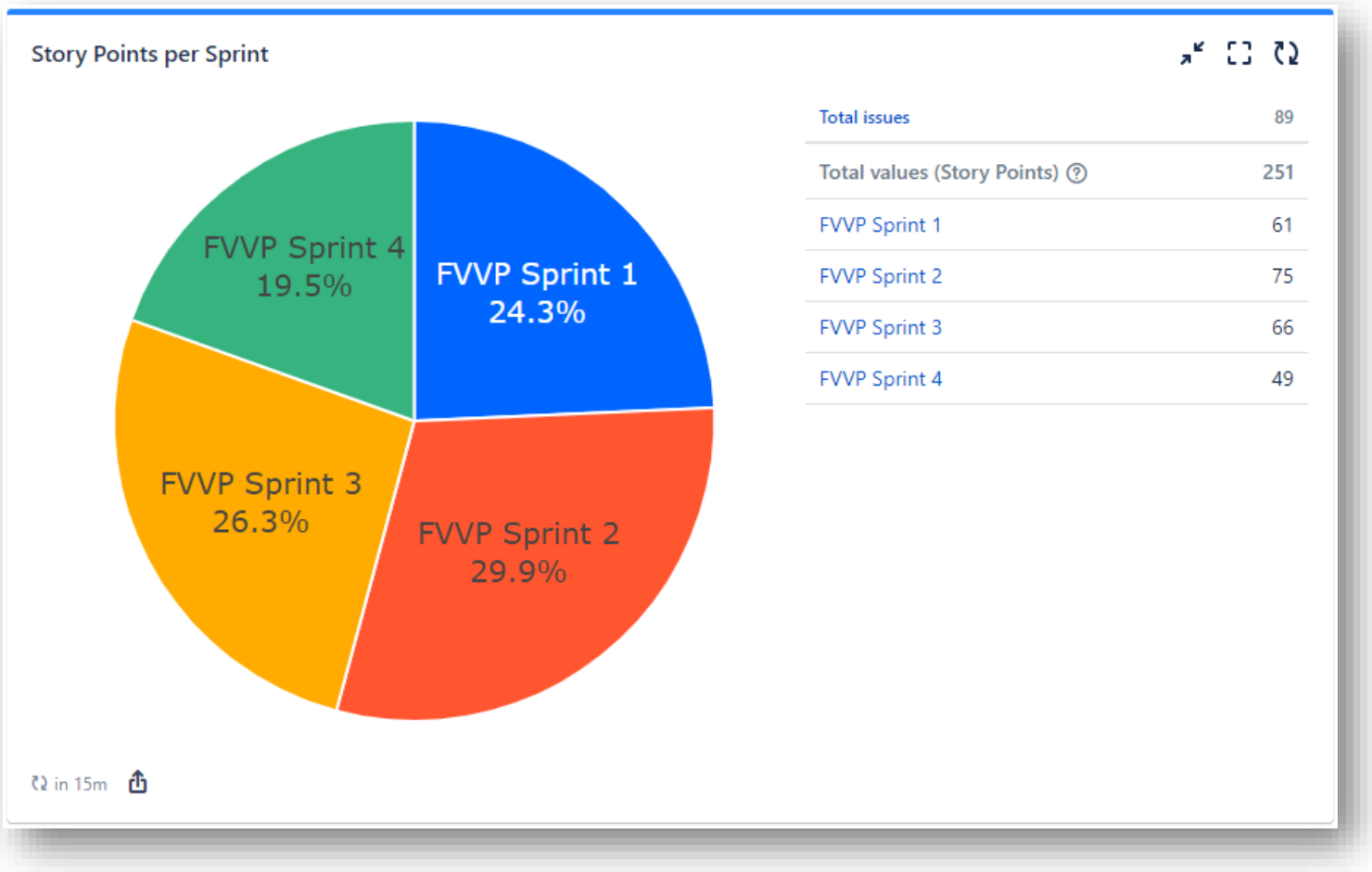
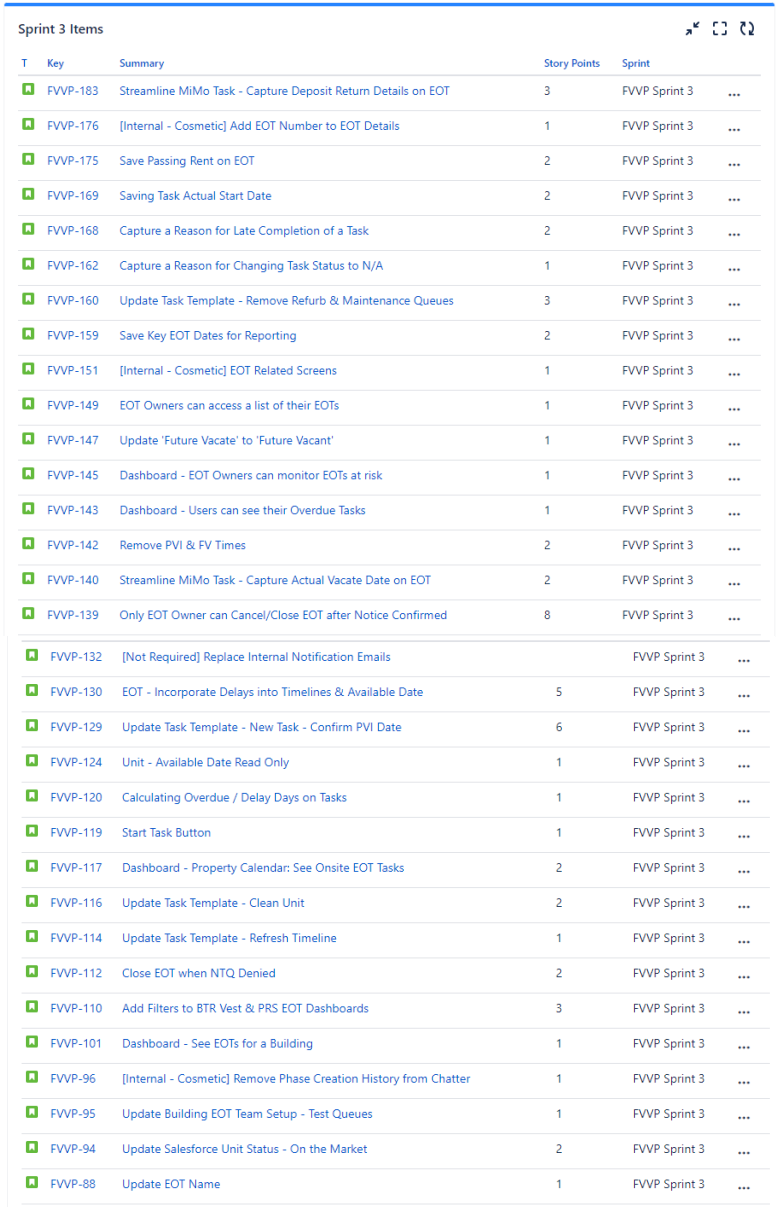
Project Management Review Summary – Grainger PLC

