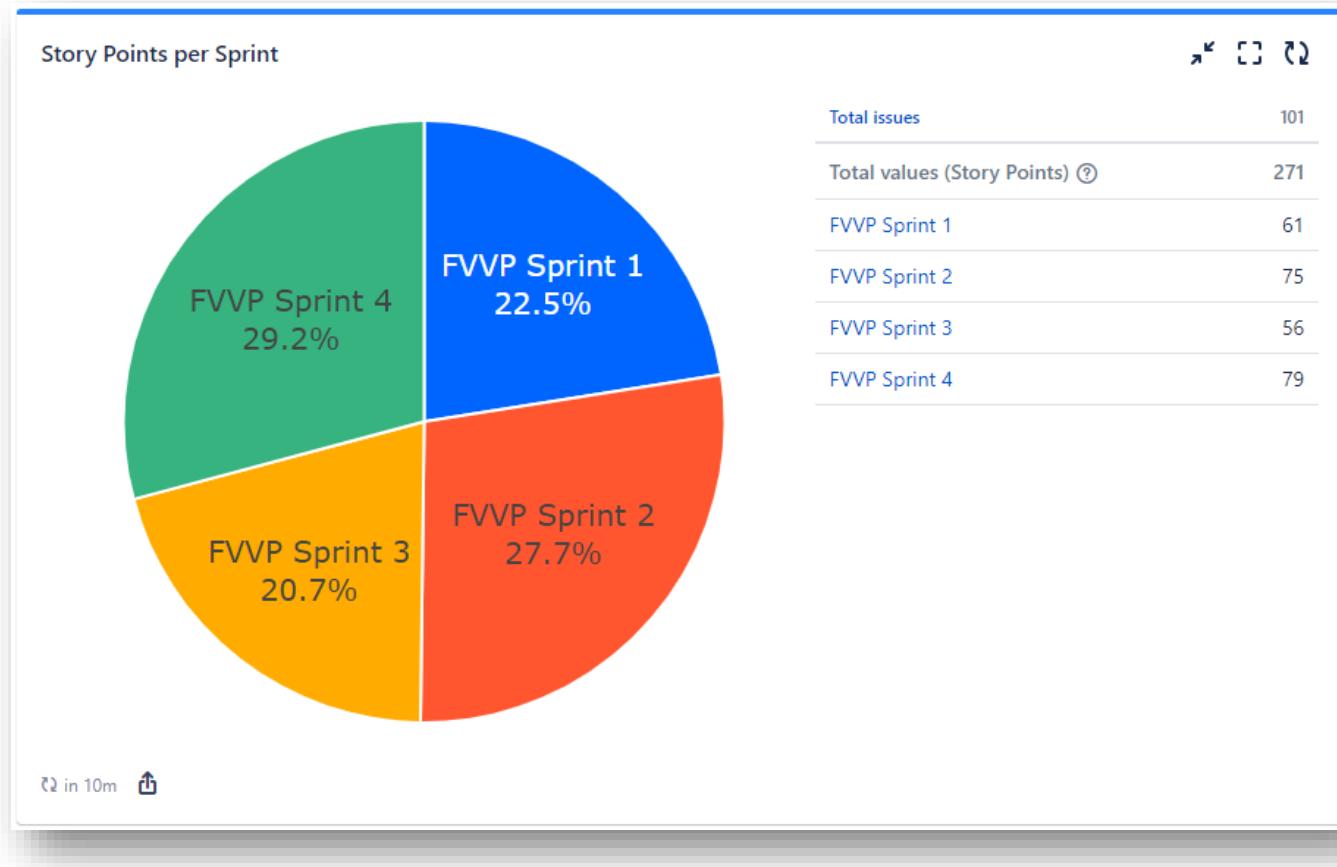


## Project Management Review Summary – Grainger PLC

<b>Project</b>	End of Tenancy		
<b>Period</b>	08 <sup>th</sup> – 15 <sup>th</sup> Nov 2023		
<b>Status Overview</b>	Sprint 3: UAT Sprint 4: Build		
<b>Progress in the last week</b>	<b>Item</b>	<b>Completed</b>	<b>Responsible</b>
	Feedback on Sprint 4 items	10 <sup>th</sup> Nov	Grainger
	Sprint 3 Demo	10 <sup>th</sup> Nov	Open Box
<b>Upcoming deliverables / feedback required</b>	<b>Item</b>	<b>Due</b>	<b>Responsible</b>
	Sprint 3 UAT Feedback	17 <sup>th</sup> Nov	Grainger
	Go-Live Preparation	WIP	Grainger
	End-to-End UAT	4 <sup>th</sup> Dec	Grainger
	Steerco #2	5 <sup>th</sup> Dec	Grainger / Open Box
	Go-Live	January 2024	Grainger / Open Box
<b>Discussions/Risks /Issues</b>	<ul style="list-style-type: none"> <li>271 story points are currently allocated to the project. The initial backlog was 185 story points.</li> <li>Planning for support beyond post go-live hypercare</li> </ul>		
<b>Personnel Notes</b>	<ul style="list-style-type: none"> <li>Jacob on leave in December.</li> <li>Open Box will be taking extended leave over December.</li> </ul>		

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

in 60m 16-20 of 20 issues 1 [2](#)

### Sprint 1 Items

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

<b>Project</b>	End of Tenancy		
<b>Period</b>	2 <sup>nd</sup> – 08 <sup>th</sup> Nov 2023		
<b>Status Overview</b>	Sprint 3: Build		
<b>Progress in the last week</b>	<b>Item</b>	<b>Completed</b>	<b>Responsible</b>
	Change Management Plan Discussion	1 <sup>st</sup> Nov	Grainger / Open Box
<b>Upcoming deliverables / feedback required</b>	<b>Item</b>	<b>Due</b>	<b>Responsible</b>
	Feedback on Sprint 4 items	10 <sup>th</sup> Nov	Grainger
	Sprint 3 Demo	10 <sup>th</sup> Nov	Open Box
	Sprint 3 UAT Feedback	17 <sup>th</sup> Nov	Grainger
