

Project Management Review Summary – Grainger PLC

Project	End of Tenancy			
Period	1 st – 12 th Dec 2023			
Status Overview	UAT			
Progress in the last week	Item		Completed	Responsible
	Training Material SOW signed		1 Dec	Grainger
	Demo		1 st Dec	Grainger / Open Box
	End-to-End UAT		4 th Dec	Grainger
	Steerco #2		5 th Dec	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Complete UAT	14 th Dec	Grainger / Open Box	On Track
	Go-Live	Jan 2024	Grainger / Open Box	Date to be confirmed
Discussions/Risks /Issues	<ul style="list-style-type: none"> Planning for support beyond post go-live hypercare. Open Box strongly recommends 0.5 FTEs (80 hours). 			
Personnel Notes	<ul style="list-style-type: none"> Jacob on leave from 15 December. Open Box will be taking extended leave over December. 			

Sprint Metrics

Sprint	Story Points
1	61
2	75
3	56
4	79
Total	271
<i>Initial Backlog</i>	<i>185</i>
<i>Additional Story Points delivered</i>	<i>86</i>

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	22 nd – 29 th Nov 2023			
Status Overview	Sprint 4: Build			
Progress in the last week	Item	Completed		Responsible
	Training Material SOW	28 th Nov		Open Box
	Confirmed Jira licenses will add minimal value at this stage of the project so will not be purchased	27 th Nov		Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Training Material SOW signed	1 Dec	Grainger	Need this approved this week so we can complete the work next week
	Demo	1 st Dec	Grainger / Open Box	On Track
	End-to-End UAT	4 th Dec	Grainger	All UAT feedback provided by 8 th Dec. UAT completed by 15 th Dec.
	Steerco #2	5 th Dec	Grainger / Open Box	On Track
	Go-Live	15 th Jan 2024	Grainger / Open Box	On Track
Discussions/Risks /Issues	<ul style="list-style-type: none"> Planning for support beyond post go-live hypercare. Open Box strongly recommends 0.5 FTEs (80 hours). 			
Personnel Notes	<ul style="list-style-type: none"> Jacob on leave from 15 December. Open Box will be taking extended leave over December. 			

Project	End of Tenancy
Period	15 th – 22 nd Nov 2023

Status Overview	Sprint 4: Build			
Progress in the last week	Item	Completed		Responsible
	Sprint 3 UAT Feedback	17 th Nov		Grainger
	Review of Production Deployment dates	21 st Nov		Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Go-Live Preparation	WIP	Grainger	Change Management, Training, Support
	Demo	1 st Dec	Grainger / Open Box	On Track
	End-to-End UAT	4 th Dec	Grainger	Completed by 15 th Dec
	Steerco #2	5 th Dec	Grainger / Open Box	Date to be confirmed
	Go-Live	15 th Jan 2024	Grainger / Open Box	On Track
Discussions/Risks /Issues	<ul style="list-style-type: none"> Backlog items will be pulled in to sprint 4 time allows. 271 story points are currently allocated to the project. The initial backlog was 185 story points. Planning for support beyond post go-live hypercare (e.g. Open Box 0.5 FTE) <i>Jira Licenses have expired (reached out to Jaic) for the dashboard so these have not been updated.</i> 			
Personnel Notes	<ul style="list-style-type: none"> Jacob on leave in December. Open Box will be taking extended leave over December. 			

Project	End of Tenancy		
Period	08 th – 15 th Nov 2023		
Status Overview	Sprint 3: UAT Sprint 4: Build		
Progress in the last week	Item	Completed	Responsible

	Feedback on Sprint 4 items		10 th Nov	Grainger
	Sprint 3 Demo		10 th Nov	Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 3 UAT Feedback	17 th Nov	Grainger	WIP
	Go-Live Preparation	WIP	Grainger	Change Management, Training, Support
	End-to-End UAT	4 th Dec	Grainger	Completed by 15 th Dec
	Steerco #2	5 th Dec	Grainger / Open Box	Date to be confirmed
	Go-Live	January 2024	Grainger / Open Box	Date to be confirmed
Discussions/Risks /Issues	<ul style="list-style-type: none"> 271 story points are currently allocated to the project. The initial backlog was 185 story points. Planning for support beyond post go-live hypercare (e.g. Open Box 0.5 FTE) 			
Personnel Notes	<ul style="list-style-type: none"> Jacob on leave in December. Open Box will be taking extended leave over December. 			