Project	End of Tenancy			
Period	2nd – 08th Nov 2023			
Status Overview	Sprint 3: Build			
Progress in the last week	**Item**		**Completed**	**Responsible**
	Change Management Plan Discussion		1st Nov	Grainger / Open Box
Upcoming deliverables / feedback required	**Item**	**Due**	**Responsible**	**Status**
	Feedback on Sprint 4 items	10th Nov	Grainger	On Track
	Sprint 3 Demo	10th Nov	Open Box	On Track
	Sprint 3 UAT Feedback	17th Nov	Grainger	1 week from 10th Nov
	Go-Live Preparation	WIP	Grainger	Change Management, Training, Support
	End-to-End UAT	4th Dec	Grainger	Completed by 15th Dec
	Go-Live	January 2024	Grainger / Open Box	On Track
Discussions/Risks /Issues	• 251 story points are currently allocated to the project. The initial backlog was 185 story points. • Sprint 4 is likely to have fewer user stories (points) due to the progress made in sprints 1,2 & 3. We are also reserving some capacity to handle feedback from Sprint 3 & regression test the timeline calculations.			
Personnel Notes	• Open Box will be taking extended leave over December.			

Sprint Metrics

Dashboard can be located here





Sprint 3 Items

T	Key	Summary	Story Points	Sprint	
	FVVP-183	Streamline MiMo Task - Capture Deposit Return Details on EOT	3	FVVP Sprint 3	...
	FVVP-176	[Internal - Cosmetic] Add EOT Number to EOT Details	1	FVVP Sprint 3	...
	FVVP-175	Save Passing Rent on EOT	2	FVVP Sprint 3	...
	FVVP-169	Saving Task Actual Start Date	2	FVVP Sprint 3	...
	FVVP-168	Capture a Reason for Late Completion of a Task	2	FVVP Sprint 3	...
	FVVP-162	Capture a Reason for Changing Task Status to N/A	1	FVVP Sprint 3	...
	FVVP-160	Update Task Template - Remove Refurb & Maintenance Queues	3	FVVP Sprint 3	...
	FVVP-159	Save Key EOT Dates for Reporting	2	FVVP Sprint 3	...
	FVVP-151	[Internal - Cosmetic] EOT Related Screens	1	FVVP Sprint 3	...
	FVVP-149	EOT Owners can access a list of their EOTs	1	FVVP Sprint 3	...
	FVVP-147	Update 'Future Vacate' to 'Future Vacant'	1	FVVP Sprint 3	...
	FVVP-145	Dashboard - EOT Owners can monitor EOTs at risk	1	FVVP Sprint 3	...
	FVVP-143	Dashboard - Users can see their Overdue Tasks	1	FVVP Sprint 3	...
	FVVP-142	Remove PVI & FV Times	2	FVVP Sprint 3	...
	FVVP-140	Streamline MiMo Task - Capture Actual Vacate Date on EOT	2	FVVP Sprint 3	...
	FVVP-139	Only EOT Owner can Cancel/Close EOT after Notice Confirmed	8	FVVP Sprint 3	...
	FVVP-132	[Not Required] Replace Internal Notification Emails		FVVP Sprint 3	...
	FVVP-130	EOT - Incorporate Delays into Timelines & Available Date	5	FVVP Sprint 3	...
	FVVP-129	Update Task Template - New Task - Confirm PVI Date	6	FVVP Sprint 3	...
	FVVP-124	Unit - Available Date Read Only	1	FVVP Sprint 3	...
	FVVP-120	Calculating Overdue / Delay Days on Tasks	1	FVVP Sprint 3	...
	FVVP-119	Start Task Button	1	FVVP Sprint 3	...
	FVVP-117	Dashboard - Property Calendar: See Onsite EOT Tasks	2	FVVP Sprint 3	...
	FVVP-116	Update Task Template - Clean Unit	2	FVVP Sprint 3	...
	FVVP-114	Update Task Template - Refresh Timeline	1	FVVP Sprint 3	...
	FVVP-112	Close EOT when NTQ Denied	2	FVVP Sprint 3	...
	FVVP-110	Add Filters to BTR Vest & PRS EOT Dashboards	3	FVVP Sprint 3	...
	FVVP-101	Dashboard - See EOTs for a Building	1	FVVP Sprint 3	...
	FVVP-96	[Internal - Cosmetic] Remove Phase Creation History from Chatter	1	FVVP Sprint 3	...
	FVVP-95	Update Building EOT Team Setup - Test Queues	1	FVVP Sprint 3	...
	FVVP-94	Update Salesforce Unit Status - On the Market	2	FVVP Sprint 3	...
	FVVP-88	Update EOT Name	1	FVVP Sprint 3	...

T	Key	Summary	Story Points	Sprint	
	FVVP-85	Dashboard - See New Voids Confirmed for Sale	1	FVVP Sprint 3	...
	FVVP-84	[Internal - Cosmetic] Update Help Text	1	FVVP Sprint 3	...
	FVVP-80	Task Lists - See Open Tasks for Users & Teams	1	FVVP Sprint 3	...

