

Project Management Review Summary – Grainger PLC

Project	Void Process - Consultancy			
Period	May 2 nd – 11 th			
Status Overview	In progress			
Progress in the last week	Item	Completed		Responsible
	Qube demo	May 3 rd		Grainger / Open Box
	Document Management review	May 4 th		Grainger / Open Box
	Salesforce demo	May 10 th		Grainger / Open Box
	Renewal process review	May 11 th		Grainger / Open Box
	Jira access	May 11 th		Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Approval of additional hours	May 12 th	Grainger	Currently overutilized on the approved hours
Discussions/Risks /Issues	<ul style="list-style-type: none"> Approval of additional time. Currently 40 hours is approved. Planning for collaboration on presentation to business on 6th June 			
Utilization	<ul style="list-style-type: none"> 71 of 110 hours (64%) 			
Personnel Notes	<ul style="list-style-type: none"> None. 			

Historical Reports

Project	Void Process - Consultancy			
Period	Apr 24 th – May 2 nd			
Status Overview	In progress			
Progress in the last week	Item		Completed	Responsible
	Process review meeting		Apr 24 th	Grainger / Open Box
	Presentation deck & draft process documentation		Apr 24 th	Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Qube demo	May 3 rd	Grainger / Open Box	Scheduled
	Document Management review	May 4 th	Grainger / Open Box	Scheduled
	Salesforce demo	May 10 th	Grainger / Open Box	Scheduled
Discussions/Risks /Issues	<ul style="list-style-type: none"> Approval of additional time. Currently 40 hours is approved. Will you be able to share a recording (Zoom) of the demo's with Open Box 			
Utilization	<ul style="list-style-type: none"> 30 of 110 hours (27%) 			
Personnel Notes	<ul style="list-style-type: none"> None. 			