	Go-Live Preparation	WIP	Grainger
	End-to-End UAT	4 <sup>th</sup> Dec	Grainger
	Go-Live	January 2024	Grainger / Open Box
<b>Discussions/Risks /Issues</b>	<ul style="list-style-type: none"> <li>251 story points are currently allocated to the project. The initial backlog was 185 story points.</li> <li>Sprint 4 is likely to have fewer user stories (points) due to the progress made in sprints 1,2 &amp; 3. We are also reserving some capacity to handle feedback from Sprint 3 &amp; regression test the timeline calculations.</li> </ul>		
<b>Personnel Notes</b>	<ul style="list-style-type: none"> <li>Open Box will be taking extended leave over December.</li> </ul>		

<b>Project</b>	End of Tenancy
<b>Period</b>	25 <sup>th</sup> Oct – 2 Nov 2023
<b>Status Overview</b>	Sprint 3: Build

<b>Progress in the last week</b>	<b>Item</b>	<b>Completed</b>	<b>Responsible</b>
	Reporting feedback ahead of the Mon refinement session	27 <sup>th</sup> Oct	Grainger
	Sprint 2 UAT feedback	27 <sup>th</sup> Oct	Grainger
	Call to discuss change management strategy	2 <sup>nd</sup> Nov	Open Box
	Steerco Presentation	2 <sup>nd</sup> Nov	Grainger / Open Box
<b>Upcoming deliverables / feedback required</b>	<b>Item</b>	<b>Due</b>	<b>Responsible</b>
	Sprint 3 Demo	10 <sup>th</sup> Nov	Open Box
	Sprint 3 UAT	17 <sup>th</sup> Nov	Grainger
	Change Management Plan	TBC	Grainger
<b>Discussions/Risks /Issues</b>	<ul style="list-style-type: none"> <li>242 story points are currently allocated to the project. The initial backlog was 185 story points.</li> <li>Sprint 4 is likely to have fewer user stories (points) due to the progress made in sprints 1,2 &amp; 3. We are also reserving some capacity to handle feedback from Sprint 3.</li> <li>Planning required for January '24 go-live, training and support.</li> </ul>		
<b>Personnel Notes</b>	<ul style="list-style-type: none"> <li>None</li> </ul>		