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Sprint 2 Items

T	Key	Summary	Story Points	Sprint	
	FVVP-239	Remove Activity Widget	1	FVVP Sprint 2	...
	FVVP-225	Update status of first End of Tenancy Phase when EoT is first created	2	FVVP Sprint 2	...
	FVVP-223	Set EoT Phase status to In Progress/Pending based on task status	3	FVVP Sprint 2	...
	FVVP-214	Prevent creation of new End Of Tenancy when Task Teams are not completed on related building	2	FVVP Sprint 2	...
	FVVP-181	Prevent Duplicate EOTs for a Unit	2	FVVP Sprint 2	...
	FVVP-180	Information Required on Completing Tasks		FVVP Sprint 2	...
	FVVP-128	Complete Task Screen Flow	8	FVVP Sprint 2	...
	FVVP-126	Update Task Template - New Task - Amend DD	1	FVVP Sprint 2	...
	FVVP-124	Unit - Available Date Read Only		FVVP Sprint 2	...
	FVVP-100	See History of EOTs for a Unit	1	FVVP Sprint 2	...
	FVVP-99	See Audit History	2	FVVP Sprint 2	...
	FVVP-91	Track Task Team as well as Task Owner	1	FVVP Sprint 2	...
	FVVP-90	See Available Date & EoT Completion Date	5	FVVP Sprint 2	...
	FVVP-87	Update Relet Status - Update Tasks	5	FVVP Sprint 2	...
	FVVP-86	Create a Void with Relet Tasks	5	FVVP Sprint 2	...

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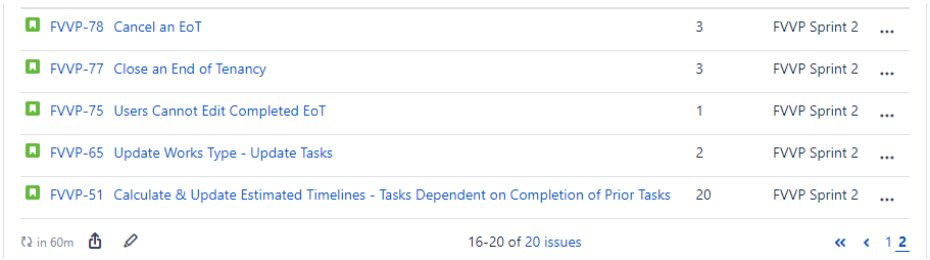

FVVP-78	Cancel an EoT	3	FVVP Sprint 2	...
FVVP-77	Close an End of Tenancy	3	FVVP Sprint 2	...
FVVP-75	Users Cannot Edit Completed EoT	1	FVVP Sprint 2	...
FVVP-65	Update Works Type - Update Tasks	2	FVVP Sprint 2	...
FVVP-51	Calculate & Update Estimated Timelines - Tasks Dependent on Completion of Prior Tasks	20	FVVP Sprint 2	...

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Sprint 1 Items

T	Key	Summary	Story Points	Sprint	
	FVVP-190	See Tasks for an End of Tenancy	8	FVVP Sprint 1	...
	FVVP-189	View / Update Task Details	3	FVVP Sprint 1	...
	FVVP-98	Upload EoT Documents	1	FVVP Sprint 1	...
	FVVP-89	Create a Void with Refurb / Refresh / Clean Only-Specific Tasks	5	FVVP Sprint 1	...
	FVVP-71	Complete a Phase	5	FVVP Sprint 1	...
	FVVP-66	Update Timelines - Tasks Dependent on a Void Date	8	FVVP Sprint 1	...
	FVVP-62	Rename "Void" Terminology		FVVP Sprint 1	...
	FVVP-58	New End of Tenancy - Capture End of Tenancy Details	3	FVVP Sprint 1	...
	FVVP-53	New End of Tenancy - Assign Tasks to Responsible Queues	5	FVVP Sprint 1	...
	FVVP-50	Calculate Estimated Timelines - Tasks Tied to an EOT Date	5	FVVP Sprint 1	...
	FVVP-49	New End of Tenancy - Generate Phases & Tasks from a Template	13	FVVP Sprint 1	...
	FVVP-48	New End of Tenancy - Create an End of Tenancy	5	FVVP Sprint 1	...

