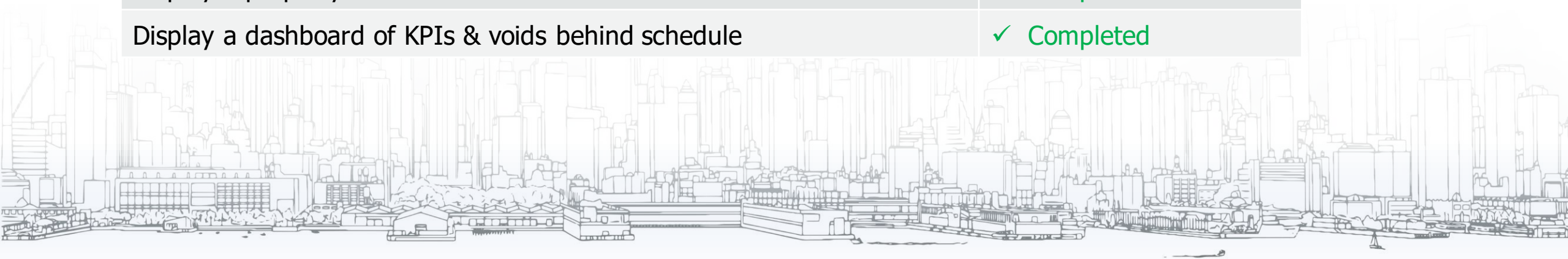
Delivery Breakdown

Sprint	Backlog Points	UAT Feedback	Additional Items	Total
1	61	0	0	61
2	76	3	0	79
3	35	16	7	58
4	48	10	19	77
Total	220	29	26	275



Milestones... continued

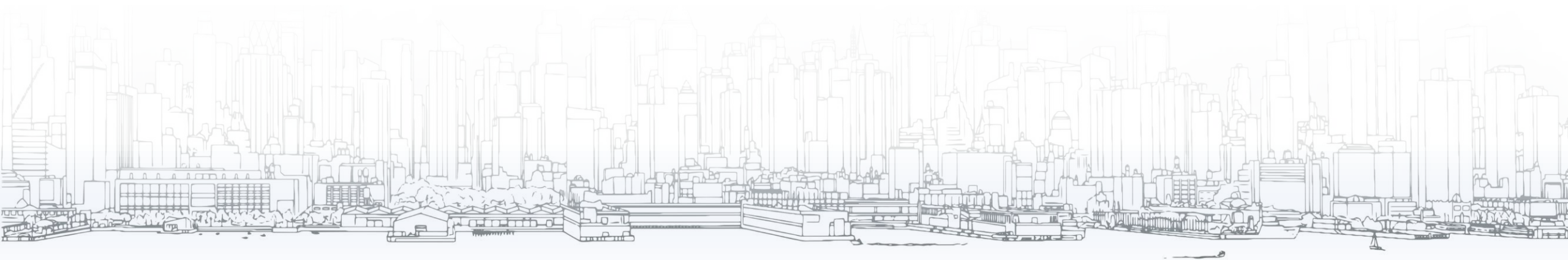
Project Objectives per the Statement of Work	Status
Enable users to create & complete an end-to-end void workflow	✓ Completed
Automatically calculate & revise estimated void timelines	✓ Completed
Enable users to upload void-related documents to Salesforce	✓ Completed
Audit history	✓ Completed
Automatically update Salesforce units with void-related information	✓ Completed
Provide a view of voids for a unit & building	✓ Completed
Replace internal notification emails with tasks & dashboards	✓ Completed
Provide a view of task lists for users and teams	✓ Completed
Display a property calendar of onsite void tasks	✓ Completed
Display a dashboard of KPIs & voids behind schedule	✓ Completed