Project	End of Tenancy			
Period	2 nd – 08 th Nov 2023			
Status Overview	Sprint 3: Build			
Progress in the last week	Item	Completed	Responsible	
	Change Management Plan Discussion	1 st Nov	Grainger / Open Box	
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Feedback on Sprint 4 items	10 th Nov	Grainger	On Track
	Sprint 3 Demo	10 th Nov	Open Box	On Track

	Sprint 3 UAT Feedback	17 th Nov	Grainger	1 week from 10 th Nov
	Go-Live Preparation	WIP	Grainger	Change Management, Training, Support
	End-to-End UAT	4 th Dec	Grainger	Completed by 15 th Dec
	Go-Live	January 2024	Grainger / Open Box	On Track
Discussions/Risks /Issues	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Open Box will be taking extended leave over December. 			

Project	End of Tenancy			
Period	25 th 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		27 th Oct	Grainger
	Sprint 2 UAT feedback		27 th Oct	Grainger
	Call to discuss change management strategy		2 nd Nov	Open Box
	Steerco Presentation		2 nd Nov	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 3 Demo	10 th Nov	Open Box	On Track
	Sprint 3 UAT	17 th Nov	Grainger	1 week from 10 th Nov

	Change Management Plan	TBC	Grainger	Open Box to assist Grainger in determining feasible change management process
Discussions/Risks /Issues	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> None 			

Project	End of Tenancy - Implementation			
Period	3 rd – 10 th Oct			
Status Overview	Sprint 2: Build			
Progress in the last week	Item		Completed	Responsible
	Sprint 1 UAT		6 th Oct	Grainger
	New QA/UAT environment (Staging) refreshed from Prod		9 th Oct	Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Incorporate additional user stories in Sprint 2	13 th Oct	Open Box	On Track
	Sprint 2 UAT (in Staging)	23 rd Oct	Grainger	1 week in duration Sprint 1 UAT bugs will also be made available for retest
Discussions/Risks /Issues	<ul style="list-style-type: none"> 128 story points currently allocated to sprint 1 & 2. Initial backlog was 185 story points. 			
Personnel Notes	<ul style="list-style-type: none"> Shaun out next week. 			

Project	End of Tenancy - Implementation			
Period	27 th Sep – 3 rd Oct			
Status Overview	Sprint 1: UAT Sprint 2: Build			
Progress in the last week	Item		Completed	Responsible
	Sprint 1 Demo		2 nd Oct	Grainger / Open Box
	Refinement		3 rd Oct	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 UAT	6 th Oct	Grainger	On Track
Discussions/Risks /Issues	<ul style="list-style-type: none"> Open Box will work with Grainger to see what additional user stories can be brought into sprint 2. 			
Personnel Notes	<ul style="list-style-type: none"> Sam travelling Thu and Fri this week. 			

Project	End of Tenancy - Implementation			
Period	20 th – 27 th Sep			
Status Overview	Sprint 1 in progress			
Progress in the last week	Item		Completed	Responsible
	Realignment on User Stories for Sprint 1		22 nd Sep	Open Box
	Onboarding of new Open Box team members		22 nd Sep	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 Demo	2 nd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3 rd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit

	Sprint 1 UAT	2 nd Oct	Grainger	1 week
Discussions/Risks /Issues	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Sam will be in the Grainger office from Oct 2nd. 			

Project	End of Tenancy - Implementation			
Period	5 th – 20 th Sep			
Status Overview	Sprint 1 in progress			
Progress in the last week	Item		Completed	Responsible
	Project kick-off meeting		5 th Sep	Grainger / Open Box
	Confirmation of sprint ceremonies		9 th Sep	Grainger / Open Box
	Confirmation of Purchase Order		8 th Sep	Grainger
	Fine-tuning Jira		14 th Sep	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 Demo	2 nd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3 rd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Sprint 1 UAT	2 nd Oct	Grainger	1 week
Discussions/Risks /Issues	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Holiday in South Africa on Monday 25th September 			