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Initial Backlog

Summary	Issue key	Story Points
Calculate void duration	FVVP-197	
See Tasks for a Void	FVVP-190	8
View / Update Task Details	FVVP-189	3
Replace Internal Notification Emails	FVVP-132	2
Reporting - See Teams with High Number of	FVVP-127	1
Dashboard - See Active Voids Behind	FVVP-125	2
Property Calendar - See Onsite Void Tasks	FVVP-117	1
Detailed Tasks - Close Down Tenancy	FVVP-116	2
Detailed Tasks - Deposit Release	FVVP-115	2
Detailed Tasks - Finalize Check Out	FVVP-114	2
Detailed Tasks - Review Check Out	FVVP-113	2
Detailed Tasks - Check Property Condition	FVVP-112	2
Detailed Tasks - Check Out	FVVP-111	2
Detailed Tasks - Book Works	FVVP-110	2
Detailed Tasks - Cancel Direct Debit	FVVP-109	2
Detailed Tasks - Check Compliance	FVVP-108	2
Detailed Tasks - Notify Stakeholders	FVVP-107	2
Detailed Tasks - Validate Required	FVVP-106	2
Detailed Tasks - Confirm Notice	FVVP-105	2
Detailed Tasks - Validate Notice	FVVP-104	2
See Active Voids for a Building	FVVP-101	1
See History of Voids on a Unit	FVVP-100	1
See Void & Task Audit History	FVVP-99	1
Upload Void Documents	FVVP-98	1
See Unit View Arrangements & Key Location	FVVP-97	2
Update Salesforce Unit - Keep Available Date	FVVP-96	2
Update Salesforce Unit - Keep FV Date Up-to-	FVVP-95	2
Update Salesforce Unit - Keep Unit Status Up-	FVVP-94	5
Update Salesforce Unit - New Void	FVVP-92	5

See Estimated Available Date & Void	FVVP-90	5
Create a Void with Refurb / Refresh / Clean	FVVP-89	5
Update Relet Status - Update Tasks	FVVP-87	5
Create a Void with Relet Tasks	FVVP-86	5
Dashboard - See New Voids Confirmed for	FVVP-85	1
New Void - Default Unit Sale Status from	FVVP-84	1
Dashboard - Other KPIs for R1	FVVP-82	10
Dashboard - See Open Tasks	FVVP-80	2
Cancel a Void	FVVP-78	1
Close a Void	FVVP-77	3
See Summary of Void Phases & % Completion	FVVP-76	3
Complete Voids are Read-Only	FVVP-75	
Dashboard - KPI: Vacant Days	FVVP-72	
Complete a Phase	FVVP-71	5
Update Timelines - Tasks Dependent on a	FVVP-66	8
Update Void Works Type - Update Tasks	FVVP-65	
Update Timelines - Tasks Dependent on	FVVP-64	13
Detailed Tasks - PVI	FVVP-63	
Rename "Void" Terminology	FVVP-62	
Set Tasks to Not Applicable [Close]	FVVP-61	1
Capture a Reason for Updating Key Void	FVVP-59	3
New End of Tenancy - Capture End of Tenancy	FVVP-58	3
See Salesforce Unit & Building Attributes in a	FVVP-57	1
New Void - Calculate Estimated PVI Date	FVVP-56	3
Data Migration - Void Queues	FVVP-54	3
New End of Tenancy - Assign Tasks to	FVVP-53	5
Calculate Estimated Timelines - Tasks	FVVP-51	13
Calculate Estimated Timelines - Tasks Tied to	FVVP-50	5
New End of Tenancy - Generate Phases &	FVVP-49	13
New End of Tenancy - Create an End of	FVVP-48	5
		185