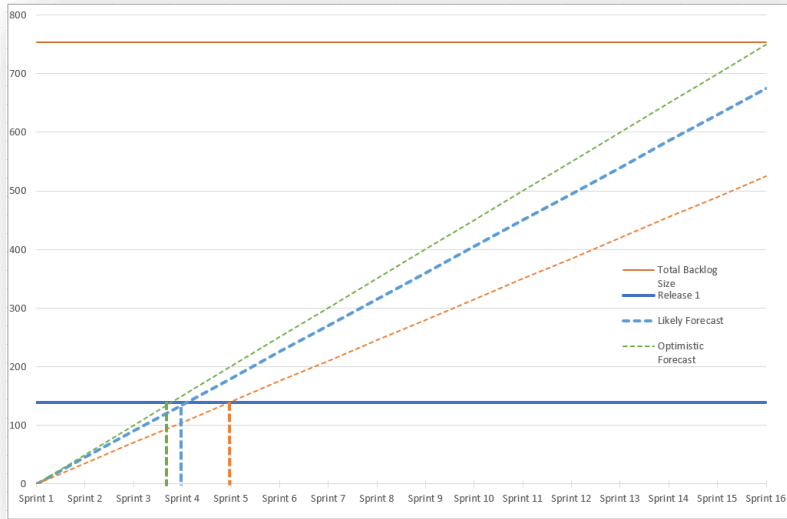
Risks & Issues

Risk	Impact	Probability	Mitigation
Change management plan	Low	Low	Open Box delivering a User Guide.
No support agreement in place	Med	Med	Open Box to work with Grainger to assess what options are feasible.