<b>Project</b>	End of Tenancy - Implementation		
<b>Period</b>	3 <sup>rd</sup> – 10 <sup>th</sup> Oct		
<b>Status Overview</b>	Sprint 2: Build		
<b>Progress in the last week</b>	<b>Item</b>	<b>Completed</b>	<b>Responsible</b>
	Sprint 1 UAT	6 <sup>th</sup> Oct	Grainger
	New QA/UAT environment (Staging) refreshed from Prod	9 <sup>th</sup> Oct	Open Box

<b>Upcoming deliverables / feedback required</b>	<b>Item</b>	<b>Due</b>	<b>Responsible</b>	<b>Status</b>
	Incorporate additional user stories in Sprint 2	13 <sup>th</sup> Oct	Open Box	On Track
	Sprint 2 UAT (in Staging)	23 <sup>rd</sup> Oct	Grainger	1 week in duration Sprint 1 UAT bugs will also be made available for retest
<b>Discussions/Risks /Issues</b>	<ul style="list-style-type: none"> <li>128 story points currently allocated to sprint 1 &amp; 2. Initial backlog was 185 story points.</li> </ul>			
<b>Personnel Notes</b>	<ul style="list-style-type: none"> <li>Shaun out next week.</li> </ul>			

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

<b>Project</b>	End of Tenancy - Implementation
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<b>Period</b>	20 <sup>th</sup> – 27 <sup>th</sup> Sep			
<b>Status Overview</b>	Sprint 1 in progress			
<b>Progress in the last week</b>	Item	Completed	Responsible	
	Realignment on User Stories for Sprint 1	22 <sup>nd</sup> Sep	Open Box	
	Onboarding of new Open Box team members	22 <sup>nd</sup> Sep	Grainger / Open Box	
<b>Upcoming deliverables / feedback required</b>	Item	Due	Responsible	Status
	Sprint 1 Demo	2 <sup>nd</sup> Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3 <sup>rd</sup> Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Sprint 1 UAT	2 <sup>nd</sup> Oct	Grainger	1 week
<b>Discussions/Risks /Issues</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>			
<b>Personnel Notes</b>	<ul style="list-style-type: none"> <li>Sam will be in the Grainger office from Oct 2<sup>nd</sup>.</li> </ul>			

<b>Project</b>	End of Tenancy - Implementation			
<b>Period</b>	5 <sup>th</sup> – 20 <sup>th</sup> Sep			
<b>Status Overview</b>	Sprint 1 in progress			
<b>Progress in the last week</b>	Item	Completed	Responsible	
	Project kick-off meeting	5 <sup>th</sup> Sep	Grainger / Open Box	
	Confirmation of sprint ceremonies	9 <sup>th</sup> Sep	Grainger / Open Box	
	Confirmation of Purchase Order	8 <sup>th</sup> Sep	Grainger	
	Fine-tuning Jira	14 <sup>th</sup> Sep	Grainger / Open Box	
	Item	Due	Responsible	Status

<b>Upcoming deliverables / feedback required</b>	Sprint 1 Demo	2 <sup>nd</sup> Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3 <sup>rd</sup> Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Sprint 1 UAT	2 <sup>nd</sup> Oct	Grainger	1 week
<b>Discussions/Risks /Issues</b>	<ul style="list-style-type: none"> <li>Open Box is reviewing items in sprint 1 &amp; 2 to ensure dependencies will not impact our velocity. This will result in some cards moving between sprint 1 &amp; 2.</li> </ul>			
<b>Personnel Notes</b>	<ul style="list-style-type: none"> <li>Holiday in South Africa on Monday 25<sup>th</sup> September</li> </ul>			