Historical Reports

Project	End of Tenancy			
Period	25th Oct – 2 Nov 2023			
Status Overview	Sprint 3: Build			
Progress in the last week	**Item**		**Completed**	**Responsible**
	Reporting feedback ahead of the Mon refinement session		27th Oct	Grainger
	Sprint 2 UAT feedback		27th Oct	Grainger
	Call to discuss change management strategy		2nd Nov	Open Box
	Steerco Presentation		2nd Nov	Grainger / Open Box
Upcoming deliverables / feedback required	**Item**	**Due**	**Responsible**	**Status**
	Sprint 3 Demo	10th Nov	Open Box	On Track
	Sprint 3 UAT	17th Nov	Grainger	1 week from 10th Nov
	Change Management Plan	TBC	Grainger	Open Box to assist Grainger in determining feasible change management process
Discussions/Risks /Issues	• 242 story points are currently allocated to the project. The initial backlog was 185 story points. • Sprint 4 is likely to have fewer user stories (points) due to the progress made in sprints 1,2 & 3. We are also reserving some capacity to handle feedback from Sprint 3. • Planning required for January '24 go-live, training and support.			
Personnel Notes	• None			

Project	End of Tenancy - Implementation
Period	3rd – 10th Oct

Status Overview	Sprint 2: Build			
Progress in the last week	**Item**		**Completed**	**Responsible**
	Sprint 1 UAT		6th Oct	Grainger
	New QA/UAT environment (Staging) refreshed from Prod		9th Oct	Open Box
Upcoming deliverables / feedback required	**Item**	**Due**	**Responsible**	**Status**
	Incorporate additional user stories in Sprint 2	13th Oct	Open Box	On Track
	Sprint 2 UAT (in Staging)	23rd Oct	Grainger	1 week in duration Sprint 1 UAT bugs will also be made available for retest
Discussions/Risks /Issues	• 128 story points currently allocated to sprint 1 & 2. Initial backlog was 185 story points.			
Personnel Notes	• Shaun out next week.			

Project	End of Tenancy - Implementation			
Period	27th Sep – 3rd Oct			
Status Overview	Sprint 1: UAT Sprint 2: Build			
Progress in the last week	Item		Completed	Responsible
	Sprint 1 Demo		2nd Oct	Grainger / Open Box
	Refinement		3rd Oct	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 UAT	6th Oct	Grainger	On Track

Discussions/Risks /Issues	• Open Box will work with Grainger to see what additional user stories can be brought into sprint 2.
Personnel Notes	• Sam travelling Thu and Fri this week.

Project	End of Tenancy - Implementation			
Period	20th – 27th Sep			
Status Overview	Sprint 1 in progress			
Progress in the last week	Item		Completed	Responsible
	Realignment on User Stories for Sprint 1		22nd Sep	Open Box
	Onboarding of new Open Box team members		22nd Sep	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 Demo	2nd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3rd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Sprint 1 UAT	2nd Oct	Grainger	1 week
Discussions/Risks /Issues	• As mentioned in our sprint ceremonies, sprint 1 required a lot of foundational work / effort. As a result, some user stories may roll over to sprint 2. This is not anticipated to have an impact on project cost or timelines.			
Personnel Notes	• Sam will be in the Grainger office from Oct 2nd.			

Project	End of Tenancy - Implementation		
Period	5th – 20th Sep		
Status Overview	Sprint 1 in progress		
Progress in the last week	Item	Completed	Responsible

	Project kick-off meeting		5th Sep	Grainger / Open Box
	Confirmation of sprint ceremonies		9th Sep	Grainger / Open Box
	Confirmation of Purchase Order		8th Sep	Grainger
	Fine-tuning Jira		14th Sep	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 Demo	2nd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3rd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Sprint 1 UAT	2nd Oct	Grainger	1 week
Discussions/Risks /Issues	• Open Box is reviewing items in sprint 1 & 2 to ensure dependencies will not impact our velocity. This will result in some cards moving between sprint 1 & 2.			
Personnel Notes	• Holiday in South Africa on Monday 25th September			