Issue	Impact	Status
None	NA	NA



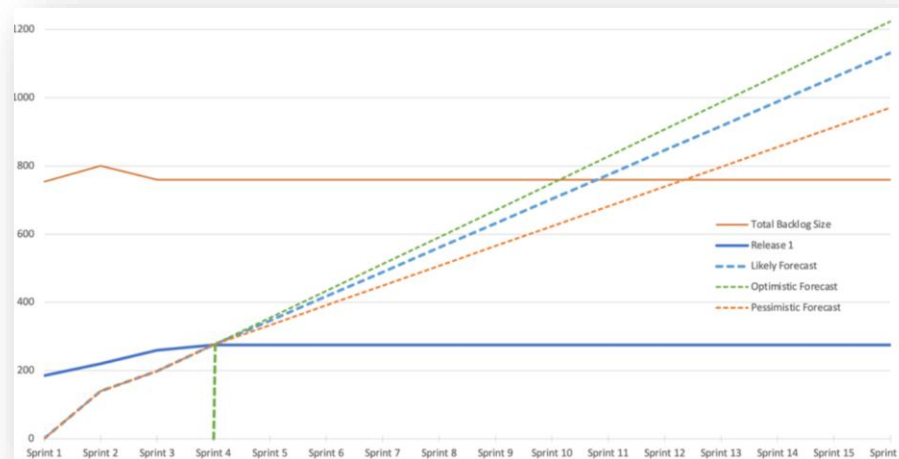
Forecast



Forecast at start of project

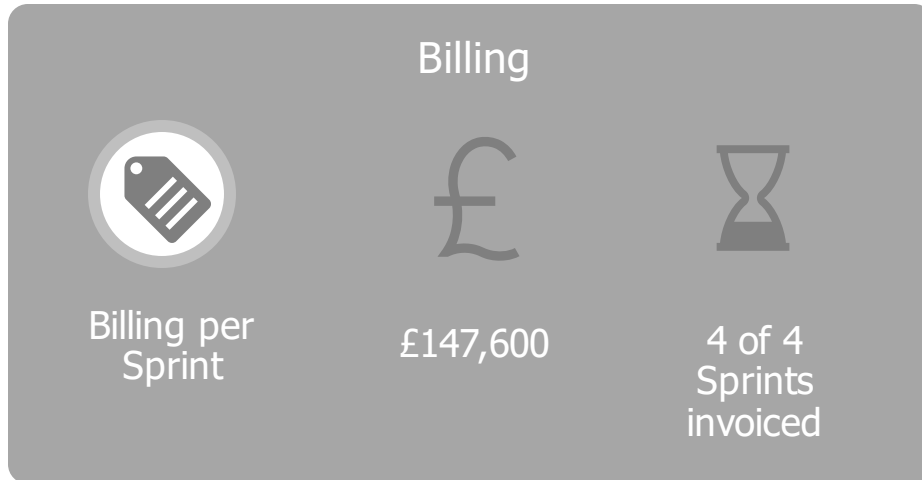


Forecast after sprint 2

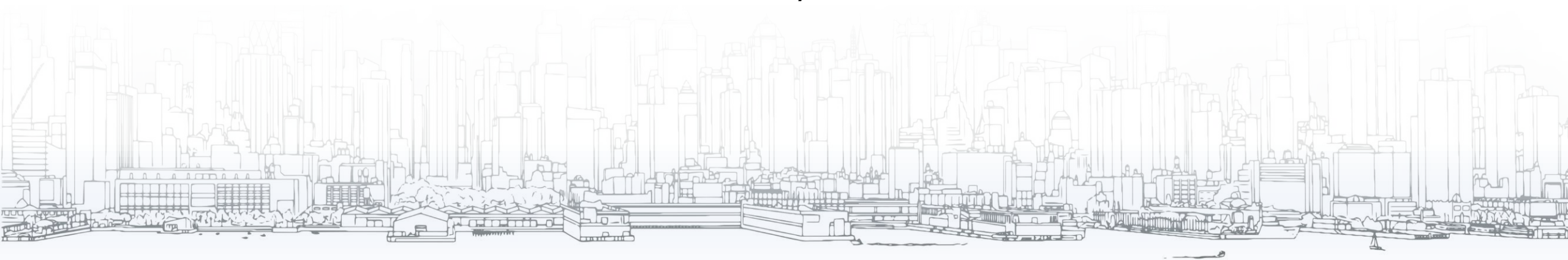


Forecast after sprint 4

Budget

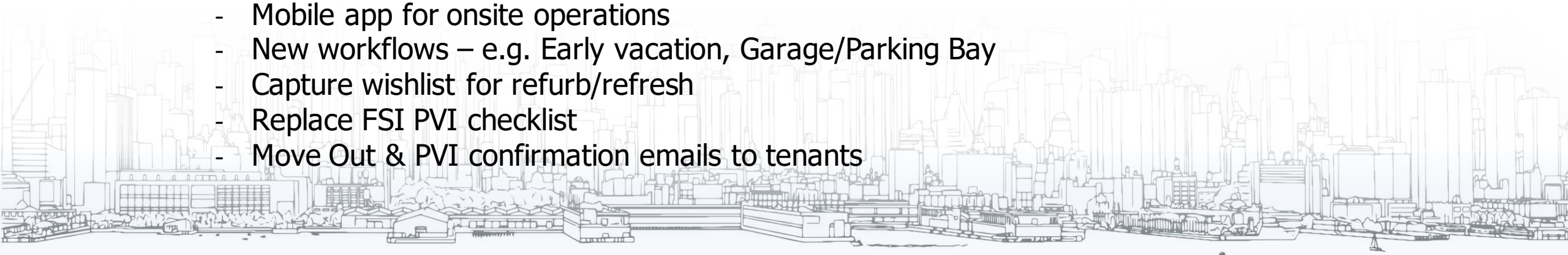


- The project is currently on budget. We anticipate closing out the project without any additional costs
- The billing milestones are as follows:
 - £ 35,100 was billed on 1st Oct
 - £ 35,100 was billed on 1st Nov
 - £ 70,200 was billed on 1st Dec
 - £ 3,600 to be billed 1st Jan (UAT)
 - £ 3,600 to be billed 1st Feb (Prod support)
- We will continue to monitor and manage project costs closely.



Next Steps

- Open Box to deliver the User Guide to facilitate Grainger's Change Management process
- Close out UAT by 15th Dec
- Confirm go-live cutover actions
- Go-live on 15th Jan
- FTE support
- Release 2
 - Mobile app for onsite operations
 - New workflows – e.g. Early vacation, Garage/Parking Bay
 - Capture wishlist for refurb/refresh
 - Replace FSI PVI checklist
 - Move Out & PVI confirmation emails to tenants





Thank You

